

Advance Overall Ratings Guide

New York City Department of Education

2013-2014

Updated: September 17, 2014

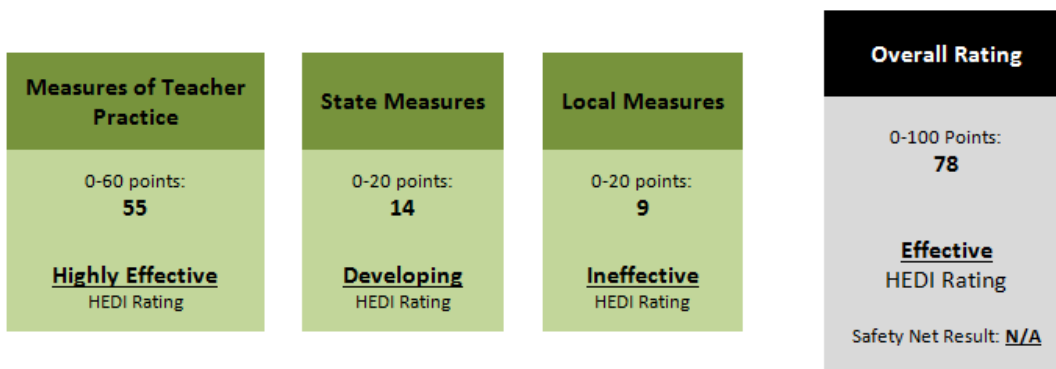


OVERVIEW

Advance, New York City’s teacher evaluation and development system, includes multiple measures – Measures of Teacher Practice (MOTP) and two different Measures of Student Learning (MOSL) – to create a more valid, complete picture of teacher performance and provide teachers with various sources of feedback to help them develop as educators. In the 2013-2014 school year, *Advance* was based on Education Law 3012-c and a decision issued by the State Education Department. Starting in 2014-15, the DOE and UFT have significantly improved this system through negotiations; however, your 2013-14 rating will be based on the requirements in the Education Law and the system that was ordered by the State Commissioner of Education to be used last school year.

On September 2, you received your 2013-14 *Advance* Overall Rating in an email containing a graphic similar to the one displayed below. Your 2013-14 *Advance* Overall Rating (Highly Effective, Effective, Developing, or Ineffective) and Points (0 - 100 points), is a combination of your MOTP points (0-60) and your State (0-20) and Local (0-20) MOSL points.

This document provides a detailed explanation of how your MOTP¹ and MOSL points are calculated and combined to create your Overall Rating for last year². This year’s rating will be calculated differently.



If there is an asterisk (*) next to your Overall HEDI Rating, then a procedural appeal has been applied to your rating. This means your rating has been adjusted based on procedural appeals policies. Please see [Appendix B](#) for information about the procedural appeals process.

If you have additional questions after reading this document contact the *Advance* Help Desk at AdvanceSupport@schools.nyc.gov.

¹ The MOTP points and corresponding HEDI rating are the same as the points and rating you received on your MOTP Final Summary Form before June 26, 2014. MOSL ratings were not available at this time due to the delivery timeline for state assessment results. For this reason you did not receive your MOSL rating and Overall Rating until September 2.

² An Overall Rating was only calculated for teachers who received ratings for all three subcomponents (Measures of Teacher Practice, State Measures of Student Learning, and Local Measures of Student Learning). Teachers with only one or two of three subcomponent ratings still received those subcomponent ratings in an email, but the Overall Rating box and the missing subcomponent box(es) were blank. See [Appendix C](#) for more information about missing or incomplete data.

KEY TERMS

Before reading the remainder of this document it will be helpful to familiarize yourself with a few common *Advance* terms and acronyms that will be used throughout:

HEDI: This is an abbreviation for the four rating categories – Highly Effective, Effective, Developing, and Ineffective.

Evaluator: Any district superintendent, assistant superintendent, principal, or assistant principal (or other trained administrator) of the observed teachers' school who has received the requisite training to properly observe and evaluate teachers.

Measures of Teacher Practice: One component of *Advance*. In 2013-14, all teachers will receive a rating on MOTP, based on classroom observation ratings developed using the Danielson *Framework for Teaching*, teacher-submitted artifacts, and other evidence.

Components and Component Score: Components are the 22 specific categories outlined in the four domains of the Danielson *Framework for Teaching*. Each component is scored on a range of 1 to 4 based on observations and submitted teacher artifacts.

