

## Level of Overall Effectiveness (LOE) and Evaluation Completion Administrator and Educator Signatures and LOE Nullification Option

For the 2020-21 academic year, educators have the option to nullify the 2020-21 LOE score. Information on LOE calculations may be found [here](#). Additional information on the impact of nullification on tenure may be found [here](#).

As per State Board of Education policy [5.201](#):

- Educators who choose to nullify their LOE score for the 2020-21 school year may use their most recently available LOE score for the purposes of determining observation pacing for the 2021-22 school year only.
- Educators who receive an LOE score for the 2020-21 school year shall receive the maximum number of professional development points (PDPs) available to educators at the assigned school for the 2020-21 school year only, regardless of whether an educator chooses to nullify their 2020-21 LOE score. PDPs for these educators shall be assigned as follows:
  - (a) Educators employed in a non-Priority or non-focus school for the 2020-21 school year shall receive 20 PDPs.
  - (b) Educators employed in a Priority or Focus school for the 2020-21 school year shall receive 25 PDPs.

Once all required components for the educator's evaluation have been imported by the department and district, the Level of Overall Effectiveness (LOE) score will calculate in [TNCompass](#). On the educator's evaluation page, the system will display the scoring method that resulted in the highest scale score used to assign the LOE. The administrator finalizing the evaluation should enter his/her electronic signature (PIN) to acknowledge the evaluation has been reviewed. After an administrator has acknowledged the evaluation, the educator should enter his/her PIN to finalize the evaluation. At the point of finalization, the educator will have the opportunity to select nullification prior to adding his/her PIN. The following guidance and screenshots outline the process of evaluation finalization, including the option of nullification.

In this user guide, administrator is defined as current or previous year Principal, Assistant Principal, Superintendent, Superintendent Designee, or any other role that has been granted the Evaluation Edit permission within TNCompass.

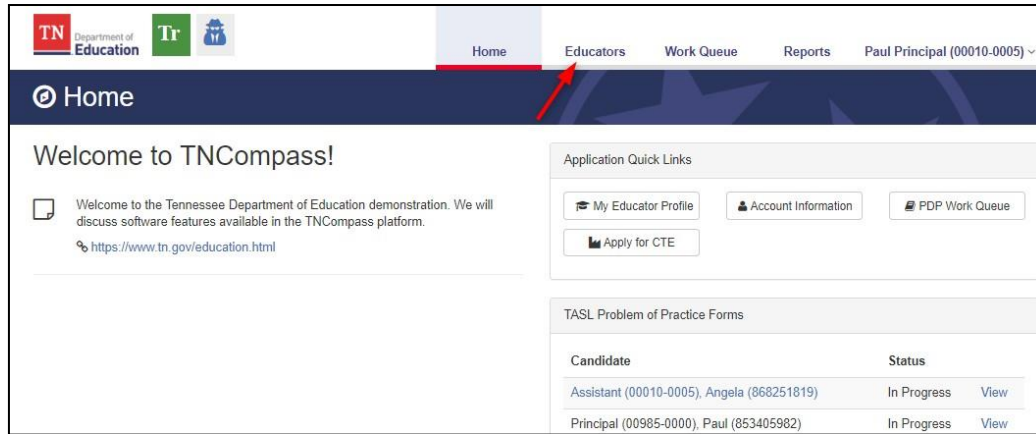
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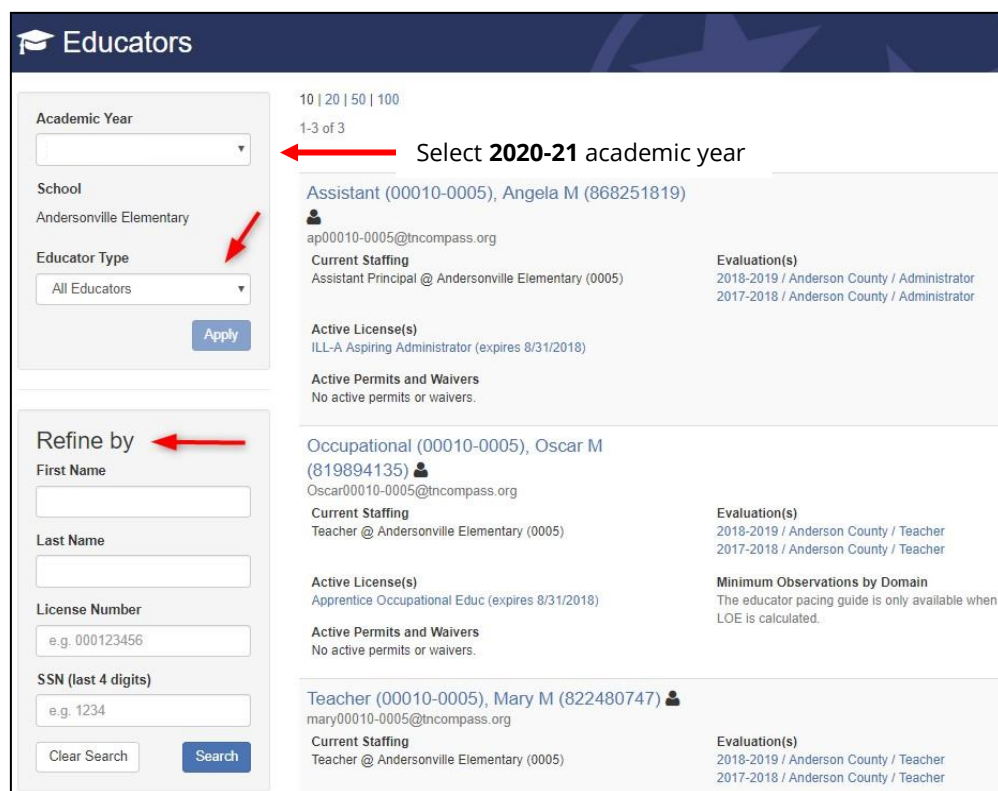
## Administrator

