

Detailed Steps for ESCT Completion

Background

In response to feedback from educators and district leaders, the New Jersey Department of Education (NJDOE) provides the Evaluation Score Certification Tool (ESCT) as a means to review and, if necessary, to correct component and final evaluation scores. Through the ESCT, we provide each district with the full list of component and summative (final) evaluation scores submitted during the Summer 2017 Evaluation Data submission. The tool also includes the mSGP scores provided by the state for qualifying educators, thereby offering one comprehensive database of all evaluation score information for all eligible staff members in a district.

Districts should follow these steps to complete the certification process (**required for all districts**):

1. Access the district's information.

If the CSA (or his/her designee) already has a district-level Homeroom account, then he/she will be authorized to view the ESCT. Additional user accounts can also be added to view the reports through Homeroom Administration, but leaders must **ensure that such individuals are in appropriate roles to ensure the confidentiality of educator evaluation data**. Authorized Homeroom users can access the report by following these steps:

- Enter [NJDOE Homeroom](#)
- Select ESCT
- Log into the ESCT application using assigned credentials

2. Compare local evaluation records to data in the ESCT and make modifications as appropriate.

Review local evaluation records containing the component and summative scores for each qualifying educator in each school and compare them to the scores listed. The following examples describe when and how districts may need to adjust scores to accurately reflect data found in local personnel files. Detailed instructions for each of these processes are included in the [Evaluation Score Certification Tool Technical Manual](#):

- A district submitted inaccurate data through the initial Summer **2017 NJ SMART Course Roster Submission**. If the district can identify the error and has the correct roster information in hand, the designated NJ SMART user should consult the state's *correction guidance*. *The mSGP score for qualifying educators may be recalculated in these instances and adjusted in the ESCT. If the district is unable to provide the correct roster information, incorrect mSGP scores cannot be used in an educator's evaluation rating. Please consult the [Procedures for Addressing mSGP Data Issues](#) for full details on handling these situations.*
- A district submitted inaccurate data through the initial Summer **2017 NJ SMART Staff Evaluation Data Submission**, due to typographical errors, mistakes in score calculations, or other issues identified after the submission. The district should adjust all component and summative evaluation scores that are incorrect in the ESCT, and/or in local personnel records where calculation errors have been found, to ensure they match and reflect any modifications made since the Summer 2017 submissions.

3. **Certify and submit the district's information.**

After reviewing the data and making any necessary modifications, certify that all data is correct. **All districts must certify 2016-17 evaluation scores by December 30, 2017 regardless of whether any changes have been made through this process.** Districts will be required to provide a reason for each missing evaluation if the ESCT reports show that any educators were not evaluated.

Please note that, as with similar processes such as the web-based Application for State School Aid (ASSA), the Evaluation Score Certification Tool will not update NJ SMART data and districts cannot upload the information from the tool to NJ SMART. Rather, districts should ensure that the data in this interface matches evaluation score information in local personnel files, which are the official permanent records of an individual educator's scores and final rating in a given school year.

During this process, districts may find that they expected to receive mSGP scores for educators who ended up not qualifying and vice versa. Guidance for these situations can be found in the [Procedures for Addressing mSGP Data Issues](#).