



# Cancelled Appraisal



# What is a cancelled appraisal?

- Normally, once an appraisal has been countersigned, it is deemed as completed and the status will indicate 100%.
- However there are circumstances where the countersigner, after going through the appraisal summary and the applicable evidence, he can conclude that the appraisal though complete, isn't valid due to either of the following reasons
  - I. Inconsistency in the marks allocated
  - II. The appraiser was not on duty.

The following slides show the step by step process of cancelling an appraisal



**Step 1:** the countersigner will navigate his/her dashboard and open the appraisal tab, and further down click on the 'countersign/cancel appraisal'. Upon doing this, the following interface will be displayed and he can to click the 'countersign' button to proceed to the next step.

The screenshot displays the TPAD dashboard for a Sub-County Director. The main content area is titled 'Awaiting Counter-Signing' and shows a table of appraisal entries. A blue arrow points from the text in Step 1 to the 'Countersign' button in the table.

Appraiser Name	Appraiser TSC Number	Appraiser Name	Appraiser TSC Number	Action
Hoi	1234567	Cso	12345678	<a href="#">Countersign</a>
Appraiser Name	Appraiser TSC Number	Appraiser Name	Appraiser TSC Number	Action



## Step 2:

- Upon Clicking on the ‘countersign’ tab, the countersigner will get a new interface that shows the ‘TPAD appraisal summary.
- From this the countersigner can look at the summary view of the appraisal, or the detailed view.
- This interface allows the countersigner to check the ratings per standard as captured by both the appraisee and the appraiser.
- The countersigner can also see the comments against each standard and the gaps indicated if any.
- The interface will also show an audit trail of the appraisal process from when it was created by the appraisee all the way to the appraisal meeting as shown in the next slide.



Appraisal Summary View

Appraisal Detailed View

### Teacher Appraisal Summary

Teacher's Full Name	Hil Od				
Gender		ID Number	1234567	TSC Number	1234567
Year	2020	Term	Term Two	Status	Awaiting Counter Signing

#### Standards Ratings

Performance Competency Area	Target Marks	Appraisee Marks	Appraiser Marks	Agreed Marks
Professional Knowledge and Practice	24	19.50	23.90	23.90
Comprehensive Learning Environment	12	8.10	9.00	9.00



Name	Level	Action	Date Done
Hil Oswald Odina	Appraiser	Accepted appraisal ratings by the appraiser	29th Jul, 2020
CEO Bureau Odina	Appraiser	Finished appraisal meeting	28th Jul, 2020
CSO Ronnie Odina	Appraiser	Scheduled appraisal meeting	28th Jul, 2020
CSO Ronnie Odina	Appraiser	Completed appraiser assessment	29th Jul, 2020
Hil Oswald Odina	Appraiser	Submitted appraisal for supervisor's endorsement	28th Jul, 2020

Counter Sign

Cancel Appraisal

Appraisal status: awaiting counter signing

Back to Appraiser

## Step 3:

- Once the countersigner has gone through the appraisal and made the decision to cancel the appraisal, he/she will click the 'cancel appraisal' button at the bottom of the appraisal summary interface. (previous slide)
- On clicking the 'cancel appraisal' tab, he/she will receive a pop up window.
- Here he/she will click on the 'Reasons for cancellation' drop down box as shown.

Cancel Appraisal

Reasons For Cancellation

Inconsistency in Marks Allocations

--Select Reason--

Inconsistency in Marks Allocations.

Appraiser was absent during the term:

I hereby confirm and verify that this appraisal rating is based on the evidence provided by both the appraiser and the appraisee. I understand that by clicking the Submit button I will have completed the appraisal process.