Domains: The components of the Danielson *Framework for Teaching* are grouped into four domains. Domain 1 – Planning and Preparation; Domain 2 – The Classroom Environment; Domain 3 – Instruction; Domain 4 – Professional Responsibilities.

Artifacts: These are items that you as a teacher gathered over the course of the school year to illustrate and provide tangible evidence of your best teaching practices.

Outside Evidence: Outside evidence is evidence aligned to a Danielson component that the evaluator collects outside of a classroom observation.

Formal Observation: An observation conducted following the Pre-Observation Conference at a mutually agreed upon date and time of a teacher.

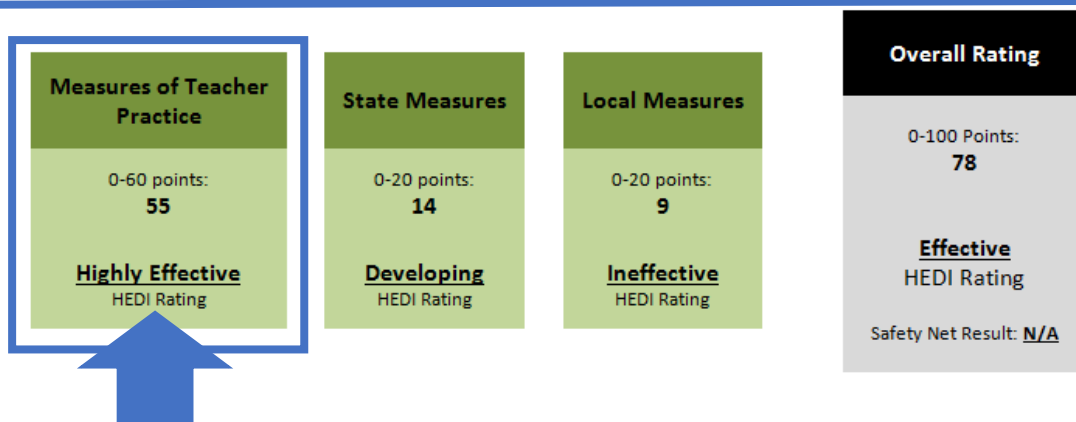
Informal Observation: An informal classroom observation an evaluator performs that lasts a minimum of 15 minutes and may be announced or unannounced.

Final MOTP Summary Form: The form containing your 0-60 MOTP points and corresponding HEDI rating that was delivered to you before June 26, 2014. You signed this form and it was placed in your file.

Local Measures: These are Measures of Student Learning chosen from a State-approved list by the School Local Measures Committee and submitted to the principal for approval.

State Measures: These are State-determined Measures of Student Learning. However, for some grades and subjects, principals chose State Measures from a list of allowable assessments.

Measures of Teacher Practice (MOTP): 60%



The Measures of Teacher Practice (MOTP) subcomponent of *Advance* accounts for 60% of your Overall Rating. For the MOTP subcomponent you received a 0-60 point value and corresponding HEDI subcomponent rating. Note that this is the same point value and HEDI subcomponent rating you received on your MOTP Final Summary Form before June 26, 2014.

Throughout the 2013-14 school year, your evaluator observed your classroom to gather specific evidence of your practice using the Danielson *Framework for Teaching*. You also had the opportunity to submit artifacts as further evidence of your practice. This section describes how these observations of your practice and artifacts are combined to generate your MOTP rating.

How is my Measures of Teacher Practice (MOTP) rating calculated?

STEP 1: CALCULATE EACH INDIVIDUAL OBSERVATION RATING

Each classroom observation you received resulted in an **Individual Observation Rating**. During each observation, your evaluator gathered specific evidence of your practice using the Danielson *Framework for Teaching*. The full *Framework* is comprised of 22 components spanning four domains (see chart below). Your evaluator rated each of the components he/she observed during the classroom observation on a scale of 1 (Ineffective) to 4 (Highly Effective). These component scores are used to calculate an Individual Observation Rating. For more information on how the Individual Observation Rating is calculated, see [Appendix A](#).