### Locating an Educator in TNCompass

- Select **Educators** from the home page.



- Locate the educator by using the search filters. Search by any combination of the search criteria shown.



TNCompass will retain search criteria entered even after leaving the page. Please remember to clear search or enter new search criteria when searching for a different educator.

The options to open an evaluation record depend on the roles and permissions.

- Click the educator's name or the evaluation record to open the evaluation.

**Educators**

Academic Year: [Dropdown]  
School: Andersonville Elementary  
Educator Type: Teacher [Apply]

You are currently using search. Clear Search

10 | 20 | 50 | 100  
1-1 of 1  
page 1 of 1

**Teacher (00010-0005), Mary M (822480747)**  
mary00010-0005@tncompass.org

**Current Staffing**  
Teacher @ Andersonville Elementary (0005)  
Teacher @ Briceville Elementary (0010)

**Evaluation(s)**  
2018-2019 / Anderson County / Teacher  
2017-2018 / Anderson County / Teacher

**Active License(s)**  
Practitioner School Service 1st Issuance (expires 8/31/2021)  
Professional - 6 Year (expires 8/31/2016)

**Minimum Observations by Domain**  
The educator pacing guide is only available when the prior year LOE is calculated.

**Active Permits and Waivers**  
No active permits or waivers.

10 | 20 | 50 | 100  
1-1 of 1  
page 1 of 1

- If the current academic year evaluation record is displayed, click **View all evaluation(s)**.

**Mary Teacher (00010-0005) (822480747)**

Evaluations Licensure Transactions Staff Assignments

Anderson County / Teacher Evaluation

View all evaluation(s)

Print to PDF

- Click the desired academic year from the **Select Evaluation to View** window.

Select Evaluation to View

2018-2019 Teacher Evaluation  
Anderson County // Pending required score(s)

2017-2018 Teacher Evaluation  
Anderson County // Pending required score(s)

2016-2017 Teacher Evaluation  
Anderson County // Pending required score(s)

Select **2020-21** academic year

Close

Evaluations Licensure Transactions Staff Assignments

2018-2019 / Anderson County / Teacher Evaluation

Print to PDF

Set Master School Set PYE

Level of Effectiveness

Academic Year: 2018-2019  
LEA: Anderson County (00010)  
Category / Option: (blank)  
Score Status: Pending required score(s)

## View the Level of Overall Effectiveness

The Level of Overall Effectiveness score will display:

- Category / Option Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

Evaluations
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/ Anderson County / Teacher Evaluation
View all evaluation(s)

You are viewing information from a previous academic year.

