# Examiner Role in the Consensus Process

## Get Started
- Upload a brief bio to the *Team Files* area on BOSS.
- Participate in planning calls. Agree on timeline. Receive item assignments. Agree on master key factor (KF) list.
- Log on to BOSS & get familiar with the Consensus Review (CR) workspace.

## Draft Consensus Review Worksheets
1. Review Criteria for the item.
2. Select 4-6 key factors from the KF Worksheet.
3. Review the application.
4. Review the aggregated IR inputs from your team.
5. Determine & prioritize the around 6 most important & relevant strengths & OFIs for the applicant.
6. Capture your logic & resolve conflicts in the rationale field for each comment.
7. Craft each strength & OFI as a feedback-ready comment.
8. Determine a scoring range & score.

## Participate in Virtual Consensus (R1, R2, & R3)
1. Invite item backup to review the draft CR Worksheet.
2. Provide feedback on the CR Worksheets for the items you back up. R-1
3. Review all team members’ CR Worksheets & provide feedback. R-2
4. Integrate feedback from team members, as appropriate. KT lead creates KTs draft.
5. Prepare for consensus — review and provide feedback on all items & KTs. Tech Editor reviews. R-3
6. Revise & develop scripts for assigned items.

## Present during the Consensus Call
- For each item, present Criteria summary, key factors, strengths, & OFIs.
- Reach consensus on comments.
- Propose a scoring range & score for those comments.
- Reach consensus on range & score.
- Take notes on items you back up.

## Finish after the Consensus Call
- Revise CR Worksheets, per consensus discussions & backup notes.
- Mark the CR Worksheets as complete in BOSS.

## Tools
1. Step-by-Step Instructions for Consensus
2. Comment Guidelines
3. Comment and Scoring Checklist for Item Backups