Domain 1: Planning and Preparation	Domain 2: Classroom Environment
1a Demonstrating Knowledge of Content and Pedagogy 1b Demonstrating Knowledge of Students 1c Setting Instructional Outcomes 1d Demonstrating Knowledge of Resources 1e Designing Coherent Instruction 1f Designing Student Assessments	2a Creating an Environment of Respect and Rapport 2b Establishing a Culture for Learning 2c Managing Classroom Procedures 2d Managing Student Behavior 2e Organizing Physical Space
Domain 3: Instruction	Domain 4: Professional Responsibilities
3a Communicating With Students 3b Using Questioning and Discussion Techniques 3c Engaging Students in Learning 3d Using Assessment in Instruction 3e Demonstrating Flexibility and Responsiveness	4a Reflecting on Teaching 4b Maintaining Accurate Records 4c Communicating with Families 4d Participating in the Professional Community 4e Growing and Developing Professionally 4f Showing Professionalism

STEP 2: CALCULATE END-OF-YEAR ARTIFACT RATING

Five percent of your rating from last year is based on evidence from artifacts and/or outside evidence related to at least one component in Domains 1 and/or 4. You had the opportunity to submit up to eight artifacts to document your teaching practice in these domains. Your evaluator may have also requested that you submit artifacts if he/she did not have any evidence to provide a rating on one or more components within these domains.

Your evaluator rated evidence of your practice for each component represented in an individual artifact on a scale of 1 (Ineffective) to 4 (Highly Effective). At the end of the school year, your evaluator reviewed component ratings for each submitted artifact as well as component ratings for any outside evidence allowed by the Commissioner to determine a rating for each rated Danielson component for which there was evidence. These component ratings were then averaged to generate an **End-of-Year (EOY) Artifact Rating**. This EOY Artifact Rating is worth 5% of your MOTP rating.

See [Appendix C](#) for more information about how your MOTP rating was calculated if you were missing an EOY Artifact Rating.³

STEP 3: COMBINE INDIVIDUAL OBSERVATION RATINGS AND EOY ARTIFACT RATING TO CALCULATE MOTP SCORE (1-4)

All of your **Individual Observation Ratings** and your **EOY Artifacts Rating** are then combined, according to the observation option you selected, to create a **MOTP score (0-4)**.

At the beginning of the school year you selected one of the following observation options:

- Observation Option 1 – at least one formal observation and at least three informal observations
- Observation Option 2 – at least six informal observation

Observation Option 1:

For Observation Option 1, formal observations are weighted 45%, informal observations are weighted 50%, and your EOY Artifact Rating is weighted 5%.

$$\text{MOTP Score (Observation Option 1)} = 45\% \times \text{Average of all Formal Individual Observation Ratings} + 50\% \times \text{Average of all Informal Individual Observation Ratings} + 5\% \times \text{EOY Artifact Rating}$$

³ For the 2014-15 school year the End-Of-Year Artifacts component of Measures of Teacher Practice will be eliminated.

Observation Option 2:

For Observation Option 2, informal observations are weighted 95%, and your EOY Artifact Rating was weighted 5%.

$$\begin{array}{ccccccc}
 \text{MOTP Score} & & & & & & \\
 \text{(Observation} & = & 95\% & * & \text{Average of all} & + & 5\% * \text{EOY} \\
 \text{Option 2)} & & & & \text{Informal} & & \text{Artifact} \\
 & & & & \text{Individual} & & \text{Rating} \\
 & & & & \text{Observation} & & \\
 & & & & \text{Ratings} & &
 \end{array}$$

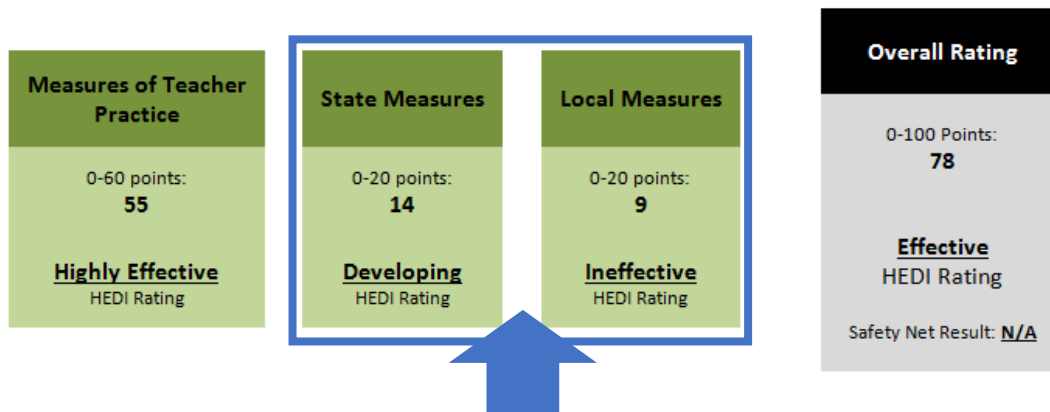
For 2013-14, once Individual Observation Ratings and EOY Artifact Rating are averaged together, Domains 2 and 3 together are worth 75% of the MOTP rating, while Domains 1 and 4 are worth 20%.

