

# Frequently Asked Questions: eTPES

# **Evaluation Process**

#### Q: What is the evaluation process for teachers, principals and assistant principals?

A: The Framework for the evaluation of teachers, principals and assistant principals is based on teacher/ principal performance- 50%, and based on student growth measures- 50%. An annual evaluation is required, including observations and walkthroughs, and a written report. eTPES will enable evaluators to view and edit, collect and store information from the evaluations. It will include student growth measure data and calculate a final summative rating for each person evaluated. eTPES can be used for the OTES and OPES models as well as district developed evaluation system models and rubrics.

#### Q: Is eTPES a public record?

A: Yes, documentation in eTPES is subject to public record requests just like those paper copies in personnel files. This follows the same guidelines for records requests that currently exist.

# **Use of eTPES**

## Q: Why should LEAs use eTPES?

A:

- 1) Automatically meets all the OPES and OTES Framework requirements for your district
- 2) Easily accessible from the internet
- 3) Information is secure
- 4) Calculates a final summative rating for each person evaluated from educator performance and student growth measures
- 5) Electronically streamlines the process and steps to assist evaluators with the management of documentation associated with teacher and principal evaluations
- 6) eTPES is the tool that is used to report required ratings

## Q: Is eTPES the only method used to report ratings to ODE?

A: Yes, eTPES is the method by which LEAs report their teacher and principal final summative ratings to the state. LEAs must report to ODE the number of teachers for whom an evaluation was conducted and the number of teachers assigned each rating.

### Q: Can teachers/principals and evaluators print paper copies of the forms?

A: Yes, those who have access to specific files can print copies of the forms.

### Q: Can teachers/principals upload artifacts into eTPES?

A: Yes, artifacts and evidence can be uploaded into the system for the sharing and documenting of evidence.

#### Q: Is it necessary to personalize the forms by LEA?

A: No, the forms will be stored in a secure web-based environment, and will be specific to the district. However, forms may be personalized with LEA information.



## **Rubric**

#### Q: Can LEAs use their own locally developed rubrics?

A: Yes, but the rubric used must be aligned to the Ohio Teacher and Principal Performance Rubrics, and contain the four rating categories with similar indicators of performance. In eTPES, a teacher rubric Alignment Tool is the first step in the process, and must be used for those districts who have modified the Ohio Rubrics, or who are using their own locally developed rubric. In eTPES, the Superintendent must also sign-off on the Principal Evaluation Rubric Alignment.

## Q: Why must LEA rubrics be aligned to the Ohio Teacher and Principal Rating Rubrics?

A: Legislation has delineated four rating categories: Ineffective, Developing, Proficient and Accomplished. Both the Teacher and Principal Performance Rubrics use descriptive indicators to establish performance expectations at each level based on the *Standards for the Teaching Profession*. In order for ratings to be reliable and consistent throughout the state, all rubrics must align to the OTES and OPES Teacher and Principal Performance Rubrics.

# **Credentialed Evaluators**

## Q: Do evaluators of teachers and principals need to be credentialed?

A: Yes, all evaluators of teachers and principals must be credentialed. Each of these credentialing processes is separate. In order to be credentialed, the evaluator must attend an ODE-sponsored training and pass an online assessment. eTPES will receive updates regarding those evaluators who have successfully completed the online assessment and are credentialed.

#### Q: If we are implementing in 2012-2013, do our evaluators need to be credentialed?

A: Yes, evaluators must be credentialed to evaluate their teachers during the implementation year. Superintendents, or designees (those evaluating principals) will need to be credentialed following the ODE sponsored training, and as soon as possible after the online credentialing becomes available in September, 2012.

#### **Student Growth Measures**

#### Q: Will all Student Growth Measures be downloaded into eTPES?

A: No, only Value-Added data will be downloaded into eTPES. There are three categories of data that can be used: value-added, ODE-approved vendor assessments, and locally determined measures. Vendor assessments and LEA determined measures will be specific to the LEA. As part of the district set-up, LEAs will be asked to assign a percentage to each measure that will be used for Teachers in A, B, and C categories. Data from these measures and the assigned percentages will be calculated at the end of the annual evaluation in eTPES.

#### Q: When will data be downloaded into eTPES this year? (2012-2013)

A: eTPES will not be able to download Value-Added data until January, 2013. Design of the worksheet that will be used is in progress, and each LEA will receive updates as the year progresses. LEAs will be responsible for manually entering their Vendor Assessments, and locally developed measures as indicated through he Student Learning Objectives (SLOs) process. LEAs should begin their work in determining the student growth plan and creating SLOs at the beginning of the school year.



# **Implementation**

Q: How do we know if we should we use eTPES this year (2012-2013)?

A: If your LEA is fully implementing teacher and principal evaluation this school year, you should use eTPES. eTPES will be used this school year for those fully implementing new teacher and/or principal evaluation systems based on TIF and SIG grants, RttT, HB 153 and SB 316. LEAs that are not fully implementing OTES or OPES may take this opportunity to review and use the system, but will not be asked to report ratings until they are fully implementing.

Q: Can our LEA wait until next year to use eTPES?

A: Yes, if 2013-2014 is implementation year for your LEA, you can begin using eTPES September of 2013.

# **Support**

Q: Who provides support in using eTPES?

A: Technical support will be provided by the vendor, RandA Solutions, in the form of user manuals, online help screens, help desk, technology support and live and recorded webinars. How do they access this help? ODE staff will provide support for the principal and teacher evaluation models, and any questions on how the model or forms should be used. This FAQ will be updated as additional questions are addressed.

For technical support questions regarding the eTPES product ( www.OhioTPES.com ), please contact:support@OhioTPES.com For policy questions regarding Teacher and Principal evaluation, please contact: evaluation@education.ohio.gov

## Access to eTPES

Q: How do I gain access to the eTPES product at https://www.OhioTPES.com?

A: Initial access to the system is determined by appropriate identity authentication of users.

- 1. Superintendents and Superintendent Designees are required to be listed in ODE's OEDS-R system. If you need to update your LEA information in OEDS-R, please contact your local OEDS Administrator, and they can make the changes for you. A Superintendent Designee is not a requirement for eTPES system access, but it is an option for Superintendents who wish to delegate the eTPES Superintendent tasks to an appropriate staff member in their LEA. Check your LEA OEDS-R data here: http://webapp2.ode.state.oh.us/oeds-r/query/ If you have questions regarding how to access and use OEDS-R, please download the OEDS-R User Guide available on the OEDS-R Website, click "Help" on the left menu.
- State Staff ID required. If your LEA Superintendent or Superintendent Designee does not have a State Staff ID, one can be requested and created quickly and free of charge. For more information regarding how to request a State Staff ID online, please see the link on this page:
  - http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1230&ContentID=125741
- 3. After successful login to eTPES, the LEA Superintendent or Superintendent Designee will be required to complete setup tasks, which includes a Principal roster review and verification. When these tasks are complete, the Superintendent or Superintendent designee can enable access to the appropriate staff in Principal roles for the LEA. Principals with then have access to conduct a Teacher (staff) roster and review and verification in eTPES.
- Q: Can I give my login and password to another person instead of waiting for them to be set-up?

A: Please never share your password or username information with anyone. This information is unique to each user and provides you access to many eTPES system functions, determined by your role of Superintendent, Superintendent Designee, Principal, Teacher, Evaluator. Please do not try to log into eTPES before you receive the unique password and username enabled by your supervisor. Your password is your personal access to the eTPES system. eTPES technical support staff will never ask you for your password.