

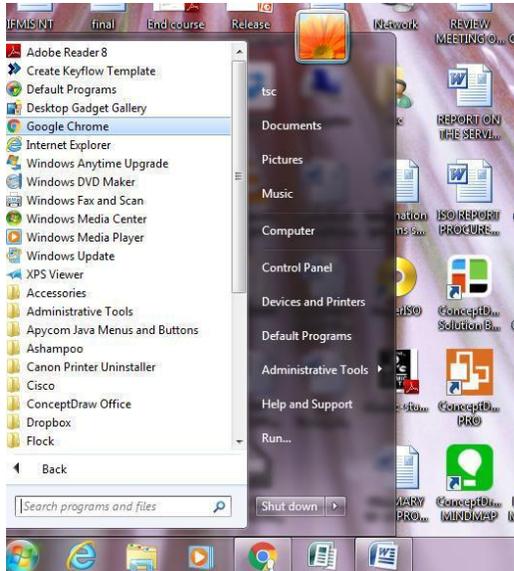
TEACHERS SERVICE COMMISSION



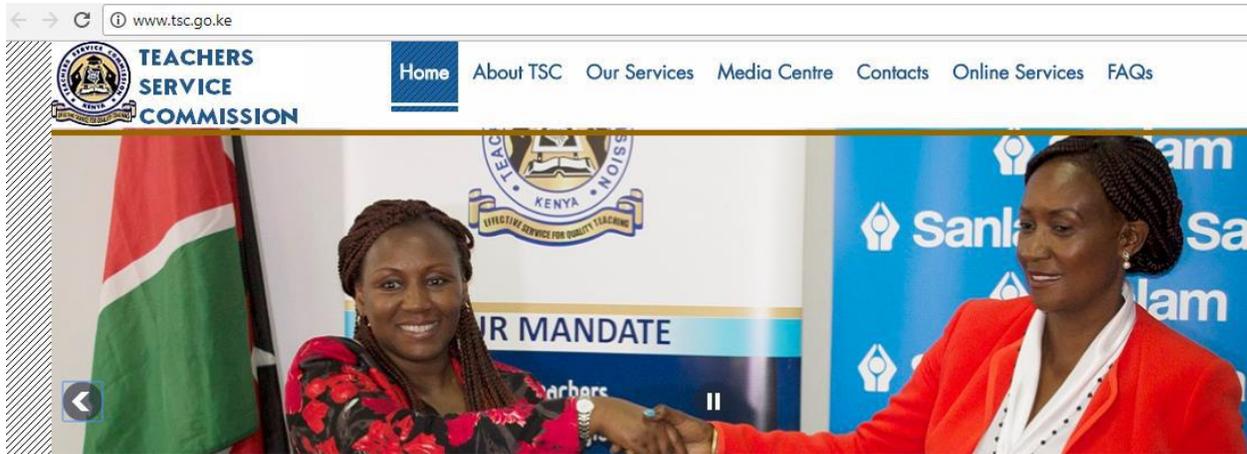
TEACHERS PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) USER MANUAL

TSC
01-Sep-16

1. On your desktop, click on the start button to open any of the browsers ie Google chrome, internet explorer or Mozilla firefox by clicking on it.



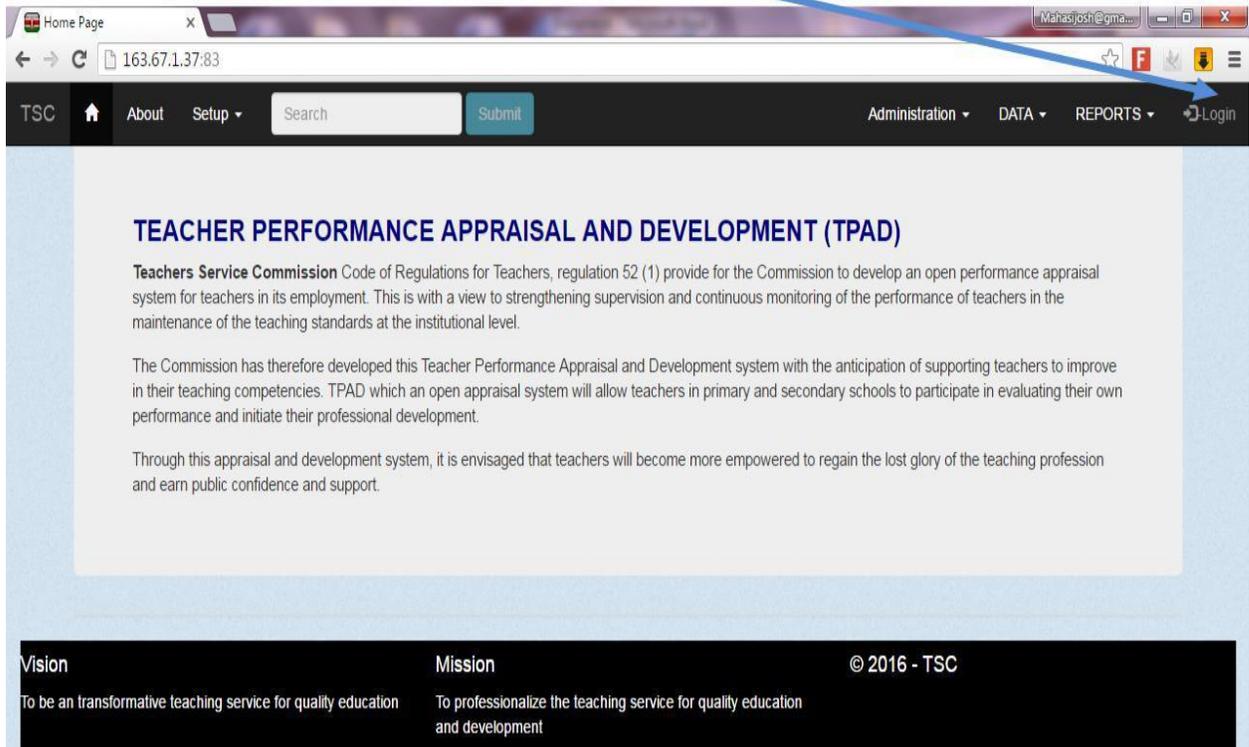
2. Type in the " address line" the following **URL <https://www.tsc.go.ke/>** and press the enter key