STEP 4: CONVERT MOTP SCORE (0-4) TO HEDI POINTS (0-60) AND HEDI RATING

Your MOTP Score (on a scale of 1-4) is then converted to HEDI points (0-60) and a corresponding HEDI rating (see chart below). This is the 0-60 MOTP HEDI point value and corresponding HEDI rating displayed in the MOTP box in your 2013-14 *Advance* Overall Rating. Note that this is the same point value and HEDI rating you received on your MOTP Final Summary Form before June 26, 2014.

MOTP SCORE	HEDI POINTS	HEDI RATING
3.26-4.00	55-60	Highly Effective
2.51-3.25	45-54	Effective
1.76-2.50	39-44	Developing
1.00-1.75	0-38	Ineffective

Measures of Student Learning (MOSL): State 20%, Local 20%



The Measures of Student Learning (MOSL) subcomponent of *Advance* accounts for 40% of your Overall Rating. Each teacher receives two Measures of Student Learning ratings: State Measures (0-20) and Local Measures (0-20).

If you teach multiple grade/subjects throughout the day then the State Measures for each of these grade/subjects have been combined to create your State Measures rating and the Local Measures for each of these grade/subjects have been combined to create your Local Measures rating.

Both State and Local measures are always based on **student growth** – in other words, they measure where each student ended compared to where the student began.

Each State or Local Measure includes three components: an *assessment*, a *target population*, and a *growth measurement*. Please see [Appendix C](#) for more information about how MOSL scores were calculated if data was missing or incomplete.

COMPONENT	DEFINITION
Assessment	Refers to the assessment used to measure student learning. This is either a State Assessment, a NYC Performance Assessment, or a 3 rd Party Assessment.
Target Population	Refers to the students included in the measure. For some teachers, the principal and school's Local Measures Committee may have selected the individual target population, which means the measure is based on the growth of your students taking the assessment in your course. For some teachers, the principal and school's Local Measures Committee may have selected the grade or school target population, which means the measure is based on the growth of all the students taking the assessment across the grade or school. These measures are referred to as Group Measures .
Growth Measurement	Refers to the method by which student growth is measured on a given assessment. This is either goal-setting or growth model.

The steps below will help you to understand how your MOSL scores are calculated. In addition, on September 18, 2014 you will have access to a **MOSL Detail Workbook** in the *Advance* Web Application that includes information about the students who are included in your State and Local Measures of Student Learning. In cases where inaccurate student-level data was used to calculate your State and/or Local Measures ratings, you may submit a Data Corrections Request (DCR). Please see [Appendix D](#) for more information.

How are my State Measures of Student Learning (MOSL) and Local Measures of Student Learning (MOSL) ratings calculated?

STEP 1: CALCULATE 0-20 POINT VALUE FOR EACH STATE AND LOCAL MEASURE

The process for determining your 0-20 point value depends on the growth measurement method.

For Measures with a Growth Model:

The growth of each student included in your measure is compared to the growth of other “similar” students statewide or citywide (depending on the assessment) to determine their Student Growth Percentile (SGP). The growth of the students included in your measure is only compared to students with a similar academic history, special education status, English Language Learner status, and economic disadvantage status.

SGPs are then averaged to calculate a Mean Growth Percentile (MGP) for the measure. This MGP is the average student growth for the students included in your measure.

The measure is then assigned a point value based upon how well the students included in your measure did compared to similar students (see chart below). For example, if the students’ growth is average compared to similar students then the measure received a point value in the Effective category.

Highly Effective	Results are well above the average for similar students	18-20
Effective	Results are average for similar students	15-17
Developing	Results are below average for similar students	13-14
Ineffective	Results are well below average for similar students	0-12

For Measures with Goal-Setting:

If goal-setting with an individual target population was selected at the beginning of the school year, you set goals for student performance on the end-of-year assessment and your principal approved these goals. If goal-setting with a school or grade target population was selected, your principal set goals for student performance on the end-of-year assessment and the Superintendent approved these goals.

