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

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

Participate in Virtual Consensus (R1, R2, & R3)

- Invite item backup to review the draft CR Worksheet.
- Provide feedback on the CR Worksheets for the items you back up. **R-1** 3
- Create 2nd draft & invite the team to provide feedback on your CR Worksheets.
- Participate in planning call 3.
- Review all team members' CR Worksheets & provide feedback. **R-2**
- Integrate feedback from team members, as appropriate. KT lead creates KTs draft.
- Prepare for consensus — review and provide feedback on all items & KTs. Tech Editor reviews. **R-3** 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*