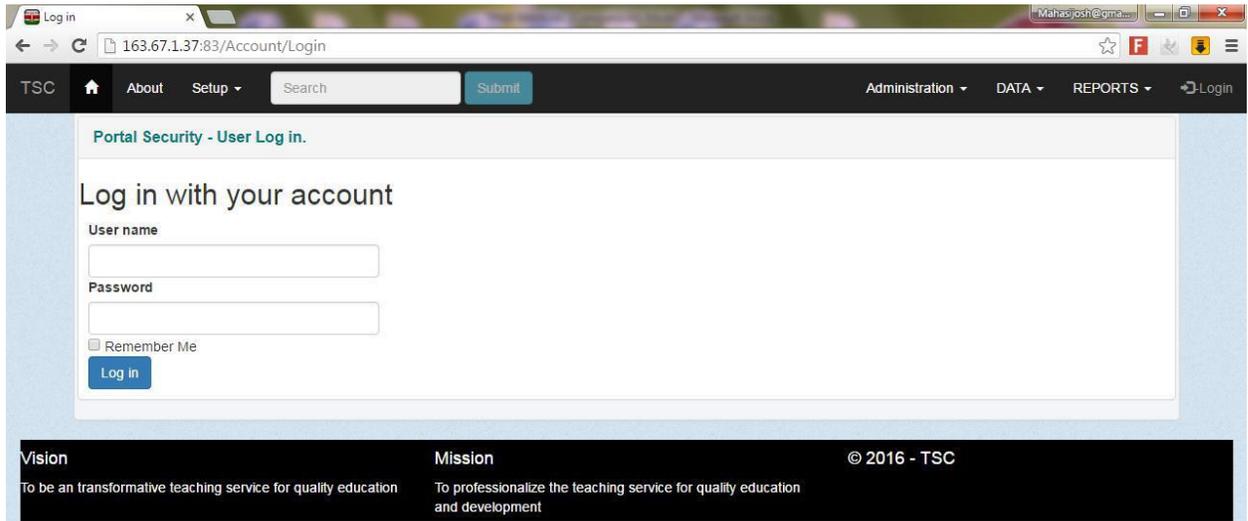
3. The following screen appears. Point on **Online Services**, below it click on **Teacher Appraisal**