Print to PDF

Evaluation	
Academic Year	2020-21
LEA	Anderson County (00010)
School	Claxton Elementary (0015)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Overall Effectiveness ⓘ	
Category / Option	teacher with portfolio assessment
Score Status ⓘ	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	413.00
LOE Score	4.00
LOE Override	

- Click the information icon next to the Level of Overall Effectiveness label to see the scoring options available for the educator's Category / Option.

Evaluations
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/ Anderson County / Teacher Evaluation
View all evaluation(s)

You are viewing information from a previous academic year.

Print to PDF

Evaluation	
Academic Year	2020-21
LEA	Anderson County (00010)
School	Claxton Elementary (0015)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Overall Effectiveness ⓘ	
Category / Option	teacher with portfolio assessment
Score Status ⓘ	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	413.00
LOE Score	4.00
LOE Override	

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and ***Selected Option***.

Level of Effectiveness Details						
<div> <div></div> <div>★ Selected Option</div> </div>						
Category/Option	Personalized by teacher category			Personalized by teacher category		
Status	LOE score calculated			LOE score calculated		
3/4/5 Override Rule Applied	No			No		
4/5 Trump Rule Applied	No			No		
L.O.E. Scale Score	341.65			335.50		
L.O.E. Score	3.00			3.00		
Components	Weight	Score	Scale	Weight	Score	Scale
Observation Rubric	65%	3.41	221.65	50%	3.41	170.5
Achievement Measure	15%	4.00	60	15%	4.00	60
Growth Measure	0%	3.00	0	0%	3.00	0
Individual Growth (Single-year)	0%	3.00	0	35%	3.00	105
Individual Growth (Multi-year)	20%	3.00	60	0%	3.00	0

## Adding Administrator Electronic Signature

- Scroll to the bottom of the evaluation page.
- Enter PIN (click **Show PIN** to recover PIN).
- Click **Complete Form**.

The diagram illustrates the 'Pin Signature' process flow. It consists of two main panels: 'Educator's Signature' on the left and 'Administrator's Signature' on the right. The 'Educator's Signature' panel contains the text 'Administrator must complete form first.' The 'Administrator's Signature' panel contains the text 'Enter Administrator PIN below and click "Complete Form" to confirm.' Below this text are three interactive elements: a PIN input field, a 'Show PIN' button, and a 'Complete Form' button. Red arrows indicate the flow: one arrow points from the 'Complete Form' button back to the 'Educator's Signature' panel, and two arrows point from the 'Show PIN' button to the PIN input field.

**Pin Signature**

**Educator's Signature**

*Administrator must complete form first.*

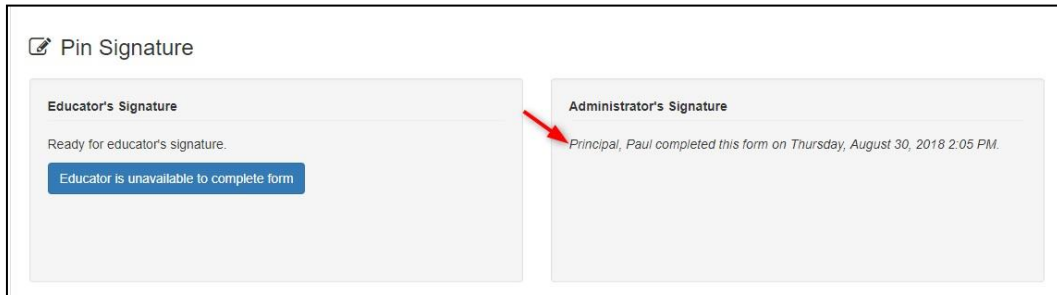
**Administrator's Signature**

Enter Administrator PIN below and click "Complete Form" to confirm.

Show PIN

Complete Form

- The **Administrator's Signature** will be displayed with the date and time entered.

