**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 Criteria item requirements.

**Nuggets**

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

**Proposed Strengths**

Based on the nuggets you have identified, draft 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 the nuggets you have identified, draft the OFI comments you are recommending. Be prepared to explain your rationale for 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?