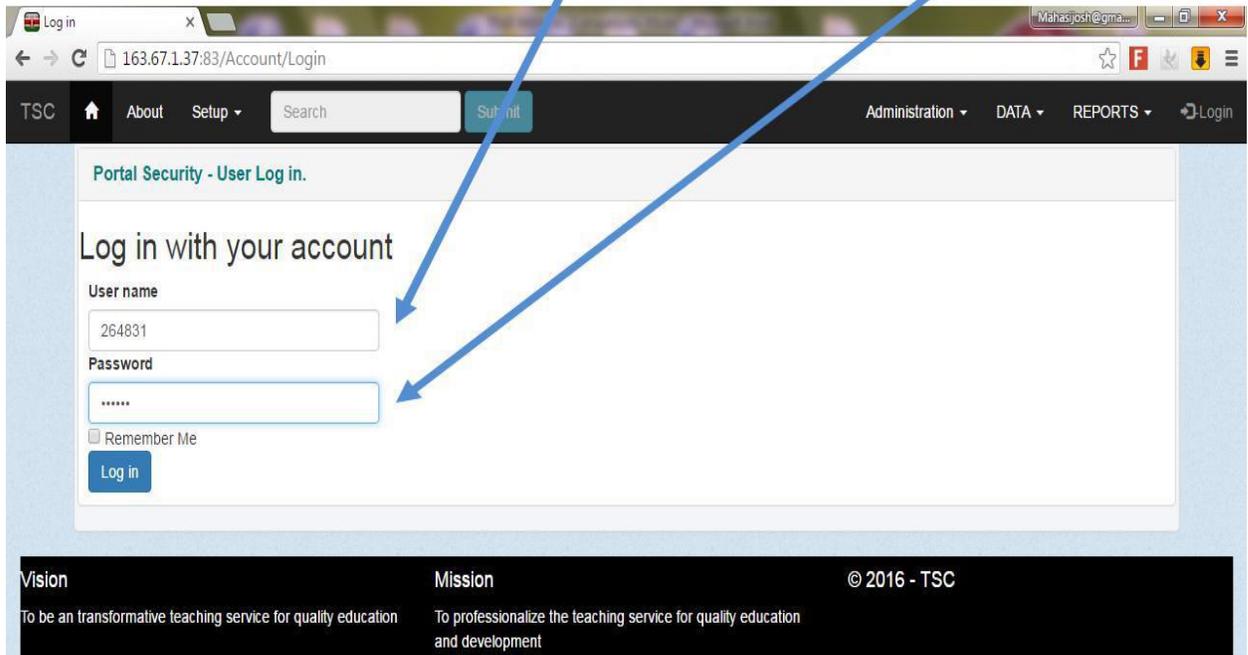
4. The screen below will be displayed. Click the Login button as shown.



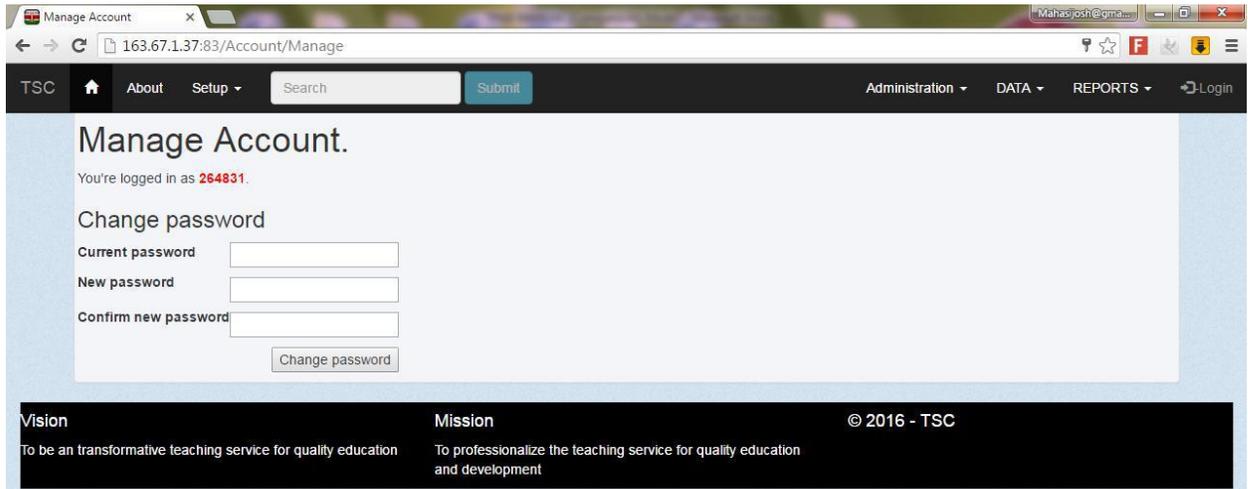
5. The login screen is displayed as below