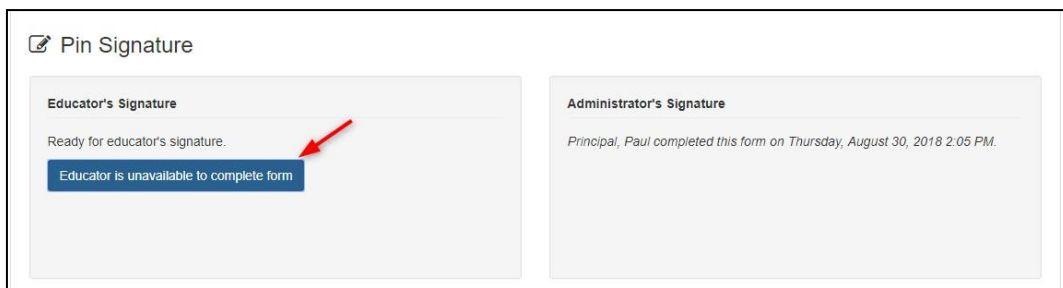


The screenshot shows the 'Pin Signature' form. On the left, the 'Educator's Signature' section is labeled 'Ready for educator's signature.' and contains a blue button that says 'Educator is unavailable to complete form'. On the right, the 'Administrator's Signature' section displays the text 'Principal, Paul completed this form on Thursday, August 30, 2018 2:05 PM.' A red arrow points from the 'Educator's Signature' section towards the 'Administrator's Signature' section.

## Educator Unavailable to Sign Evaluation

An administrator can indicate if an educator is unavailable to enter an electronic signature for the evaluation.

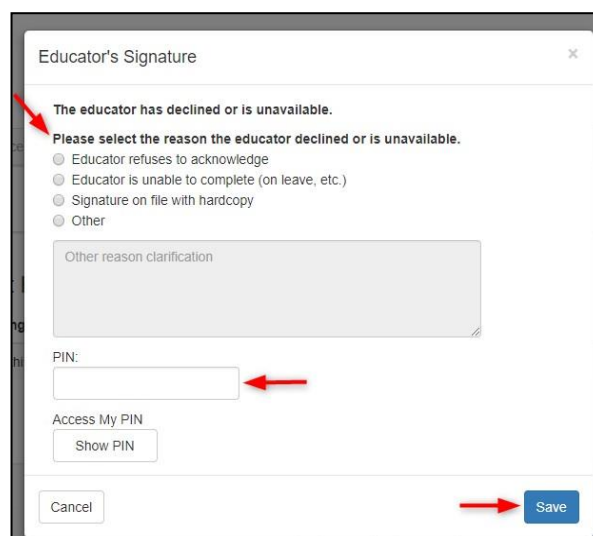
- Click **Educator is unavailable to complete form.**



This screenshot is similar to the previous one, but a red arrow points directly to the blue button labeled 'Educator is unavailable to complete form' in the 'Educator's Signature' section.

Select a reason If the educator declined or is unavailable to sign the evaluation.


- If **Other** is selected as the reason, enter a reason description.
- Enter PIN (click **Show PIN** to recover PIN).
- Click **Save**.



The screenshot shows a dialog box titled 'Educator's Signature'. It contains the text 'The educator has declined or is unavailable.' followed by 'Please select the reason the educator declined or is unavailable.' Below this are four radio button options: 'Educator refuses to acknowledge', 'Educator is unable to complete (on leave, etc.)', 'Signature on file with hardcopy', and 'Other'. A text area labeled 'Other reason clarification' is below the options. Further down is a 'PIN:' label and an input field. Below the input field is a 'Show PIN' button. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save' button. Red arrows point to the 'Other' radio button, the PIN input field, and the 'Save' button.

The system will display:

- The name of the person completing the form on behalf of the educator.
- The date and time the signature was entered.
- The reason the person completed the form on behalf of the educator.

 Pin Signature

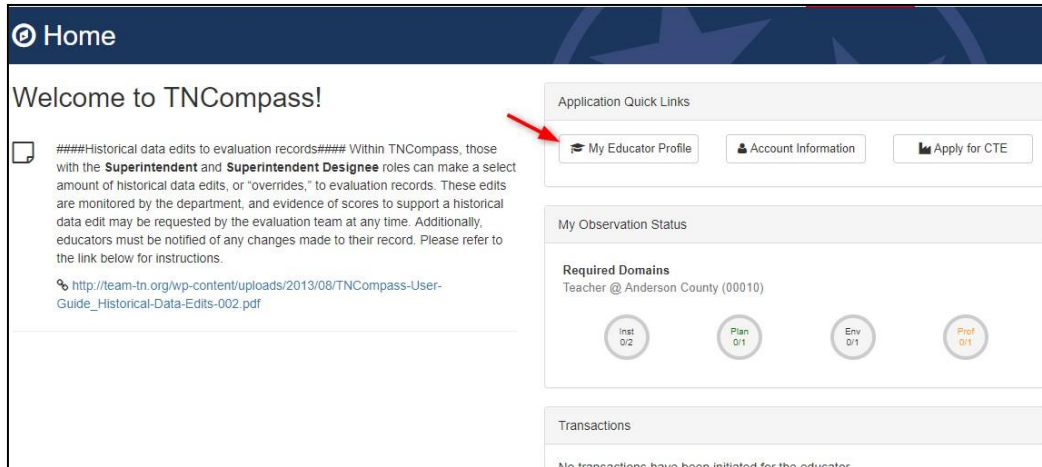
<b>Educator's Signature</b>  <b>Educator unavailable to provide signature.</b> <i>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:19 PM.</i> <b>Reason:</b> Educator is unable to complete (on leave, etc.)	<b>Administrator's Signature</b>  <i>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:05 PM.</i>
--	--