The measure is assigned a point value based on the percentage of students that met or exceeded their goal (see chart below). For example, if 82% of your students met or exceeded their goal, then the measure received a point value in the Effective category.

Highly Effective	90%-100% of students met or exceeded their goal	18-20
Effective	75%-89% of students met or exceeded their goal	15-17
Developing	60%-74% of students met or exceeded their goal	13-14
Ineffective	0%-59% of students met or exceeded their goal	0-12

STEP 2: COMBINE MEASURES TO CALCULATE ONE STATE AND LOCAL MEASURE RATING

If you have more than one measure included in your State Measures and/or more than one measure included in your Local Measures, they are combined to create one 0-20 HEDI point value for your **State Measures** and one 0-20 HEDI point value for your **Local Measures**. The process for combining them is different, depending on the target population(s) selected:

Individual Target Population Measures Only

If the combined measure is a combination of **ONLY measures with an individual target population**, then each measure is weighted by number of students that are included in that measure. This means measures that include more students will count more heavily in your rating.

For example, if a teacher has the following **Local Measures** selections:

GRADE/ SUBJECT	ASSESSMENT	TARGET POPULATION	GROWTH MEASUREMENT	NUMBER OF STUDENTS	HEDI POINTS
3 rd Grade ELA	Running Records: F&P (3 rd Grade)	Individual	Goal-setting	18	12
3 rd Grade Math	Performance Series (3 rd Grade)	Individual	Goal-setting	20	14

Then the **Local Measure HEDI points** will be calculated as follows:

$$\frac{(18)(12) + (20)(14)}{18 + 20} = 13.05$$

Group Measures Only

If the combined measure is a combination of **ONLY group measures** (i.e., school and/or grade target populations), then each measure is weighted equally. This means all measures will count the same, regardless of how many students are included.

For example, if a teacher has the following **Local Measures** selections:

GRADE/ SUBJECT	ASSESSMENT	TARGET POPULATION	GROWTH MEASUREMENT	NUMBER OF STUDENTS	HEDI POINTS
3 rd Grade ELA	Running Records: F&P (3 rd Grade)	Grade	Goal-setting	100	12
3 rd Grade Math	Performance Series (3 rd Grade)	Grade	Growth Model	150	14

Then the **Local Measure HEDI points** will be calculated as follows:

$$\frac{(12) + (14)}{1 + 1} = 13$$

Individual AND Group Measures

If the combined measure is a combination of **BOTH individual and group measures**, then there are two steps. First the individual measures are each weighted by the number of students that are included in that measure. Measures that include more students will count more heavily. Next, the weighted individual-level measures are combined with the group measures. In this calculation, each measure counts the same and contributes equally to the combined measure.

For example, if a teacher has the following **Local Measures** selections:

GRADE/ SUBJECT	ASSESSMENT	TARGET POPULATION	GROWTH MEASUREMENT	NUMBER OF STUDENTS	HEDI POINTS
3 rd Grade ELA	Running Records: F&P (3 rd Grade)	Individual	Goal-setting	20	9
3 rd Grade Math	Performance Series (3 rd Grade)	Individual	Growth Model	24	12
3 rd Grade Science	State Test – Science (4 th Grade)	Grade	Growth Model	150	14

Their **Local Measures HEDI points** will be calculated by first **weighting individual-level measures** by the number of students who are included in the measure:

$$\frac{(20)(9) + (24)(12)}{20 + 24} = 10.6$$

And then **averaging the weighted-individual measures and group measures** proportionally:

$$\frac{(10.6 \times 2) + 14}{2 + 1} = 11.7$$

There are two measures with an individual target population

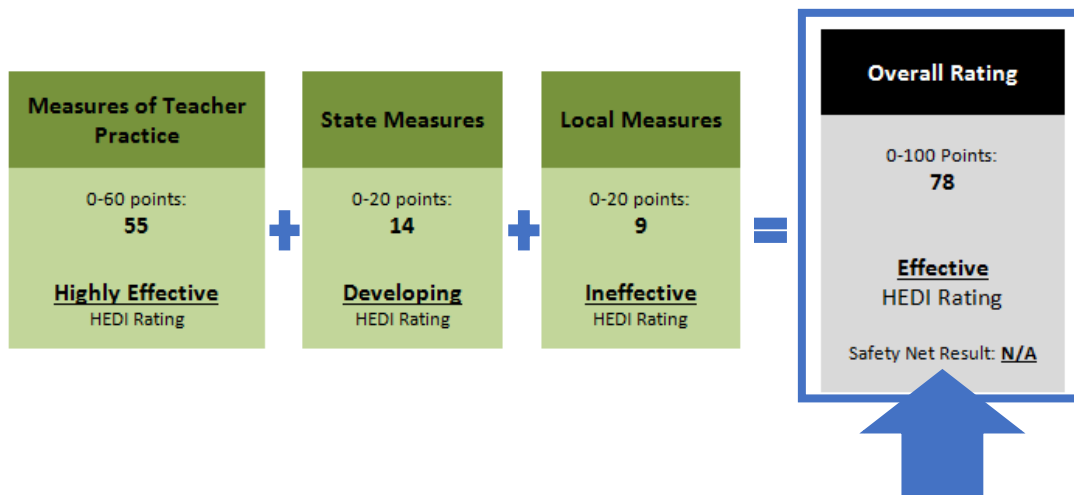
And one measure with a grade target population (group measure)

STEP 3: CONVERT STATE AND LOCAL MEASURE HEDI POINTS TO HEDI RATING

Your State Measure and Local Measure HEDI points (on a scale of 1-20) are then converted to a corresponding HEDI rating (see chart below). The 0-20 State Measure and 0-20 Local Measure HEDI points and corresponding rating are displayed in the respective boxes in your 2013-14 *Advance* Overall Rating.

HEDI POINTS	HEDI RATING
18 to 20	Highly Effective
15 to 17	Effective
13 to 14	Developing
0 to 12	Ineffective

Overall Rating



Your **Overall Rating**, out of 100 points, is the sum of your Measure of Teacher Practice HEDI points (0-60), your State Measures HEDI points (0-20), and your Local Measures HEDI points (0-20).

Your Overall Rating also has a corresponding HEDI rating classification: Highly Effective, Effective, Developing, or Ineffective. Point ranges for each HEDI category are listed in the chart below for each subcomponent and for the Overall Rating.

	Measures of Teacher Practice (60%)	State Measures of Student Learning (20%)	Local Measures of Student Learning (20%)	Overall Rating
Highly Effective	55 to 60	18 to 20	18 to 20	91 to 100
Effective	45 to 54	15 to 17	15 to 17	75 to 90
Developing	39 to 44	13 to 14	13 to 14	65 to 74
Ineffective	0 to 38	0 to 12	0 to 12	0 to 64

NOTE: According to Education Law 3012-c, if a teacher is rated Ineffective for both State and Local Measures of Student Learning, he/she will receive an Ineffective Overall Rating.

If your HEDI rating does not match the points listed in your Overall Rating, then there will be an asterisk next to your Overall HEDI Rating. This means that a procedural appeal has been applied to your rating. Please see [Appendix B](#) for information about the procedural appeals process.

APPENDICES



Appendix A: How is my Individual Observation Rating Calculated?

In order to calculate an Individual Observation Rating, the 22 component scores are averaged together in the following way:

1. Component scores are averaged within each Domain;
2. Domain 1 & Domain 4 averages are averaged together (“D1&4 Average”), as are the Domain 2 & Domain 3 averages (“D2&3 Average”);
3. D1&4 Average and the D2&3 Average are weight-averaged together to create an **Individual Observation Rating**, depending on observation type:

OBSERVATION	FORMULA for INDIVIDUAL OBSERVATION RATING
<i>Formal</i>	$(20\% * \text{D1\&4 Average} + 25\% * \text{D2\&3 Average}) / 45\%$
<i>Informal (Option #1)</i>	D2&3 Average
<i>Informal (Option #2)</i>	$(20\% * \text{D1\&4 Average} + 75\% * \text{D2\&3 Average}) / 95\%$

In each of the above observation types, if an individual Domain or aggregated Domain average is unavailable, the average(s) that are present are used by themselves.

Appendix B: Does Your Overall Rating have an Asterisk(*)?

