Final Scorebook Checklist

Applicant Name:_____   **Team Leader Name:**_____

Team Leaders: *The following checklist will help you ensure that information in Scorebook Navigator has been reviewed and all required documents are being submitted for the Panel of Judges and the applicant's Feedback Report. Please initial each item to confirm completion.*

Task	Initials
Review all the comments in the Criteria Items in Scorebook Navigator. (*Check to verify review and completion.*) ☐ Ensure the name of the applicant's name is used consistently throughout the comments (i.e., use of full name, shortened name, or acronym). ☐ Ensure that "it is not evident" and "it is not clear" statements have been removed from OFI comments? ☐ Ensure that each OFI comment has an explicit "so what?" statement. ☐ Ensure all strength and OFI comments have an Item Reference selected (i.e., 1.1b(1), 3.2a(2)) ☐ Run "Spell Check" feature and correct any misspellings.	
Review all the Site Visit Issues in Scorebook Navigator and ensure that each SVI has documented findings to support why it remains or was cleared.	
Review the Key Themes in Scorebook Navigator. (*Check to verify review and completion.*) ☐ Ensure the name of the applicant's name is used consistently throughout the key themes (i.e., use of full name, shortened name, or acronym). ☐ Ensure that the key themes read like an executive summary of the process and results strengths and OFIs.	
Review the final scoring for each process and results item and the Score Summary Worksheet. ☐ Ensure that the information in the Score Summary Worksheet aligns with the scoring and strength and OFI comments for each process and results item. ☐ Ensure that the correct scoring bands have been selected on the Score Summary Worksheet. ☐ If the team's scoring band recommendation diverges from the calculated scoring bands on the Score Summary Worksheet, ensure there is an explanation for the team's recommendation in the space provided.	
Send an email to examiners@tncpe.org with a note indicating that your team's Final Scorebook is complete and attach the following documents: ☐ This Final Scorebook Scorebook Checklist ☐ Award Recommendation Form ☐ Score Summary Worksheet ☐ Summary of Sites Visited ☐ Site Visit Document Log(s) ☐ Site Visit Issue Worksheets ☐ Site Visit Interview Log(s) ☐ Team Hours Worksheet	