

Preparing an Item for Consensus

Item Requirements

Summarize the Criteria requirements for the item to focus the team's discussion.

Key Factors

Propose the 4-6 key factors (taken from the team's key factor list) that are most relevant to the item.

Key Messages

Using your team members' independent reviews as a resource, identify the 6 – 10 most important messages for the applicant related to the Criteria item requirements. You will develop these messages into strength and OFI comments.

Proposed Strengths

Using your team members' independent reviews as a resource, summarize the strength comments you are recommending for the Consensus scorebook.

- Include the initials of team members that agreed with each strength comment (i.e. drafted similar favorable observations in their independent reviews).
- Identify any role model strengths that warrant **bold** type (++)

Strengths not used

Did some team members draft favorable (+) observations that you are not using? Identify the favorable observations you are not using. Be prepared to explain why you are not using them.

- Conflicted with OFI comments?
- Beyond the Criteria?

Proposed OFIs

Based on your team members' independent reviews, what are the OFI comments that you are recommending? Be prepared to explain your rationale for using these comments

- Important to the applicant, based on its key factors?

- An important Criteria requirement?
- Barrier that is keeping the applicant from moving into the next higher scoring range or to the top of the recommended scoring range?
- Include the initials of team members that agreed with each OFI comment (i.e. drafted similar unfavorable observations in their independent reviews).
- Identify any significant gaps that warrant bold type (--)

OFIs not included

Did some team members draft unfavorable (–) observations that you are not using? If so, be prepared to explain your rationale for not using them:

- Conflicted with strength comments?
- Beyond the Criteria?
- Prescriptive?

Comments needing resolution

Were there areas of disagreement? If so, summarize the disagreement(s) and propose a solution.

Proposed site visit issues

Propose site visit issues for your item. Summarize the site visit issues and be prepared to explain your rationale for selecting these issues for clarification or verification on site.

Proposed scoring range

Using language from the scoring guidelines (for example, basic vs. overall vs. multiple requirements), propose a scoring range for the item.

- Be prepared to explain your proposed scoring range for each element of the scoring guidelines *only if asked*.
- Where in the proposed range do you believe the item score should fall?