



Teacher Performance Appraisal and Development (TPAD)

**Agreement on Target Achievement &
Completion of the Appraisal Process**



Rationale of Agreement of Target Rating

- The Commission moved from confidential to open Performance Appraisal System for teachers with the aim of strengthening supervision and enable continuous monitoring of teachers' performance in curriculum implementation at the institutional level.
- To ensure fairness and openness of the appraisal process therefore, after the completion of the appraisee self-assessment and the appraiser's assessment, both the appraiser and appraisee will hold a meeting to review their joint rating and then reach an agreed rating.



Possible Outcomes of an Appraisal Meeting

1. Appraisee and appraiser agree on the ratings, submit the ratings and await counter signing.
2. Appraisee and appraiser disagree on the ratings hence appraisal moves to arbitration.



1. Appraisee and appraiser agree on the ratings

Scenario one:

Where both the appraisee and appraiser agree on the rating awarded by the appraiser. The appraiser will follow the following steps in the system:

Step 1: Click on ***Update Standards*** tab:

The screenshot displays a web interface for an appraiser. On the left is a dark sidebar with navigation options: 'Self Appraisals', 'Appraiser Appraisals', 'TPD', and 'Appraisal Reports'. The main content area shows details for an appraisee: 'Ronnie Omondi Odima' with 'TS Number: 30959853' and 'ID Number: 30959853'. Below this, a summary bar indicates 'Appraisal Completion: 100%', 'Appraisal Status: Scheduled for Appraisal Meeting', and 'Appraisal Period: 2020 - Term Two'. A table lists assessment areas with corresponding actions:

#	Assessment Area	Action
1	Teaching Standards	Update Standard
2	Learners Progress	Update Progress

At the bottom, it shows 'Showing 1 to 2 of 2 entries' and a pagination control with 'Previous', '1', and 'Next' buttons.



Appraisee and appraiser agree on the ratings Cntd....

Step 2: Click on **Update Rating**. Note the appraisal status before joint rating has a yellow colour interface and is labelled waiting.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The header shows 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' and 'TSC No : 123456'. A sidebar on the left contains navigation options: Self Appraisals, Appraiser Appraisals, TPD, and Appraisal Reports. The main content area shows a table of appraisal entries with columns for #, Teaching Standard, Maximum Weight, Appraiser Weight, Appraiser Weight, Agreed Weight, Status, and Action. The 'Status' column for all entries is 'Waiting', indicated by a yellow background. The 'Action' column contains 'Update Rating' buttons. A yellow arrow points to the 'Waiting' status of the first entry, and a blue arrow points to the 'Update Rating' button of the first entry.

#	Teaching Standard	Maximum Weight	Appraiser Weight	Appraiser Weight	Agreed Weight	Status	Action
1	Professional Knowledge and Practice	24	18.5	20	0	Waiting	Update Rating
2	Comprehensive Learning Environment	12	9.5	8	0	Waiting	Update Rating
3	Teacher Professional Development	9	7	7	0	Waiting	Update Rating
4	Teacher Conduct & Professionalism	30	20	22	0	Waiting	Update Rating
5	Participation in Professional Learning Community	25	18	18	0	Waiting	Update Rating



Appraiser and appraisee agree on the ratings Cntd....

Step 3: Click on **Action** tab and select **Agree** from the drop down menu:

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. The header includes the TPAD logo, the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and 'TSC No: 123456'. A sidebar on the left contains navigation options: Self Appraisals, Appraiser Appraisals, TPD, and Appraisal Reports. The main content area shows a table with the following columns: Maximum Weight, Appraiser Weight, Appraiser Likert Scale, Appraiser Likert Scale, Agreed Weight, Agreed Likert, and Action. The table contains two rows of data. The first row has values: 3, 2.00, 3.33, 2.00, 3.33, 0.00, 0.00. The second row has values: 3, 3.00, 5.00, 3.00, 5.00, 0.00, 0.00. A dropdown menu is open under the 'Action' column of the first row, showing three options: 'Update Weight', 'Agree Weight' (which is checked), and 'Disagree Weight'. Blue arrows from the text above point to the 'Action' column and the 'Agree Weight' option.

	Maximum Weight	Appraiser Weight	Appraiser Likert Scale	Appraiser Likert Scale	Agreed Weight	Agreed Likert	Action	
the tent	3	2.00	3.33	2.00	3.33	0.00	0.00	Actions
il (t-3)	3	3.00	5.00	3.00	5.00	0.00	0.00	Actions



Appraisee and appraiser agree on the ratings Cntd'....

