

## Examiner Deliverables Checklist

### Level 2, 3 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 all 17 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: \_\_\_\_\_