

## Procedures for Addressing 2013-14 mSGP Data Issues

### Background

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On January 8, 2015, the New Jersey Department of Education released 2013-14 median Student Growth Percentile (mSGP) scores for qualifying teachers, principals, and assistant/vice principals (APs/VPs). Shortly following, the Department will release the 2013-14 Evaluation Score Certification Tool, a new electronic application for districts to use in certifying final 2013-14 summative ratings for all educators. This interface will allow districts to review data, correct any errors that occurred in the original NJ SMART submission, and certify the accuracy of each staff member's final score. This document explains the Department's options for districts encountering problems or errors with mSGP data so that these circumstances can be addressed in advance of the score certification process – and to ensure that no educator's evaluation rating is impacted by incorrect information.

#### **Qualifications for Teachers to Receive the 2013-14 mSGP Score**

2013-14 mSGP data are available for those who taught language arts and/or math in grades 4–8. For the mSGP to be part of a teacher's evaluation, a teacher must:

- Have been the teacher of record for at least 60% of the course prior to the NJ ASK, and
- Have valid SGP scores for at least 20 separate students who were enrolled in the class for at least 70% of the school year before taking the NJ ASK.

#### **Qualifications for Principals and APs/VPs to Receive the 2013-14 mSGP Score**

2013-14 mSGP data are available for those who led schools including one or more SGP grades. For the mSGP to be part of a principal/AP/VP's evaluation, that educator must have been:

- Assigned by October 15, 2013 to a school attended by more than 20 separate students who took the 4th- to 8<sup>th</sup>-grade language arts or math NJ ASK; and
- Assigned to qualifying students reported as having attended the school for one full year prior to the administration of the NJ ASK, according to the data submitted by the district in its State Submission.

Given these requirements, districts may find that they expected to receive mSGP scores for educators who ended up not qualifying – and vice versa – or that incorrect district data submissions have led to errors in mSGP scores for individual educators. These issues are addressed below.

State law requires the use of multiple measures of student achievement in any educator's summative evaluation. Therefore, if district course roster or assignment errors result in the need to negate the mSGP score for a teacher – and that teacher did not set 2 Student Growth Objectives (SGOs) last year – then the teacher cannot receive a final summative rating for 2013-14. This is why the Department guided districts to ensure all teachers set 2 SGOs if facing any uncertainty about whether or not they would receive an mSGP score. This scenario does not apply to principals, as their evaluations already include both Administrator Goals and the SGO Average in addition to potential mSGP scores. However, principals/APs/VPs might need to modify or remove an mSGP score if the district committed course roster or school assignment errors in NJ SMART or if the principal took an extended leave of absence after Oct. 15, 2013. Please review the following procedures and contact the Office of Evaluation at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) or 609-777-3788 if you need additional assistance.

### Procedures for Educators Expecting but Not Receiving the mSGP Score

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In certain circumstances, educators who were expecting to receive an mSGP score for 2013-14 will not. These circumstances include a teacher with a student roster of fewer than 20 qualifying students taking the NJ ASK, or an educator who had an extended absence (more than 40% of the school year). There are two options for educators in this situation.

Option A: For a teacher with 2 SGOs for 2013-14 OR for a principal/AP/VP, recalculate the summative rating using other component scores.

- 1) If the teacher set 2 SGOs – or the educator is a principal/AP/VP – remove the mSGP score and recalculate the summative rating using the following weights:
  - a. Teachers: teacher practice score (85%) and SGO score (15%)
  - b. Principals/APs/VPs: principal practice score (30%), Evaluation Leadership score (20%), Administrator Goal score (40%), SGO Average score (10%)
- 1) Make adjustments in the personnel file and individual Professional Development Plan (PDP) or Corrective Action Plan (CAP) as needed (see the Department’s [Professional Development web page](#) for more information on PDP and CAP procedures).
- 2) Prepare to make appropriate changes using the Evaluation Score Certification Tool to be released in the coming weeks.

Option B: For a teacher with 1 SGO for 2013-14, eliminate summative rating.