Scenario two:

Where there is a discrepancy between the appraisee and appraiser ratings, both will discuss and re-look at the evidence provided and agree on a joint rating. The appraiser can then capture the jointly agreed rate by clicking the **update rating button**.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 123456

View Likert scale guide

	Maximum Weight	Appraiser Weight	Appraisee Likert Scale	Appraiser Likert Scale	Agreed Weight	Agreed Likert	Action	
the tent	3	2.00	3.33	2.00	3.33	0.00	0.00	Actions
il (t-3)								
at	3	3.00	5.00	3.00	5.00	0.00	0.00	Actions

Actions

- Update Weight
- Agree Weight
- Disagree Weight



Appraisee and Appraiser agree on Ratings Cntd'....

The interface color code is green as shown below If both the appraiser and appraisee rating Agree.

Primary & Secondary Schools >> Standards ← Back to Appraisal

Show: 10 entries Search:

#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Status	Action
1	Professional Knowledge and Practice	24	17	14.8	15.7	Done	Update Rating
2	Comprehensive Learning Environment	12	10	7	7.4	Done	Update Rating
3	Teacher Professional Development	9	9	5.6	6.7	Done	Update Rating
4	Teacher Conduct & Professionalism	30	25	16	17.1	Done	Update Rating
5	Participation in Professional Learning Community	25	23	16.9	16.9	Done	Update Rating

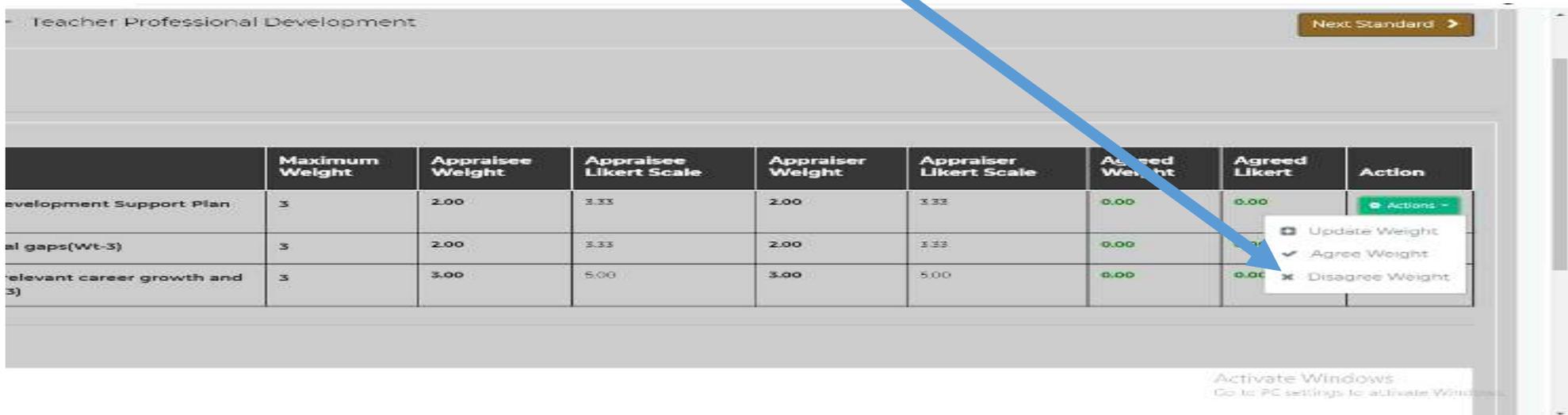
Showing 1 to 5 of 5 entries Previous **1** Next



2. Appraisee and Appraiser disagree on the ratings

Scenario One:

Appraisee and appraiser may disagree on the ratings. This is done by clicking on the **disagree button**. When both appraisee and appraiser disagree up to seventy five percent (75%) of the ratings, the appraisal automatically goes to **arbitration level**.



Teacher Professional Development

Next Standard →

	Maximum Weight	Appraisee Weight	Appraisee Likert Scale	Appraiser Weight	Appraiser Likert Scale	Assesed Weight	Agreed Likert	Action
development Support Plan	3	2.00	3.33	2.00	3.33	0.00	0.00	Actions -
al gaps(Wt-3)	3	2.00	3.33	2.00	3.33	0.00	0.00	Update Weight Agree Weight Disagree Weight
relevant career growth and 3)	3	3.00	5.00	3.00	5.00	0.00	0.00	

Activate Windows
Go to PC settings to activate Windows.