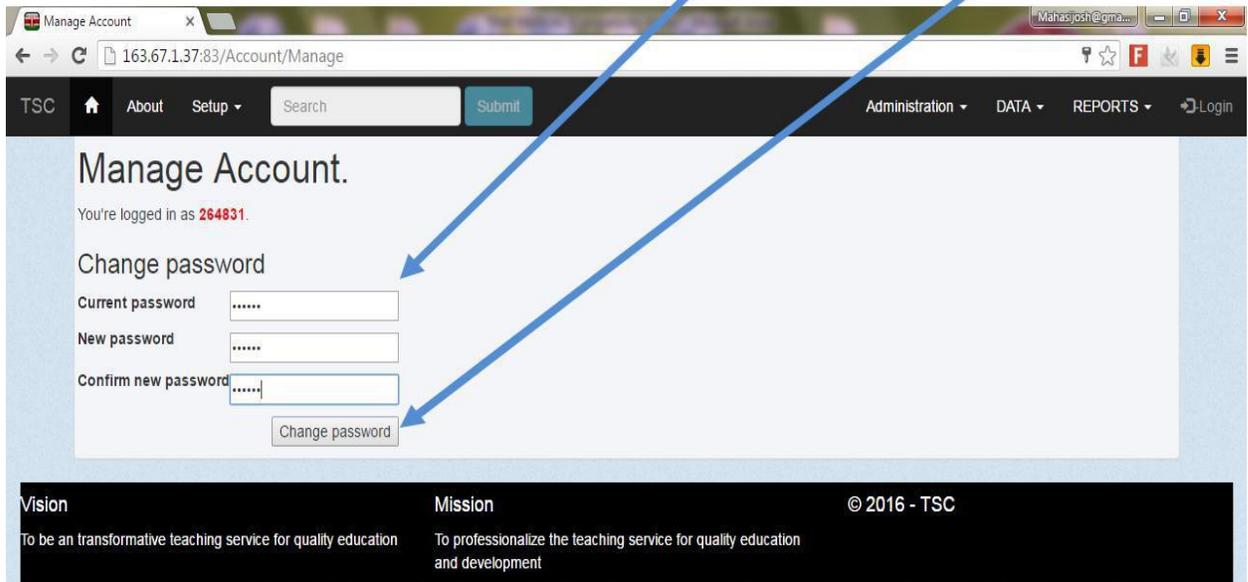
5. On the login screen type your **TSC Number** as your **username** and **password** then Click on the login button



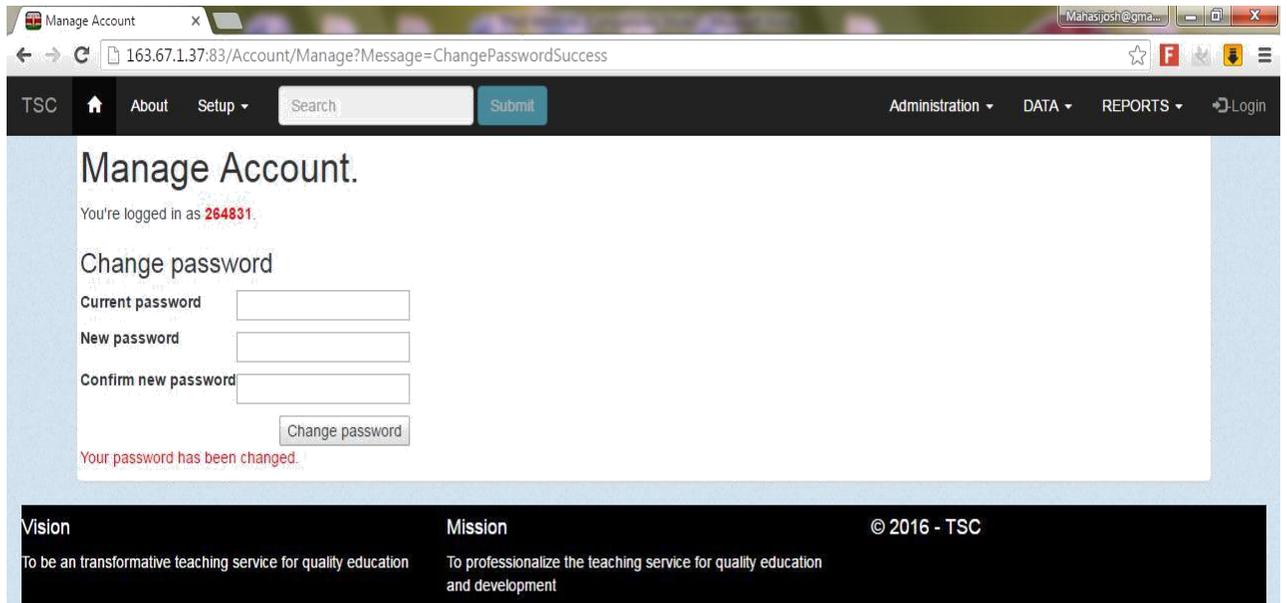
6. The manage account screen appears as below.