- 1) If the teacher set 1 SGO, the teacher cannot receive a summative rating for 2013-14.
- 3) Make adjustments in the personnel file and individual PDP or CAP as needed (see the Department’s [Professional Development web page](#) for more information on PDP and CAP procedures).
- 2) Prepare to make appropriate changes using the Evaluation Score Certification Tool to be released in the coming weeks.

### Procedures for Educators Seeking to Correct the mSGP Score

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When reviewing 2013-14 mSGP data, educators may identify potential errors related to course roster accuracy or course assignment. In these cases, districts should validate and remediate any errors using the following options and steps.

#### **Access Full Course Roster Data**

The mSGP reports include the total number of qualifying students assigned to the educator in language arts and/or math along with the mSGP score, based on data submitted by the district during the 2013-14 NJ SMART Course Roster Submission. Educators who wish to access their full historical student roster for 2013-14 should consult their supervisor to request the information from the individual(s) who manage the district’s NJ SMART data submissions. Please note that such rosters may take some time for data managers to provide, and are based on district assignments and priorities. To help authorized NJ SMART users access the historical district submissions that result in the mSGP report, NJ SMART has posted this [Click-by-Click Guide](#).

**If the district can provide documentation to verify and correct inaccurate rosters or course assignments, follow the steps in Option A:**

Option A: Provide documentation of errors, correct mSGP score, and recalculate the summative rating.

- 1) Cross-check verifiable 2013-14 course roster information, such as that contained in the student information system or teacher grade book, with the NJ SMART course roster.
- 2) If there are discrepancies, recalculate the mSGP of the educator using the correct roster information – as long as the educator still qualifies to receive the score based on the requirements explained above. If the educator no longer qualifies to receive the mSGP score, see the following Options B & C.
- 4) Update personnel files and individual PDPs or CAPs as needed (see the Department’s [Professional Development web page](#) for more information on PDP and CAP procedures).
- 3) Prepare to make appropriate changes and provide documentation using the Evaluation Score Certification Tool to be released in the coming weeks.

**If the district identifies a roster or course assignment error for an educator but cannot provide documentation to verify the error, the district should remove the mSGP score from the educator’s summative evaluation score by following Option B or C.**

Option B: Remove the mSGP score for a teacher with 2 SGOs for 2013-14 OR for a principal/AP/VP, and recalculate the summative rating.

- 2) If the teacher set 2 SGOs – or the educator is a principal/AP/VP – remove the mSGP score and recalculate the summative rating using the following weights:
  - a. Teachers: teacher practice score (85%) and SGO score (15%)
  - b. Principals/APs/VPs: principal practice score (30%), Evaluation Leadership score (20%), Administrator Goal score (40%), SGO Average score (10%)
- 5) Make adjustments in the personnel file and individual PDP or CAP as needed (see the Department's [Professional Development web page](#) for more information on PDP and CAP procedures).
- 3) Prepare to make appropriate changes using the Evaluation Score Certification Tool to be released in the coming weeks.

Option C: Remove mSGP score for a teacher with 1 SGO for 2013-14, eliminate summative rating.

- 1) If the teacher set 1 SGO, the teacher cannot receive a summative rating for 2013-14.
- 6) Make adjustments in the personnel file and individual PDP or CAP as needed (see the Department's [Professional Development web page](#) for more information on PDP and CAP procedures).
- 2) Prepare to make appropriate changes using the Evaluation Score Certification Tool to be released in the coming weeks.

### Additional Resources

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- [January 8, 2014 memo explaining the mSGP release](#)
- [2013-14 Teacher mSGP Report User Guide](#)
- 2013-14 Teacher Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- [2013-14 Principal mSGP Report User Guide](#)
- 2013-14 Principal Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- [AchieveNJ SGP web page](#)

### For More Information

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- Visit the AchieveNJ website at [www.nj.gov/education/AchieveNJ](http://www.nj.gov/education/AchieveNJ).
- Questions or feedback? Please e-mail [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us), or call the AchieveNJ Help Line at 609-777-3788.