Appraisee and Appraiser disagree on the ratings Cntd'....

Scenario two:

Where the appraisee is not satisfied with the appraisal, then the appraisee may make a request for arbitration from the Teacher Portal Landing page. The appraisee should ensure that the appraisal status is ***completed appraisal meeting*** before requesting for arbitration.





Arbitration

The arbitrator will click on the schedule meeting to set the time and date for the meeting between the appraisee and the appraiser and notifications will be sent to both of them. On scheduling, the arbitration meeting, the appraisal moves to scheduled arbitrations as shown below:

The screenshot shows the 'HOI Portal -> HOI Arbitration' interface. On the left is a dark sidebar with a navigation menu containing: Dashboard, Appraisals (with sub-items: Self Appraisals, Appraiser Appraisals, Institution Appraisals, All Appraisals, Appraisal Arbitration, Counter-Signing, Cancelled Appraisals, Lesson Observation, Failed), and a search icon. The main content area has a breadcrumb 'HOI Portal -> HOI Arbitration'. Below this are two summary cards: 'Awaiting Arbitration Scheduling' (with a '0' and a person icon) and 'Scheduled Arbitration' (with a '0'). A blue arrow points to the 'Scheduled Arbitration' card. Below these cards is a section titled 'Appraisees Awaiting Arbitration Meeting'. It includes a 'Show 10 entries' dropdown and a table with columns: Appraisee Name, Appraisee TSC Number, Appraiser Name, and Appraiser TSC Number. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'.



Arbitration Cntd'....

The arbitrator can view appraisee self-assessment ratings and appraiser ratings and edit the agreed ratings for each standard by clicking **update button** as shown in the screen shot below.

Primary & Secondary Schools >> Standards [← Back to Appraisal](#)

Show 10 entries Search:

#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Status	Action
1	Professional Knowledge and Practice	24	17	14.8	15.7	Done	Update Rating
2	Comprehensive Learning Environment	12	10	7	7.4	Done	Update Rating
3	Teacher Professional Development	9	9	5.6	6.7	Done	Update Rating
4	Teacher Conduct & Professionalism	30	25	16	17.1	Done	Update Rating
5	Participation in Professional Learning Community	25	23	16.9	16.9	Done	Update Rating
#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Status	Action

Showing 1 to 5 of 5 entries [Previous](#) **1** [Next](#)



Finishing the Appraisal Meeting

Once the appraisee and appraiser jointly agree on all ratings, the appraiser will have to click on the ***Finish Appraisal Meeting tab*** and the appraisal moves to ***appraisal awaiting counter-signing status***.

The screenshot displays the 'Appraisal Audit Trail' section of a web application. A modal dialog box with a green checkmark and the text 'Successful' is centered on the screen, indicating that the appraisal meeting has been completed. Below the dialog, the 'Appraiser's Appraisal Comment' field is visible, along with a 'Save Comment' button. At the bottom of the interface, the 'Finish Appraisal Meeting' button is highlighted with a blue arrow, and a 'Back to Appraisal' button is also visible.

Name	Level	Action	Date Done
Ronnie Omondi Odima	Appraiser	Submitted appraisal for appraiser assessment	21st Jul, 2020
Deputy Omondi Odima	Appraiser	Completed appraiser assessment	21st Jul, 2020
Deputy Omondi Odima	Appraiser		21st Jul, 2020
Deputy Omondi Odima	Appraiser		21st Jul, 2020
Deputy Omondi Odima	Appraiser		21st Jul, 2020



Counter Signing

At the counter signing level, the counter signing officer will be able to view all teachers appraisals that are waiting to be countersigned by clicking on **Appraisals tab**, **Institution Appraisals tab** then on **Countersigning** tab as indicated by the arrows in the screenshot below.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The left sidebar contains a navigation menu with the following items: Dashboard, Appraisals, Self Appraisals, Appraiser Appraisals, Institution Appraisals, All Appraisals, Appraisal Arbitration, Counter Signing, Cancelled Appraisals, Lesson Observation, Failed Appraisals, and Calendar Of Activities. Three blue arrows point to the 'Appraisals', 'Institution Appraisals', and 'Counter Signing' items. The main content area shows the 'Appraisal:CounterSign' page for user 'Hoi Odima' (TSC No: 1234567). The page has two tabs: 'Awaiting Counter-Signing' (active) and 'Counter-Signed Appraisals'. Below the tabs is a table titled 'Awaiting Counter-Signing' with the following data:

Appraiser Name	Appraiser TSC Number	Appraiser Name	Appraiser TSC Number	Action
Rennie Omondi Odima	30959853	Deputy Omondi Odima	123456	Countersign

The table also includes columns for 'Appraisal Name' and 'Appraisal TSC Number'. The page shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.