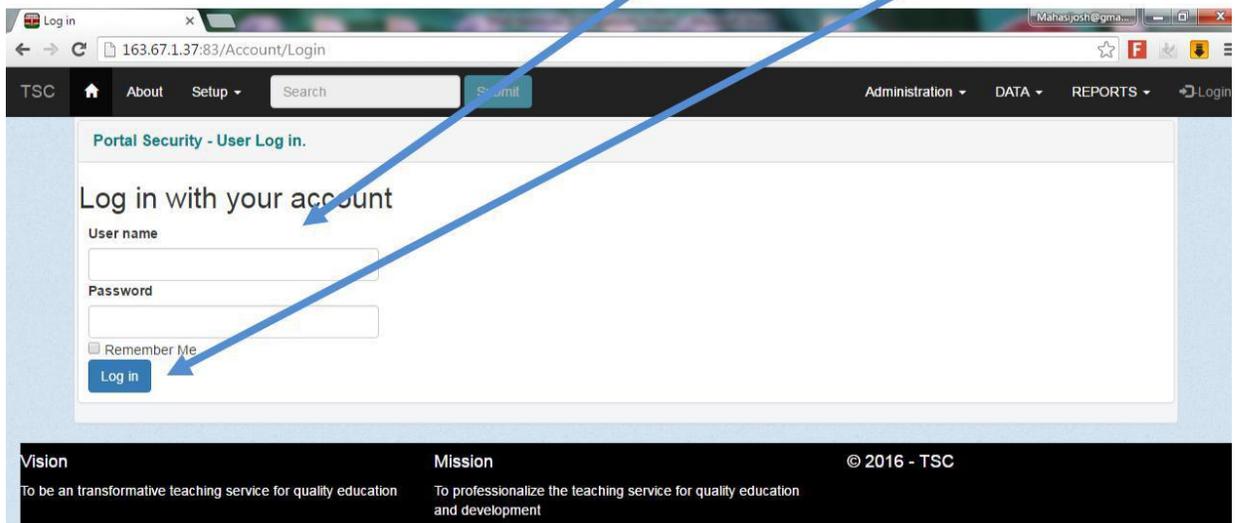
7. The manage account screen type in to change your password accordingly and then click on the change password button.



8. The confirmation note will be displayed as shown below and then click on the login button



9. Type in your TSC Number as your username and your new password in the login screen then click login button



10. Finalize your registration and click submit button

The screenshot shows a web browser window with the URL `163.67.1.37:83/Userr/UserRegistration/264831`. The page title is "Register User". The navigation bar includes "TSC", "About", "Setup", a search bar, and a "Submit" button. The main content area is titled "Finalize User Registration" and contains a form with the following fields:

- First Name: John
- Last Name: Yegon
- Ref / ID No.: 7652639
- TSC No: 264831
- Email: (empty)
- Phone No.: (empty)
- Gender: M (dropdown menu)

A blue arrow points from the top right towards the "Submit" button at the bottom left of the form.

At the bottom of the page, there is a footer with the following text:

- Vision**: To be an transformative teaching service for quality education
- Mission**: To professionalize the teaching service for quality education and development
- © 2016 - TSC

11. The homepage appears as shown below

The screenshot shows a web browser window with the URL `163.67.1.37:83`. The page title is "Home Page". The navigation bar includes "TSC", "About", "Setup", a search bar, and a "Submit" button. The main content area is titled "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)".

TEACHERS SERVICE COMMISSION Code of Regulations for Teachers, regulation 52 (1) provide for the Commission to develop an open performance appraisal system for teachers in its employment. This is with a view to strengthening supervision and continuous monitoring of the performance of teachers in the maintenance of the teaching standards at the institutional level.

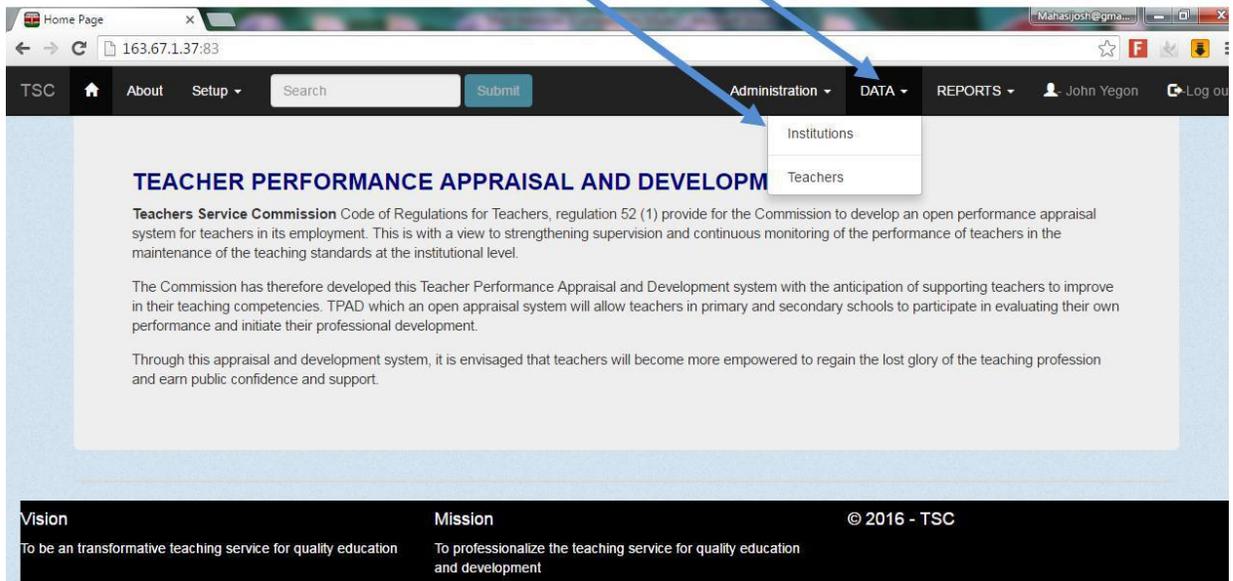
The Commission has therefore developed this Teacher Performance Appraisal and Development system with the anticipation of supporting teachers to improve in their teaching competencies. TPAD which an open appraisal system will allow teachers in primary and secondary schools to participate in evaluating their own performance and initiate their professional development.