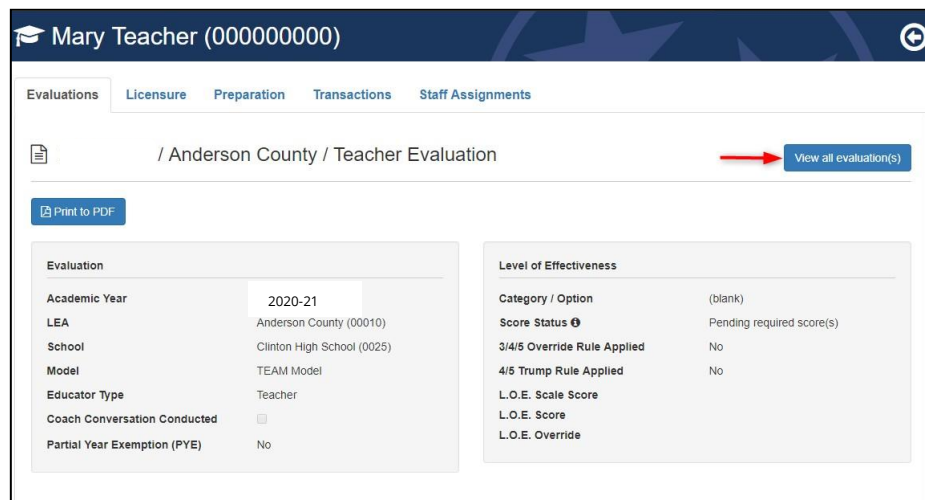
## Educator

### Locating an Evaluation

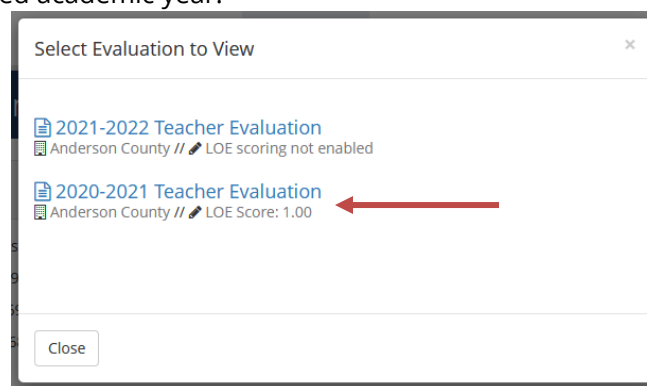
- Click **My Educator Profile**.



- Click **View all evaluation(s)**.



- Select the desired academic year.



## Viewing the Level of Overall Effectiveness

The Level of Overall Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

Evaluations
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/ Anderson County / Teacher Evaluation
View all evaluation(s)

*You are viewing information from a previous academic year.*

Print to PDF

Evaluation	
Academic Year	2020-21
LEA	Anderson County (00010)
School	Claxton Elementary (0015)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Overall Effectiveness <i></i>	
Category / Option	teacher with portfolio assessment
Score Status <i></i>	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	413.00
LOE Score	<b>4.00</b>
LOE Override	

- Click the information icon next to the Level of Effectiveness label to see the scoring options available for the educator's Category / Option.

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View all evaluation(s)

You are viewing information from a previous academic year.

Print to PDF


Evaluation

Academic Year	2020-21
LEA	Anderson County (00010)
School	Claxton Elementary (0015)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Overall Effectiveness

Category / Option	teacher with portfolio assessment
Score Status	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	413.00
LOE Score	4.00
LOE Override	

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and ***Selected Option***.