Counter Signing Cntd'....

Countersigning officer will click on the **countersign** tab against a teachers appraisal .

The screenshot shows the 'Appraisal Countersign' page in the TRAD system. The page is titled 'HDI Portal > Appraisal Countersign' and shows the date '21st Jul, 2020'. The user is identified as 'TSC No : 0234667 - Ror Odima'. The page has two tabs: 'Awaiting Counter-Signing' (active) and 'Counter-Signed Appraisals'. The 'Awaiting Counter-Signing' tab displays a table with the following data:

Appraiser Name *	Appraiser TSC Number *	Appraisee Name *	Appraisee TSC Number *	Action
Rennie Omondi Odima	3099853	Deputy Omondi Odima	123456	Countersign
Appraiser Name	Appraiser TSC Number	Appraisee Name	Appraisee TSC Number	Action

The page also includes a search bar, a 'Showing 1 to 1 of 1 entries' indicator, and 'Previous' and 'Next' navigation buttons. The URL at the bottom is '197.106.134.62/hol/tes/hol/appraisal_countersign/pending'.



Counter Signing Cntd'

The countersigning officer should then click on **Countersign** tab. This will prompt a pop up window for the officer to give their comments and a declaration statement that the appraisal was based on evidence provided then submit. This is illustrated below:

The interface shows the 'Appraisal Audit Trail' table with the following data:

Name	Level	Action	Date Done
Bonnie Omond Odima	Appraisee	Submitted appraisal for appraiser assessment	28st Jul, 2020
Deputy Omond Odima	Appraiser	Completed appraiser assessment	28st Jul, 2020
Deputy Omond Odima	Appraiser	Completed appraiser assessment	28st Jul, 2020
Deputy Omond Odima	Appraiser	Scheduled appraisal meeting	28st Jul, 2020
Deputy Omond Odima	Appraiser	Scheduled appraisal meeting	28st Jul, 2020
Deputy Omond Odima	Appraiser	Finished appraisal meeting	28st Jul, 2020
Bonnie Omond Odima	Appraiser	Accepted appraisal ratings by appraiser	28st Jul, 2020

The 'Counter Sign Appraisal' pop-up window contains the following fields and options:

- Comments: Put your Comments Here.
- Recommendations: --Select One--
- 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 button
- Close button



Complete Appraisal

On **successful** submission, the appraisal status will be **Complete**. Both the appraisee and appraiser will be notified that the appraisal is complete.

The screenshot shows a web application interface with a sidebar on the left containing menu items like 'Dashboard', 'Appraisals', 'Calendar Of Activities', 'TPO', 'PC', 'Institution Setup', and 'Reports'. The main content area displays an 'Appraisal Audit Trail' table with columns for 'Name', 'Appraiser', and 'Date Due'. A modal dialog box is open in the foreground, titled 'Successful', with a green checkmark icon and the text 'Successful' and 'Countersigning done successfully'. Below the dialog are 'OK' and 'Close' buttons. A blue arrow points from the text 'On successful submission...' to the dialog box, and another blue arrow points from the dialog box to the 'Appraisal Status: Complete' text in the adjacent screenshot.

The screenshot shows a table of appraisal activities with columns for 'Name', 'Role', 'Activity', and 'Date'. Below the table is a 'Countersigning' section with fields for 'Countersigning Comments', 'Countersigning Recommendations', and 'Countersigning Date'. At the bottom, the text 'Appraisal Status: Complete' is displayed. A blue arrow points from the 'Appraisal Status: Complete' text in this screenshot back to the 'Appraisal Status: Complete' text in the main text above.

Deputy Omondi Odima	Appraiser	Scheduled appraisal meeting	21st Jul, 2020
Deputy Omondi Odima	Appraiser	Scheduled appraisal meeting	21st Jul, 2020
Deputy Omondi Odima	Appraiser	Finished appraisal meeting	21st Jul, 2020
Ronnie Omondi Odima	Appraisee	Accepted appraisal ratings by the appraiser	21st Jul, 2020
Hoi Omondi Odima	HOI	Appraisal Countersigned	21st Jul, 2020

Countersigning Comments: Most targets met

Countersigning Recommendations:

Countersigning Date: 2020-07-21

Appraisal Status: Complete



END.