Through this appraisal and development system, it is envisaged that teachers will become more empowered to regain the lost glory of the teaching profession and earn public confidence and support.

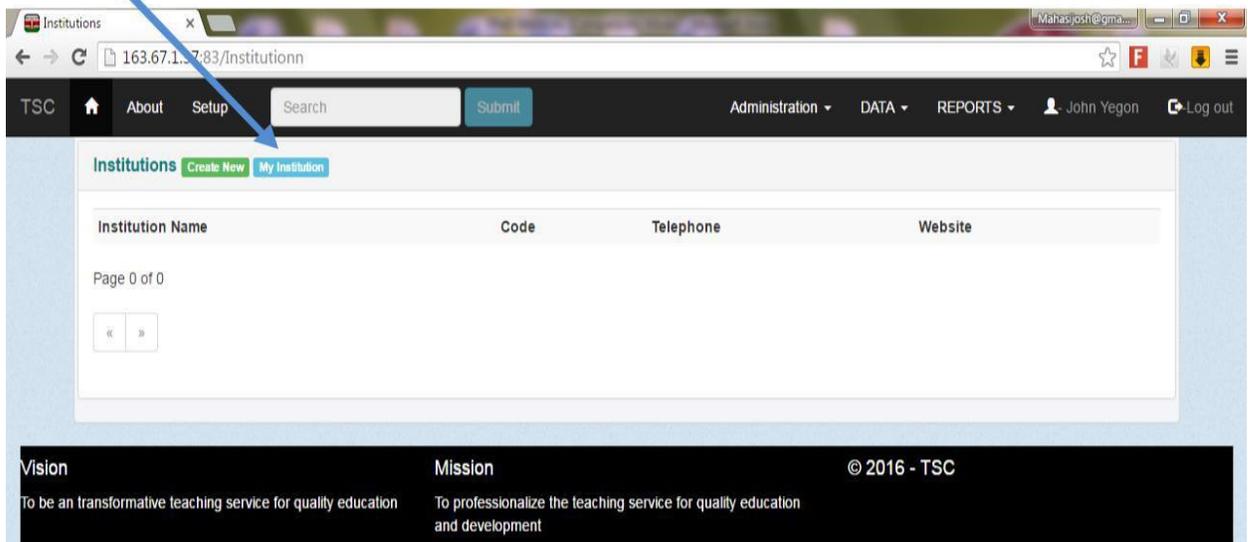
At the bottom of the page, there is a footer with the following text:

- Vision**: To be an transformative teaching service for quality education
- Mission**: To professionalize the teaching service for quality education and development
- © 2016 - TSC

