

# Examiner Tip Sheet



## Consensus Review

**Prior to your team's consensus meeting**, you will write comments for your assigned items; share feedback with your Item "back-up;" incorporate that feedback into your Item comments; and review the comments written by all of your other team members.

Remember these tips as you prepare your assigned Items 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		
<a href="#">2011 Practice App 7.4</a>	#3997 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2011-12

- **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 (+/-), notes, 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? Which observations will have the greatest value to the applicant?
- **Determine "nuggets":** Based on your teammates' independent reviews identify 6-10 "nuggets" or key points that you will develop into comments to deliver the greatest value to the applicant. Be sure to review the "gaps" section for potential OFI nuggets.
- **Write Comments:** Develop a comment for each nugget. A good comment is linked to the Criteria and has three components: (1) a **nugget** or main point, which links to an evaluation factor (A-D-L-I or Le-T-C-I); (2) one or two supporting **examples** from the application; (3) **relevance** to the applicant ("so what"). The "so what" for an OFI comment is often linked to one of the applicant's key factors. A *great* comment is insightful: it tells the applicant something it (the applicant) didn't know.
- **Rationale:** Beneath your comment, explain why you selected this topic to develop into a comment: Agreement of team members? A 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 Site Visit Issues for your Item. Every OFI comment and every role model strength should be developed into a site visit issue. Be prepared to explain your rationale for selecting these issues, which you will 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.