

Examiner Deliverables Checklist



Task	Timeframe or Due Date	Done
Read Organizational Profile	Immediately Upon Receipt	<input type="checkbox"/>
Complete Conflict of Interest Certification and send to TNCPE	Immediately Upon Receipt	<input type="checkbox"/>
Develop master list of Key Factors in Scorebook Navigator	Prior to Independent Review or Date Set by Team Leader _____	<input type="checkbox"/>
Complete independent review in Scorebook Navigator <ul style="list-style-type: none"> Identify 6 – 10 strengths and OFIs for each of the 17 items Score each of the 17 items Track your hours 	Date Set by Team Leader _____	<input type="checkbox"/>
Complete consensus review for assigned items in Scorebook Navigator <ul style="list-style-type: none"> Write 6-10 feedback-ready comments (consisting of strengths and OFIs) for each of the assigned items Score each of the assigned items Track your hours 	Date Set by Team Leader _____	<input type="checkbox"/>
Review the consensus items for which you are assigned as back-up and provide feedback for the team member leading that item <ul style="list-style-type: none"> Incorporate feedback from your back-up and finalize comments and scores. 	At Least 3 Days Prior to Consensus Meeting or Date Set by Team Leader _____	<input type="checkbox"/>
Review all team members' comments and note areas of disagreement	Date Set by Team Leader _____	<input type="checkbox"/>
Consensus meeting	Date Set by Team Leader _____	<input type="checkbox"/>
Following consensus meeting, refine your assigned item comments and scores <ul style="list-style-type: none"> Complete site visit issue (SVI) forms in Scorebook Navigator to request documents and interviews Develop SVI Worksheets (Word) for your items 	Date Set by Team Leader _____	<input type="checkbox"/>
Site Visit	Date(s) Set by Team Leader _____	<input type="checkbox"/>
Following site visit, refine your assigned items <ul style="list-style-type: none"> Complete SVI forms in Scorebook Navigator Finalize item comments and scores 	Date Set by Team Leader _____	<input type="checkbox"/>
Complete team evaluations (TNCPE will provide link to survey)	Two Weeks After Final Scorebook Submitted	<input type="checkbox"/>