12. Click on the data tab and then click on institutions as shown

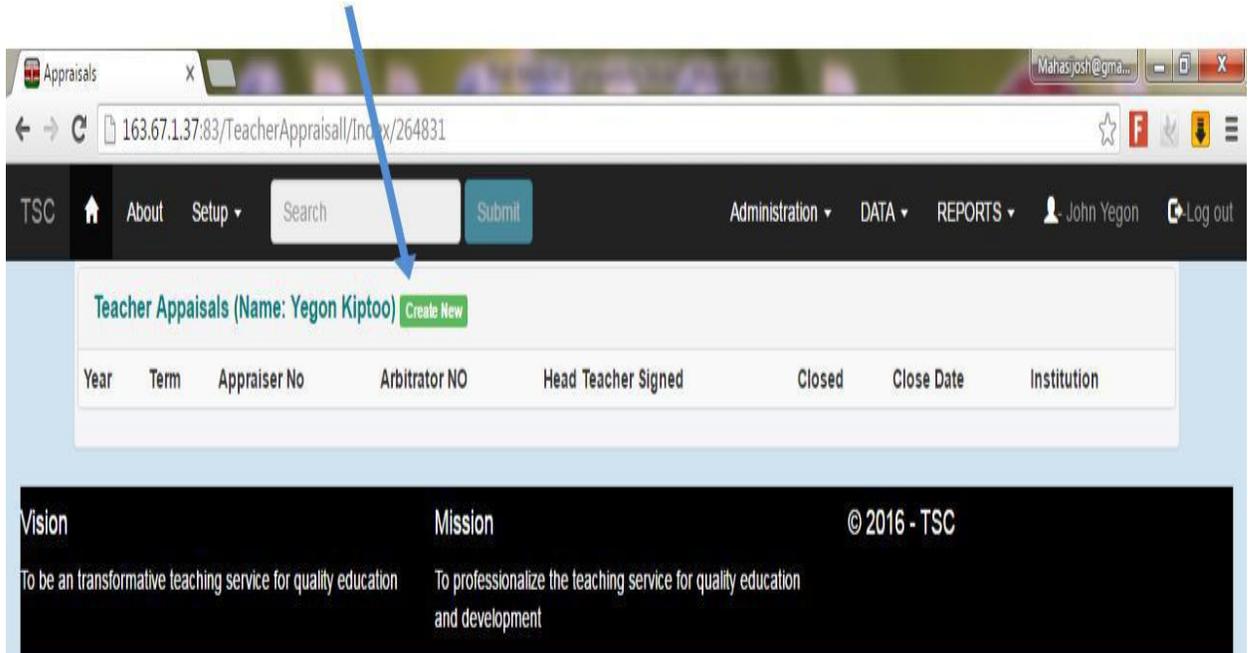


13. Click on my institution tab as shown

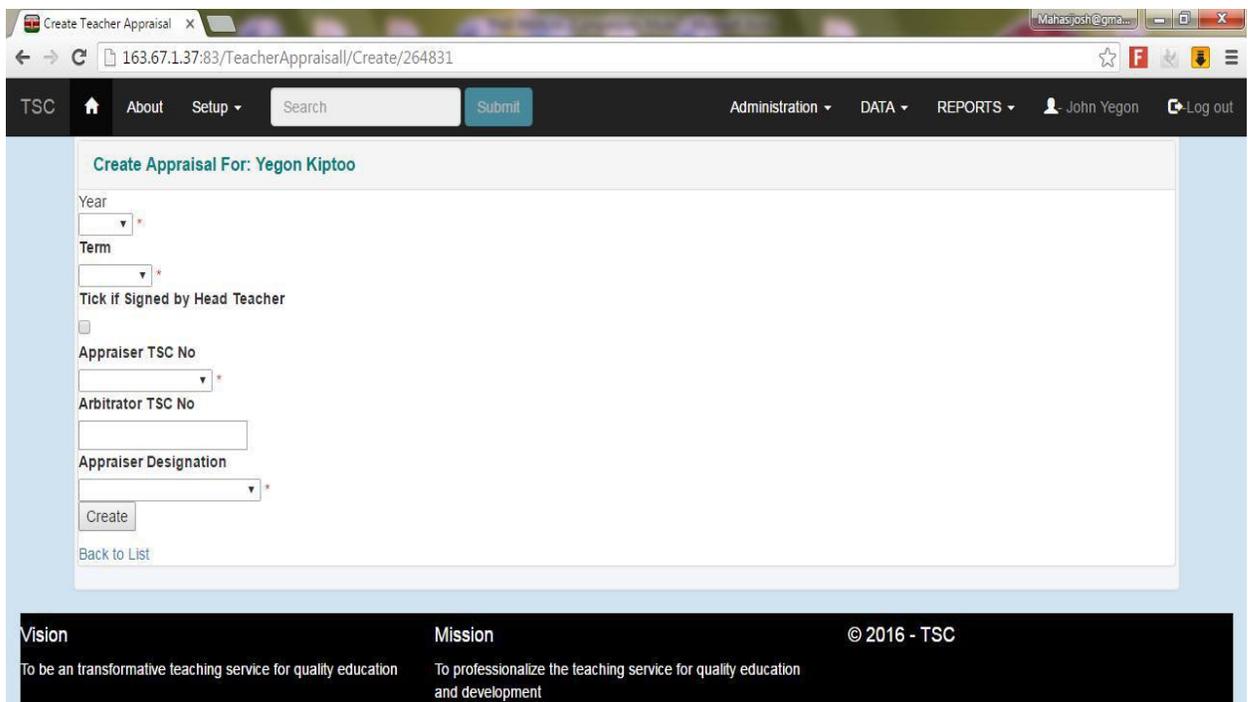


14. The list of the teachers in the institution will be displayed. Click appraisal button alongside your name.

15. If the appraisal form is not displayed, click on the create new button



16. Fill in all the information in the spaces as shown below.



17. Click on the create button

The screenshot shows a web browser window with the URL `163.67.1.37:83/TeacherAppraisall/Create/264831`. The page title is "Create Teacher Appraisal". The form is titled "Create Appraisal For: Yegon Kiptoo". It contains several fields: "Year" (2016), "Term" (TERM 3), a checked box for "Tick if Signed by Head Teacher", "Appraiser TSC No" (Joseph Sol), "Arbitrator TSC No" (empty), and "Appraiser Designation" (Deputy Head of Institution). A "Create" button is highlighted with a blue arrow. Below the form is a footer with "Vision", "Mission", and "© 2016 - TSC".

