



TESS Suggested Timeline by Track Quick Reference

Please Note: This document is prepared for those who may be new to the Arkansas TESS Evaluation System. It is presented as a possible timeline for the evaluation process. Trained and credentialed teacher evaluators must base their work on existing Arkansas school district policies and/or protocols.

	June	July	August	September	October	November	December	January	February	March	April	
NOVICE_PROBATIONARY TRACK	Step 1: June-----August <ul style="list-style-type: none"> New evaluators train and test Districts/schools/co-ops provide TESS training for new teachers 											
				Step 2: August—October <ul style="list-style-type: none"> TESS Self-Assessment completed to inform the PGP Teacher develops a PGP Novice teacher mentor supports the teacher in the PGP and framework components Informal observations may be completed prior to Formal Observation Evaluator and teacher plan professional development or instructional changes 								
					Step 3: September – December <ul style="list-style-type: none"> Evaluator may conduct a Formal Observation (announced) containing a pre-conference, observation, and post conference resulting in actionable feedback for the teacher. 							
						Step 4: November---April <ul style="list-style-type: none"> Additional informal observations may be conducted based on the results of the formal observation An additional formal observation may be conducted if needed 						
								Step 5: December—January <ul style="list-style-type: none"> Mid-year review (optional) of the PGP and observation(s) results with possible revisions to 				
									Step 6: April—May SUMMATIVE EVALUATION MEETING <ul style="list-style-type: none"> For early Basic or Unsatisfactory rating, pre---summative evaluation questions may help identify additional applicable information and artifacts Evaluator and teacher conference to discuss all observation results and artifacts Evaluator makes the final summative rating decision using the Summative Evaluation Form and Summative Evaluation Scoring Guide. Teacher and administrator collaborate on PGP for the next school year 			
INTENSIVE TRACK	Step 1: June-----August <ul style="list-style-type: none"> New evaluators train and test Districts/schools/co---ops provide TESS---focused teacher training 											
				Step 2: September--- April <ul style="list-style-type: none"> Teacher’s Intensive Growth Plan (IGP) guides observations (informal) at least two times a month; feedback follows using the Formative Evaluation Form documentation with IGP adjusted At least one formal observation during the fall semester; also the spring with documentation 								
								Step 3: April <ul style="list-style-type: none"> Evaluator completes summative evaluation over all 22 components One occurs: <ol style="list-style-type: none"> Goals are met and teacher is moved to either Track 2A or Track 1 (if novice) Some progress made with additional goals pending – two additional semesters (maximum of four). Teacher notified in writing. No progress: teacher is recommended for termination or non---renewal 				

TESS Suggested Timeline by Track Quick Reference (cont.)

		June	July	August	September	October	November	December	January	February	March	April
INTERIM APPRAISAL TRACK Track 2A: Summative Evaluation	Step 1: June-----August <ul style="list-style-type: none"> • New evaluators train and test • Districts/schools/co---ops training for teachers with TESS focus 											
	Step 2: August— October <ul style="list-style-type: none"> • The teacher’s <i>Professional Growth Plan (PGP)</i> guides work. • Artifacts and evidence are collected throughout the year. • The evaluator and teacher plan actions, professional learning, or changes in instructional practice for the year referring to the <i>PGP</i> • At least one informal observation based on PGP before a formal observation. 											
	Step 3: September – December <ul style="list-style-type: none"> • Evaluator conducts at least one formal observation (announced) containing a <i>pre---conference</i>, observation (note time required), and <i>post conference</i>. • Evaluator completes a <i>Formative Evaluation</i> for each teacher based on the <i>formal observation</i>. 											
	Step 4: November---April <ul style="list-style-type: none"> • Additional <i>informal observations</i> conducted based on the results of the formal observation’s findings in the <i>Formative Evaluation</i>. • Frequency of observations based on previous observations • An additional formal observation may be conducted if needed 											
	Step 5: December—January <ul style="list-style-type: none"> • Mid---year review of the <i>PGP</i> and informal observation(s) results with possible revisions 											
	Step 6: April—May <u>SUMMATIVE EVALUATION MEETING</u> <ul style="list-style-type: none"> • For early Basic or Unsatisfactory rating, <i>Pre---Summative Evaluation Questions</i> may help identify additional applicable information and artifacts • Evaluator and teacher conference to discuss all observation results and artifacts and discuss ratings on <i>Summative Evaluation Form (determined using Summative Scoring Guide)</i> • Evaluator makes the final summative rating decision. • Teacher collaborates on PGP for the next school year 											
INTERIM APPRAISAL: Track 2B: 2B1 and 2B2	Step 1: June-----August <ul style="list-style-type: none"> • New evaluators train and test • Districts/schools/co---ops training for teachers with TESS focus 											
	Step 2: September-----April <ul style="list-style-type: none"> • Multiple <i>informal observations</i> based on <i>PGP</i> components • Artifacts and evidence are collected throughout the year. • Areas of concern? Administrator may move a teacher to a summative evaluation track (2A) 											
	Step 3: December—January <ul style="list-style-type: none"> • Mid---year review of <i>PGP</i> with possible revisions 											
	Step 4: April--- May <ul style="list-style-type: none"> • End---of---Year conference held on PGP progress. Discuss PGP goals for upcoming year and plan for Professional Development related to goals. • During Interim Appraisal, a modified evaluation uses components of the Framework for Teaching relevant to the PGP. 											