Level of Effectiveness Details <span>✕</span>							
<div>  <span>★ Selected Option</span> </div>							
Category/Option	Personalized by teacher category			Personalized by teacher category			
Status	LOE score calculated			LOE score calculated			
3/4/5 Override Rule Applied	No			No			
4/5 Trump Rule Applied	No			No			
L.O.E. Scale Score	341.65			335.50			
L.O.E. Score	3.00			3.00			
Components	Weight	Score	Scale	Weight	Score	Scale	
Observation Rubric	65%	3.41	221.65	50%	3.41	170.5	
Achievement Measure	15%	4.00	60	15%	4.00	60	
Growth Measure	0%	3.00	0	0%	3.00	0	
Individual Growth (Single-year)	0%	3.00	0	35%	3.00	105	
Individual Growth (Multi-year)	20%	3.00	60	0%	3.00	0	

Close

## Educator Electronically Sign Evaluation

The **PIN Signature** section is located at the bottom of the evaluation page.

- Enter **PIN** (click **Show PIN** to recover PIN).
- Click **Complete Form**.

**Pin Signature**

**Educator's Signature**

Enter Educator PIN below and click "Complete Form" to confirm.

☐ By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.

**Administrator's Signature**

*Principal, Paula completed this form on Thursday, August 30, 2018 3:01 PM.*

The **Educator's Signature** will display:

- The educator's name indicating completion.
- The date and time the educator entered his/her signature.

**Pin Signature**

**Educator's Signature**

*Teacher, Mary completed this form on Thursday, August 30, 2018 3:03 PM.*

**Administrator's Signature**

*Principal, Paul completed this form on Thursday, August 30, 2018 3:01 PM.*

## Educator- Electronically Sign Evaluation and Nullify Level of Overall Effectiveness Score

The **PIN Signature** section is located at the bottom of the evaluation page.

- To nullify the 2020-2021 LOE score, click the checkbox next to the statement: **By checking this box, I am acknowledging that I am nullifying the 2020-2021 LOE score.**
- Enter **PIN** (Click **Show PIN** to recover PIN).
- Click **Complete Form**.

Pin Signature

**Educator's Signature**

Enter Educator PIN below and click "Complete Form" to confirm.

☐ By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.

**Administrator's Signature**

Principal, Paul completed this form on Thursday, August 30, 2018 2:28 PM.

The **Educator's Signature** will display:

- Statement indicating the LOE score was nullified by the educator.
- The educator's name indicating completion.
- The date and time the educator entered his/her signature.
- A message indicating the educator has nullified the LOE score at the top of the evaluation record.
- **Nullified** will display next the LOE Score.

Pin Signature

**Educator's Signature**

The educator has elected to nullify LOE scores for the 2017-2018 school year.

Mary Teacher (000000000) completed this form on Thursday, August 30, 2018 2:50 PM.

**Administrator's Signature**

Principal, Paul completed this form on Thursday, August 30, 2018 2:28 PM.

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/ Anderson County / Teacher Evaluation

You are viewing information from a previous academic year.

The educator has elected to nullify the LOE score for the 2017-2018 school year.

**Evaluation**

Academic Year	2020-21
LEA	Anderson County (00010)
School	Clinton High School (0025)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

**Level of Effectiveness**

Category / Option	Personalized by educator category
Score Status	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
L.O.E. Scale Score	307.00
L.O.E. Score	3.00 Nullified
L.O.E. Override	