18. Click on the **action tab** dropdown arrow and select the respective form for filling

The screenshot shows a web browser window with the URL `163.67.1.37:83/TeacherAppraisall/Index/264831`. The page title is "Appraisals". The table is titled "Teacher Appaisals (Name: Yegon Kiptoo)". The table has columns: Year, Term, Appraiser No, Arbitrator NO, Head Teacher Signed, Closed, Close Date, and Institution. The first row contains: 2016, TERM 3, 261294, [checkbox], [checkbox], and 147017054288. An "Actions" dropdown menu is open for the first row, showing options: Teaching Standards, Teaching Standards Mass, Leaners Progress, Lesson Attendance, Teacher Development, and Appraisal Remarks. A blue arrow points to the "Actions" dropdown menu. Below the table is a footer with "Vision", "Mission", and "© 2016 - TSC".

Year	Term	Appraiser No	Arbitrator NO	Head Teacher Signed	Closed	Close Date	Institution	Actions
2016	TERM 3	261294		<input checked="" type="checkbox"/>	<input type="checkbox"/>		147017054288	Teaching Standards Teaching Standards Mass Leaners Progress Lesson Attendance Teacher Development Appraisal Remarks

19. For example click on the teaching standard mass to appraise/rate yourself accordingly then click save data button

Teaching Standards For: Yegon John Kiptoo

1. Professional knowledge and Application
 Performance Competency Areas: Ability to prepare; Schemes of work, Lesson plans and Lesson notes based on current curriculum and syllabi, Records of Work, Teaching learning aids, assess learners and provide feedback and prepare and maintain learners' progress records, Individualized Education Program

Target Indicator	Target	Appraiser Rating	Appraiser Rating	Agreed Rating
1. Lesson observation rating.	1. Undertake individual	3	--	--
2. Approved schemes of work, lesson plans, lesson notes, records of work, text books teaching learning aids.	2. Prepare; schemes of	2	--	--
3. Availability of test/examinations, marking scheme, and learners marked exercise book/ marked test papers and learners progress records.	3. Evaluate learners on	3	--	--
4. Individualized Education Programs.	4. Organize individual	4	--	--
5. Timely syllabus coverage.	5. Cover the syllabus w	5	--	--

2. Time Management
 Performance Competency Areas: Ability to manage teaching time through consistent class attendance, observance of the school time table, attendance of other school activities and staff meetings

Target Indicator	Target	Appraiser Rating	Appraiser Rating	Agreed Rating
1. Punctuality in reporting to duty, lesson attendance and timely preparation of professional records.	1. Maintain punctuality in r	2	--	--
2. Teacher presence, Lesson taught/ missed, records of lessons recovered, records of remedial lessons, staff meeting attendance.	2. Ensure all lessons an	3	--	--

5. Promotion of Co-curricular Activities
 Performance Competency Areas: Ability to organize and guide; Co-curricular and life skills activities, Learners to realize/nurture unique talents and develop them to their full potentials.

Target Indicator	Target	Appraiser Rating	Appraiser Rating	Agreed Rating
1. Approved co-curricular schedules and membership lists.	1. Identify and nurture learners' talents in	2	--	--
2. Coaching, training and officiating co-curricular activities.	2. Maintain up to date records on learner	3	--	--

6. Professional Development
 Performance Competency Areas: Ability to; Identify individual performance gaps, Detect training needs, Seek solutions through professional development courses.

Target Indicator	Target	Appraiser Rating	Appraiser Rating	Agreed Rating
1. Teacher Performance Appraisal and Development reports.	1. Engage in termly appraisal proce	4	--	--
2. Participate in Teacher Professional Development Programmes.	2. Be involved in Teacher Professio	3	--	--
3. Networking with learning communities at zonal and or cluster levels and beyond.	3. Engage in peer learning at zonal	5	--	--

7. Collaboration with parents/guardians and stakeholders
 Performance Competency Areas: Establish and maintain collaborative relationship with; educationist, parents/guardians, local communities

Target Indicator	Target	Appraiser Rating	Appraiser Rating	Agreed Rating
1. Evidence of parental involvement in learner education process and community based activities.	1. Plan, organize and particip	2	--	--
2. Involvement in exchange programmes and national initiatives e.g. tree planting, advocating against FGM, etc.	2. Develop linkages and parti	4	--	--

Save Data