Procedural Appeals

The DOE has negotiated and agreed with the UFT to implement a procedural appeals process for teachers with Measures of Student Learning that are based on Group Measures (*i.e.*, grade or school target population), in recognition that these measures are based on the growth of students the teacher does not directly teach. If you meet all of the below requirements then you are eligible for a Procedural Appeal:

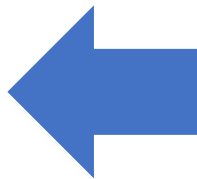
- Measures of Teacher Practice (MOTP) rating is **Highly Effective** or **Effective**
- Local and State Measures of Student Learning (MOSL) ratings are **Ineffective**
- 50% or more of State and/or Local Measures is based on **Group Measures**

Overall Rating

0-100 Points:
56

Developing*
HEDI Rating

Safety Net Result: N/A



The asterisk next to your HEDI Rating indicates that a procedural appeal has already been applied to your Overall Rating. There are four types of Procedural Appeals that may have been applied (see below). If a Procedural Appeal has been applied to your Overall Rating then the HEDI rating may not correspond to the HEDI points listed. This is because your Overall Rating was changed according to Procedural Appeals policies.

TYPE 1

If your Measures of Teacher Practice (MOTP) rating is **Highly Effective** and **BOTH** your State and Local Measures are based on group measures, then your Overall Rating was changed to **Effective**

TYPE 3

If your Measures of Teacher Practice (MOTP) rating is **Effective** and **BOTH** your State and Local Measures are based on group measures, then your Overall Rating was changed to **Developing**

TYPE 2

If your Measures of Teacher Practice (MOTP) rating is **Highly Effective** and **EITHER BUT NOT BOTH** your State and Local Measures are based on group measures, then your Overall Rating was changed to **Developing**

TYPE 4

If your Measures of Teacher Practice (MOTP) rating is **Effective** and **EITHER BUT NOT BOTH** your State and Local Measures are based on group measures, your rating has been appealed to your principal. The principal can respond to the appeal and increase or maintain your rating. If he/she does not respond your rating will be changed to **Developing**

Overall Ratings have already been adjusted if you qualify for a Type 1, Type 2, or Type 3 appeal. However, if you are eligible for a Type 4 appeal, your score may be adjusted after your principal completes the appeals process. You will receive an updated *Advance* Overall Rating via email in mid-September, **only if your Overall Rating has been changed.**

Safety Net Result

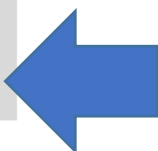
On June 19, 2014, the New York State Legislature passed a law regarding teacher and principal evaluations for school years 2013-14 and 2014-15. The law requires the recalculation of Overall Ratings if:

- The Overall Rating is **Ineffective** or **Developing** AND;
- All or part of the State or Local Measures of Student Learning is **based on Grades 3-8 ELA or Math State Tests aligned with the Common Core.**⁴

If you meet both of these requirements, then your Overall Rating was recalculated, excluding any measures based on ELA or Math State tests for students in grades 3-8 (see detailed explanation below). The Safety Net Result is only displayed in cases where it improved the teacher's Overall Rating. If it did not improve the teacher's Overall Rating, "No Change" is listed. If you did not meet the requirements above and therefore not eligible for a Safety Net recalculation, "N/A" is listed.

Overall Rating
0-100 Points: 78
Effective HEDI Rating
Safety Net Result: N/A

If your Overall Rating has been recalculated according to Safety Net policies and the recalculation resulted in a higher rating, then you will have a new HEDI rating listed next to the "Safety Net Result" in your Overall Rating. *In the example here, the teacher was either not eligible for a Safety Net Result – therefore the Safety Net Result shows "N/A".*



If you were eligible for a Safety Net Result, your Overall Rating was recalculated as follows:

- **If the State and Local Measures are both based solely on Grades 3-8 ELA and/or Math State Tests** then the Safety Net Result will be based on only the Measures of Teacher Practice (100%).
- **If only the Local Measures of Student Learning is based solely on Grades 3-8 ELA and/or Math State Tests** then the Safety Net Result will be based on State Measures (40%) and the Measures of Teacher Practice (60%).
- **If only the State Measures is based solely on Grades 3-8 ELA and/or Math State Tests** then the Safety Net Result will be based on Local Measures (40%) and the Measures of Teacher Practice (60%).

⁴ Overall Ratings qualified for recalculation if State and/or Local Measures were based on Grades 3-8 State ELA or Math Tests aligned with the Common Core with any target population, including but not limited to individual, grade, or school-wide target population (including the lowest-third performing students and the Local Measures default in 2013-14 for schools serving grades 4-8).