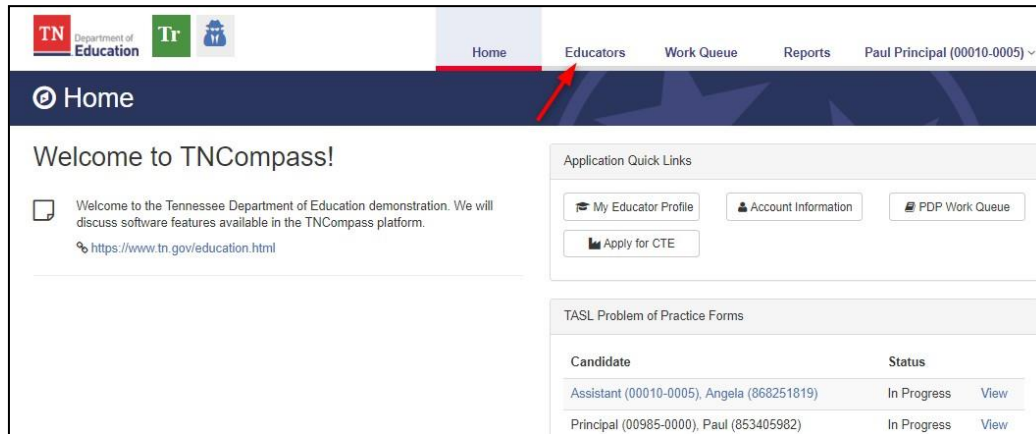
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- The Professional Development Points section of the ***Licensure*** page will display a message indicating the 2020-2021 LOE was nullified, and the points have been awarded.

## Administrator

### Removing Nullification with Administrative Edit

- Select **Educators** from the home page.



- Locate the educator by using the search filters shown.

The screenshot shows the TNCompass Educators search page. The 'Academic Year' dropdown is set to '2010-2019' and the 'Educator Type' dropdown is set to 'All Educators'. The 'Refine by' section includes fields for First Name, Last Name, License Number, and SSN. The search results show three educators:

- Assistant (00010-0005), Angela M (868251819)**  
 ap00010-0005@tncompass.org  
 Current Staffing: Assistant Principal @ Andersonville Elementary (0005)  
 Evaluation(s): 2018-2019 / Anderson County / Administrator, 2017-2018 / Anderson County / Administrator  
 Active License(s): ILL-A Aspiring Administrator (expires 8/31/2018)  
 Active Permits and Waivers: No active permits or waivers.
- Occupational (00010-0005), Oscar M (819894135)**  
 Oscar00010-0005@tncompass.org  
 Current Staffing: Teacher @ Andersonville Elementary (0005)  
 Evaluation(s): 2018-2019 / Anderson County / Teacher, 2017-2018 / Anderson County / Teacher  
 Active License(s): Apprentice Occupational Educ (expires 8/31/2018)  
 Active Permits and Waivers: No active permits or waivers.
- Teacher (00010-0005), Mary M (822480747)**  
 mary00010-0005@tncompass.org  
 Current Staffing: Teacher @ Andersonville Elementary (0005)  
 Evaluation(s): 2018-2019 / Anderson County / Teacher, 2017-2018 / Anderson County / Teacher

TNCompass will retain search criteria entered even after leaving the page. Please remember to clear search or enter new search criteria when searching for a different educator. The options to open an evaluation record are dependent on the roles and permissions.

- Click the educator's name or the evaluation record to open the evaluation.

- If the current academic year evaluation record is displayed, click **View all evaluation(s)**.

- Click the desired academic year from the **Select Evaluation to View** window.

- Click **Administrative Edit**.



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/ Anderson County / Teacher Evaluation
View all evaluation(s)

You are viewing information from a previous academic year.

Print to PDF
Administrative Edit

Evaluation	
Academic Year	2020-21
LEA	Anderson County (00010)
School	Claxton Elementary (0015)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Overall Effectiveness	
Category / Option	teacher with portfolio assessment
Score Status	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	385.00
LOE Score	4.00
LOE Override	

- Remove the nullification by **unchecking** the box.
- Add **supporting documentation** and **complete the text box** describing the circumstances for the historical edit.
- Enter the **PIN** (click **Show PIN** to recover PIN).
- Click **Apply Administrative Edit**.

LOE Nullification

☒ Nullify: Level of Effectiveness scores.

Please note that this will alter the Evaluation PDPs awarded for this academic year to match that of last year and may affect licensing requirements.

For documentation purposes, please attach supporting evidence followed by a rationale for the historical edit. Then, enter your PIN and click "Apply Administrative Edit."

Supporting Evidence:
Browse...

Please describe the circumstances that warrant this historical data edit (minimum 25 characters).

PIN:
Show PIN

By entering this PIN, I signify that any score override has been verified for accuracy and that the educator has been notified of any changes to his or her record. I understand that changes to component scores may result in a change to an educator's level of effectiveness (LOE) for a given year. The district assumes responsibility for all resulting impacts from this edit and can provide proof of these scores upon request.

Apply Administrative Edit