Submit

Close

Appraisal Status: Awaiting Counter Signing



## Step 4:

- After choosing the reason for cancellation, the countersigner has an obligation to give details of his reason for cancellation in the 'remarks' box.
- It is in this box where the countersigner will explain in details why he cancelled the appraisal and also give his conclusion and the way forward.
- Once this is done, he/she will click the check box shown and by doing so he/she commits and binds him/herself and completes the appraisal

Cancel Appraisal

Reasons for Cancellation:  
Inconsistency in Marks Allocation

Remarks:  
It is noted that the appraiser in several instances has awarded a grade much higher than even what the appraisee has awarded himself as such I find this to be inconsistent and hereby call for a fresh and objective appraisal

I hereby confirm and verify that this appraisal rating is based on the evidence provided by both the appraiser and the appraisee. I understand that by clicking the Submit button I will have completed the appraisal process.

Submit Close

## Step 5:

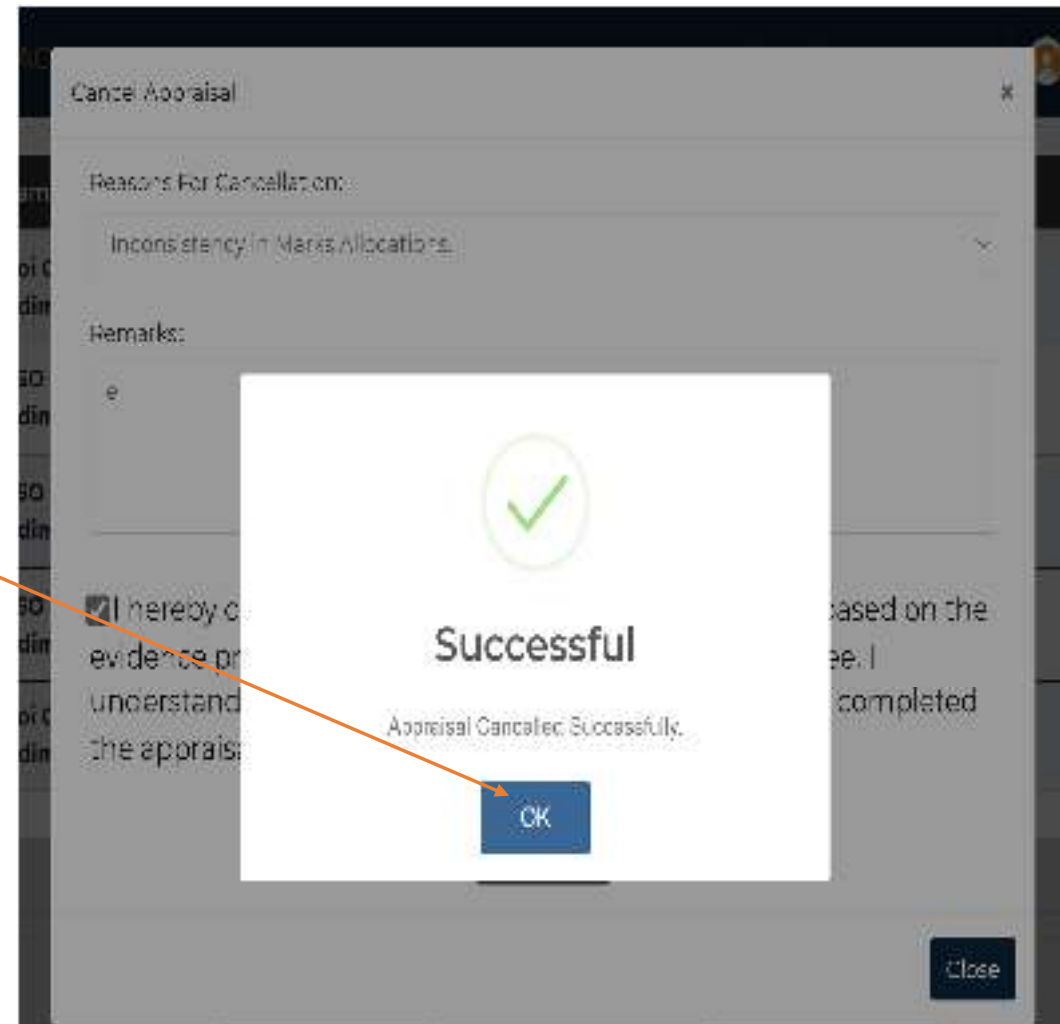
- The countersigner will then click on the 'Submit' button to save the update.