➤ **If part of the State Measures is based on Grades 3-8 ELA and/or Math State Tests:**

If the Local Measures does not include Grades 3-8 ELA and/or Math State Tests, then the Safety Net Result will be based on the recalculated State Measures (20%), Local Measures (20%), and Measures of Teacher Practice (60%).

If the Local Measures is based solely on Grades 3-8 ELA and/or Math State Tests, then the Safety Net Result will be based on the recalculated State Measures (40%) and Measures of Teacher Practice (60%).

➤ **If part of the Local Measures is based on Grades 3-8 ELA and/or Math State Tests:**

If the State Measures does not include Grades 3-8 ELA and/or Math State Tests, then the Safety Net Result will be based on the recalculated Local Measures (20%), State Measures (20%), and Measures of Teacher Practice (60%).

If the State Measures is based solely on Grades 3-8 ELA and/or Math State Tests, then the Safety Net Result will be based on the recalculated Local Measures (40%) and Measures of Teacher Practice (60%).

➤ **If part of the Local Measures AND part of the State Measures are based on Grades 3-8 ELA and/or Math State Tests** then the Safety Net Result will be based on the recalculated Local Measures (20%), recalculated State Measures (20%) and the Measures of Teacher Practice (60%).

Appendix C: Missing or Incomplete Data

For the 2013-14 school year only, if there was missing or incomplete data for either the MOTP or MOSL components of *Advance*, the following policies were applied in the calculation of your Overall Rating.

Measures of Teacher Practice (MOTP)

If you were missing or had incomplete data for MOTP, you were assigned the following scores:

ARTIFACTS	If the EOY Artifact Rating is missing, you receive a score of 4 (Highly Effective) for this component.
OBSERVATION DATA	If fewer observations were entered than required and extraordinary circumstances were identified, then you receive a MOTP rating based on existing MOTP data.
	If fewer observations were entered than required and extraordinary circumstances were not identified, then you receive a “4” for each missing Individual Observation Rating . Your MOTP rating is based on available MOTP data including these updated Individual Observation Ratings.
	If fewer than 2 observations were entered, regardless of any conditions explained above, then your MOTP score is not calculated and you do not receive an MOTP rating. You also do not receive an Overall Rating.

State and Local Measures of Student Learning (MOSL)

The Local Measures Default⁵ was used to calculate your State and/or Local Measure rating if the data was incomplete or an insufficient number of students were included to perform the calculation. In cases where both the State and Local Measures required a Default, the lowest-performing third of students school-wide measure was used for the Local Measure. The following situations required the use of Default:

SCENARIO

Your school selected the Local Measures Default or selected “no decision.”

You had an insufficient number of students taking the assessment selected for your measure.⁶

⁵ The Local Measures Default is defined by school type. For schools serving any students in grades 4-8 (including 6-12, K-8, and K-12 schools) the Local Measures Default is school-wide growth of students taking the 4-8 ELA and Math State tests. For schools that do not serve any students in grades 4-8, the Local Measures Default is school-wide growth of students on all assessments administered by the school for the State Measures.

⁶ The minimum number of students for State and Local Measures varies based on the growth measurement. For SED growth models, SED will not calculate growth scores for teachers if they have fewer than 16 students (across all applicable subjects/grades). For DOE growth models, the DOE will not calculate growth scores for teachers if they have fewer than 6 students. There is no minimum number of students for goal-setting. Students must be assigned to a teacher for three cumulative months before the post-test administration to be included in their State and/or Local Measure.

Appendix D: Data Corrections Request (DCR)

Teacher-student linkages were compiled through the [roster maintenance and verification](#) process. Beginning September 18, you can access your **MOSL Detail Workbook** from the Overall Rating screen in the *Advance* Web Application (www.nycenet.edu/advance), which contains information about the students that were included in your State and Local Measures of Student Learning.

In cases where inaccurate student-level data was used to calculate your State and/or Local Measures ratings, you may submit a Data Corrections Request (DCR). The NYCDOE will analyze these requests and, if they are actionable, re-calculate the State and/or Local Measure and Overall Rating based on corrected student-level data.

If you would like to submit a DCR, you should consult with your principal by September 24, 2014. If your request is approved, you will receive an updated *Advance* Overall Rating via email in mid-October.