



Examiner Tip Sheet

Consensus Review

Remember these tips as you prepare your assigned Item(s) for **Consensus**:

- **Consensus Scorebook:** Your consensus assignment is found beneath the “Stage 2” heading on the Scorebooks page of the *Scorebook Navigator™* software. Your assigned Items appear in blue.

Stage :: 2		
TN9011 4.1 4.2	#2230 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2009-10

- **Consensus Manual:** Access the Consensus portion of the [Scorebook Navigator™](#) software manual, accessible online.
- **Item Requirements:** Review the Criteria requirements for your Item. This will help you focus on evaluating the applicant against the Criteria.
- **Team members’ Independent Reviews:** Access the observations (+/-), gaps, and scores of your team members by clicking the  icon in your Consensus Scorebook.
- **Key Factors:** Decide on the 4-6 key factors that are most relevant to the Item. Consider the key factors your teammates selected in their independent reviews of the Item.
- **Synthesize:** Review your teammates’ observations. Where is there agreement? Where is there disagreement?
- **Determine Core Ideas:** Based on your teammates’ independent reviews, identify 6-10 core ideas (topics) that you will develop into comments to deliver the greatest value to the applicant.
- **Write Comments:** Develop a complete comment for each topic you have identified. A good comment (1) uses language from the Criteria and (2) example(s) from the application. (3) It is constructed around one or more evaluation factors (A-D-L-I or Le-T-C-I) and (4) the applicant understands why it is important (“so what”). The “so what” for an OFI comment is often linked to one of the applicant’s Key Factors.
- **Rationale:** Beneath your comment, explain why you selected this topic to develop into a comment: Agreement of team members? Key Criteria requirement? Important to the applicant? Include the initials of team members that agree with the comment. Identify role model strengths or very serious OFIs using the  icon.
- **Key Observations Not Used:** Did some team members draft observations (+/-) that you are not including? Document these observations and your rationale for not including them in your 6-10 comments.
- **Site Visit Issues:** Propose no more than 4 Site Visit Issues for your Item (a maximum of 2 SVIs per Item for a Level 2 applicant). Be prepared to explain your rationale for selecting these issues to clarify or verify on site.
- **Scoring Range:** Based on the comments you have crafted (*not* your teammates’ independent reviews) score the Item. Select a particular range for each evaluation factor. Propose an overall scoring range and a specific score for the Item.