- Upon clicking the submit button in the previous slide, the following window will pop up, indicating ‘Appraisal Cancelled successfully’.

### Step 6:

- The next step is to click ‘OK’ this simple action will complete the appraisal cancellation process.

NB: This whole process can only be done after both the appraiser and appraisee have submitted the appraisal for countersigning.







- Once the countersigner has completed the cancellation process, this will impact of the status of the appraisal.
- **Step 7:** The appraisee will have an opportunity to go back to his/her self appraisal page as shown in the earlier module on self appraisal.
- On this page/interface the appraisee will see that the appraisal status has changed from awaiting countersigning, to cancelled as shown in the slide below.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

My Appraisals

Show to 1 entries

Year	Term	Status	Completion (%)	Total Marks	Date Created	Action
2020	Term Two	CANCELLED	100%	75.00	06th Jul, 2020	[Action]

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 8:



- **Step 8:** the appraisee will click on the view action button as shown in the previous slide and this will reveal the appraisal summary.
- Here the appraisee can see all the details of his/her appraisal as previously illustrated including the remarks from the appraiser and the countersigner.
- The reasons for cancellation of his/her appraisal will also be displayed at the bottom of the summary page just before the audit trail as shown in the image below.

The screenshot displays the TPAD interface. The top navigation bar includes the TPAD logo, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and user information: 'TSC No: 1234567 - HoI Odisha'. A left sidebar contains menu items: Dashboard, Appraisal, Calendar Of Activities, TPD, PC, Institution Setup, and Reports.

The main content area features a table with the following data:

Week Ending	To Be Taught	Actual Taught	% Taught	Not Taught	% Not Taught	Recovered	Not Recovered	Remarks
3rd Jul, 2020	12	12	100%	0	0%	0	0	all lessons were attended well
10th Jul, 2020	12	6	50%	6	50%	6	0	all missed lesson were recovered
17th Jul, 2020	12	10	83%	2	17%	2	0	recovered all the two lesson he missed during the DOM meeting

Below the table, there are sections for 'Appraiser's Comment', 'Appraiser's Comment', and 'Counter Signatory Comment'. The Counter Signatory Comment reads: 'Your appraisal was cancelled due to non-compliance in meeting by the appraiser'. At the bottom, there is an 'Appraisal Audit Trail' section with a table header: Name, Level, Action, Date Time.



- **Step 9:** On the part of the appraiser, he/she will check for cancelled appraisals on the dashboard by clicking on the tab cancelled appraisals.
- **Step 10:** Next he/she will click on 'view cancellation comments' to see the details of why the appraisal was cancelled as shown.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 12345678 - CSO Odima

CSO Portal > | Zone : Tsc Zone | >> Cancelled Appraisals

29th Jul, 2020

Show 10 entries

Appraiser Name	Appraiser TSC No	Date of Submission	Action
Hoi Omondi Odima	1234567	2020-07-20	<a href="#">View Cancellation Comments</a>
Appraiser Name	Appraiser TSC No	Date of Submission	Action

Showing 1 to 1 of 1 entries

Previous 1 Next



- On clicking the 'view cancellation comments, the appraiser will be able to see the appraisal summary and view the details of why the appraisal was cancelled, at the bottom of the page after the audit trail as shown below


TPAD


TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)


TSC No: [REDACTED]

CSO	Appraiser	Finished appraisal meeting	29th Jul, 2020
Hoi	Appraisee	Accepted appraisal ratings by the appraiser	29th Jul, 2020
SCD	SCD	Appraisal Cancelled	29th Jul, 2020

<b>Cancellation Comments:</b>	<b>Your appraisal was cancelled due to inconsistency in rating by the appraiser</b>
<b>Cancellation Date:</b>	2020-07-29

Appraisal Status!! Cancelled

← Go Back



- This concludes the process of a cancelled appraisal.

**END**