Achievement and Growth Measure Selections and Scoring

Every educator evaluation will need an Achievement and Growth measure selection in TNCompass, even if the educator is a tested teacher or will utilize a portfolio score. TEAM will provide a due date for the measures to be selected each year.

Once the Achievement measure scores are available, a principal, assistant principal, or one with evaluation edit permissions will add the Achievement measure score on the Evaluation record for the educator unless the selected measure category is TVAAS, in which case the score would be added by TNCompass.

Growth scores will be added by TNCompass unless the selected measure is a feeder or custom measure selection. If the selected growth measure selection is feeder or custom, the score should be entered by the principal, assistant principal or one with evaluation edit permissions.

If an educator has a staff assignment for more than one location within TNCompass, the educator will need to have a Master School selection made for the Growth Score to generate. The Growth Score will generate from the selected Master School.

Individual Growth Single-Year, Individual Growth Multi-Year and Portfolio scores will be added by TNCompass once scores are available.

If an educator will not meet the requirements for an evaluation, the educator should be marked as Partial Year Exemption (PYE). If a teacher is marked as PYE, a reason for the designation will be required.

Contents

Locating an educator

- Select *Educators* from the home page.

- Locate the educator by using the search filters. Search by any combination:
  - Educator type
  - First name
  - Last name
  - License Number
  - SSN

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

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

Selecting an achievement measure

- Scroll to the *Achievement Measure* section.
- Click *Edit* to add the achievement measure.

- Select the measure group in the *Group* dropdown.
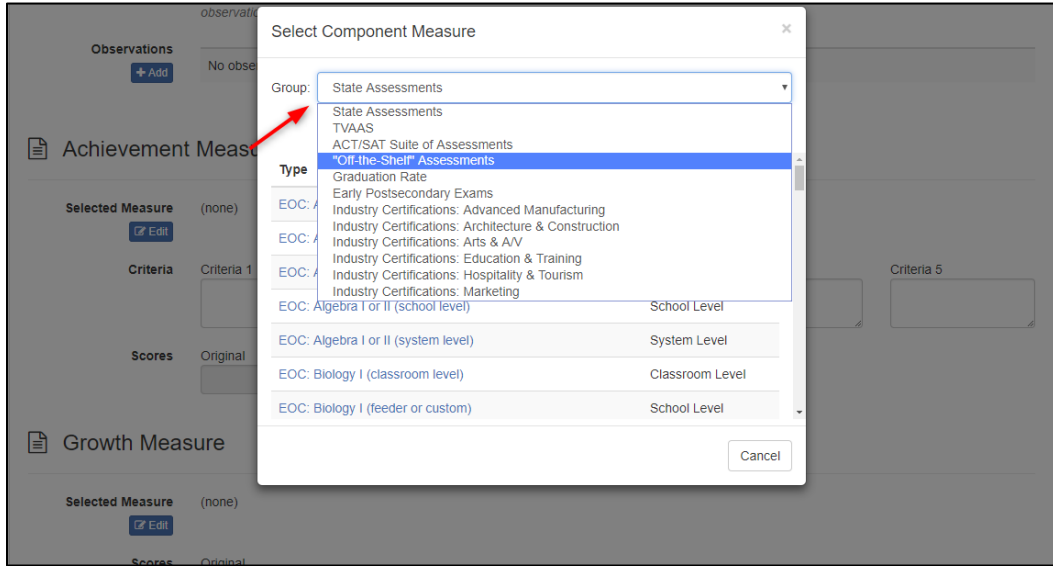

