Examiner Deliverables Checklist

Level 4 Applications

* Read Organizational Profile, sign Conflict of Interest and send to KYPCE

DUE IMMEDIATELY UPON RECEIPT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Send “Biography” and “Calendar” forms to team leader:

DUE IMMEDIATELY UPON RECEIPT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Develop master list of key factors
* Complete independent review
	+ Evaluate all17 items
	+ Track your hours

DUE DATE SET BY TEAM LEADER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(at least two weeks before consensus)*

* Prepare your assigned items for consensus. Write 6 – 10 feedback-ready comments for these items and score them.

DUE DATE SET BY TEAM LEADER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Incorporate feedback from your back-up and finalize comments and scores. Review the items you are backing up and give feedback to the team member that is leading those items.

DUE 3 DAYS BEFORE CONSENSUS MEETING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review all team members’ comments and note areas of disagreement.

DUE DATE SET BY TEAM LEADER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Consensus meeting DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Following Consensus meeting, refine your assigned item comments and scores.

DUE DATE SET BY TEAM LEADER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Site Visit DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* After Site Visit, refine your assigned items. Statements such as “It is not clear” should be eliminated. Complete Site Visit Worksheets and send to team leader.

DUE ONE WEEK AFTER SITE VISIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_