**Final Scorebook Checklist**

* Key Themes have been completed.
* Key Themes follow Comment guidelines.
* All feedback comments follow Comment Guidelines.
* Number of Strengths and OFIs for each Item reflect the Item Score.
* Item Scores (Scoring Range X Possible Points) have been entered in to Item Score Workbook
* Scoring Band for Process and Results have each been assigned
* Team members have signed off on Key Themes and Scoring Band.