- Click the name of the desired measure to apply to the evaluation.
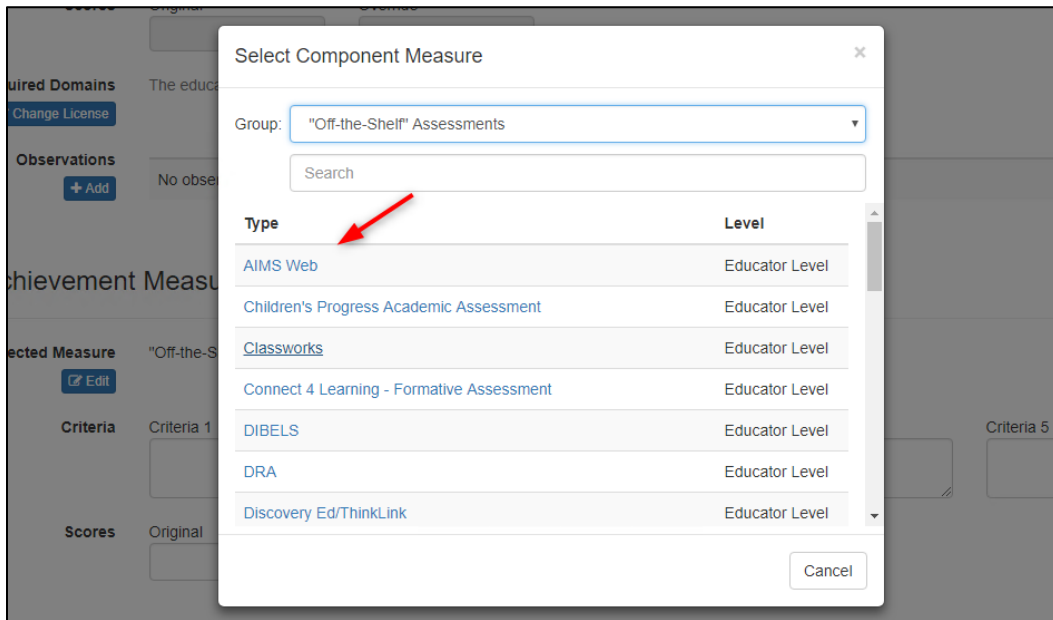
- The measure group and measure type will be displayed.
- Click **Edit** if the measure selection needs to be changed.
- Enter the *Criteria* for the scoring levels for the measure.

⚠️The measure is saved once the blue disk icon appears. The icon will go away within a few seconds of saving.

Growth measure selection

- Open the evaluation and scroll to the *Growth Measure* section.
- Click *Edit* to select the measure desired.

- Use the search box to search for a specific measure or use the scroll bar.
- Click the name of the desired measure to apply to the evaluation.

- The measure selection will be displayed.
- Click *Edit* if the measure selection needs to be changed.

ℹ️ If the growth measure score should be generated from a feeder school or a custom score as defined by the district, select the measure labeled **feeder or custom**.

Adding achievement score

The principal, assistant principal or someone with evaluation edit permission will need to enter the achievement score for the educator provided the measure selected is not a TVAAS measure.

- Locate and open the educator's evaluation.
- Scroll to the Achievement Section.
- Enter a score in the **Original** score box.
- The score entered should be a whole number between 1 and 5.

ℹ️The override score would be used if the evaluation window has been closed and an administrative edit is completed. The administrative edit feature is covered in a separate user guide.

Adding growth score

The principal, assistant principal or one with evaluation edit permissions can only add a growth score if the educator has a feeder or custom growth measure selection.

- Locate and open the educator's evaluation.
- Scroll to the Growth Section.
- Enter a score in the **Original** score box.
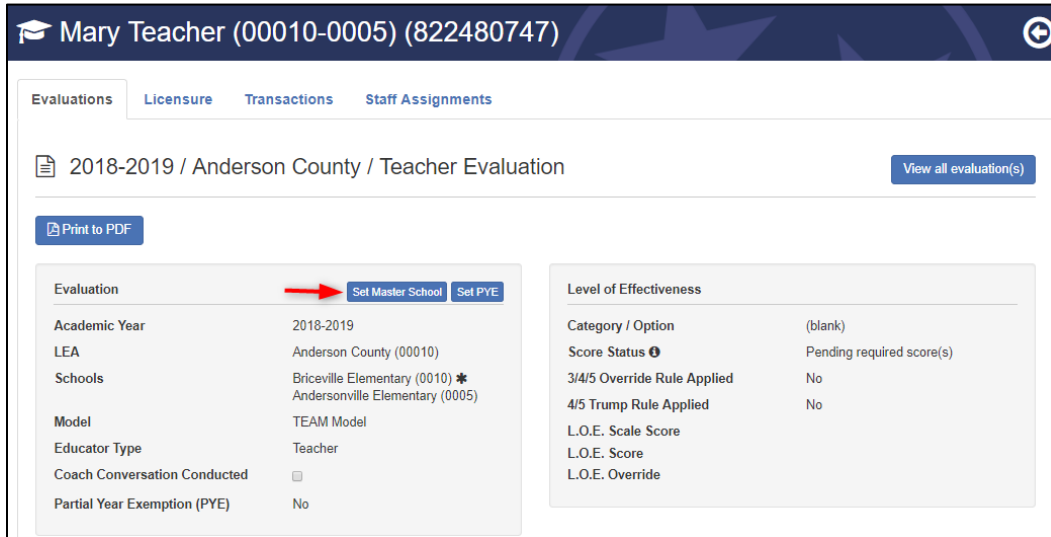- The score entered should be a whole number between 1 and 5.

Select master school

If an educator has a staff assignment at more than one location, a master school must be selected. The growth measure score will come from the master school selected.
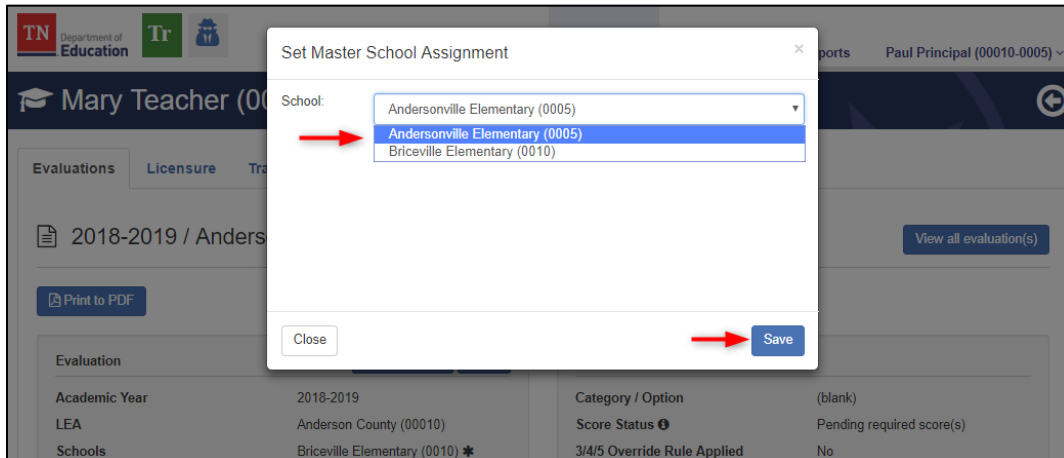
- Locate and open the educator's evaluation.
- Click **Set Master School**.

- Select the desired school from the **School:** dropdown.
- Click **Save.**
- The master school selection will be identified with the asterisk (*) symbol.

Set evaluation as Partial Year Exemption (PYE)

If an educator will not meet the requirements for an evaluation, the evaluation should be marked as Partial Year Exemption (PYE). The PYE indication can be made by the principal, assistant principal or one with evaluation edit permissions. See http://team-tn.org/evaluation/statute-and-policy/ for information on Partial Year Exemptions.

- Locate and open the educator's evaluation.
- Click *Set PYE*

- Select the reason in the *Reason:* dropdown.
- If reason is *Other* a brief explanation is required.
- Click *Save.*

- A yellow message will display at the top of the evaluation page as a reminder the evaluation has been identified as a Partial Year Exemption.
- The Evaluation details box will show the PYE reason.

- If the PYE was added in error and should be removed, click **Remove PYE**.

- Click **Yes, remove partial year exemption**.