Procedures for Calibration Reads

1. Provide information specific to your funding program (RFP, scoring rubric, calibration application).

2. Give readers instructions to read rubric directions and each item stem and response option (provide about 10 minutes for review).

3. Ask for any questions or clarifications of items (discuss as appropriate).

4. Explain process of reading and scoring:
    a. Read entire application before attempting to score;
    b. Independently score the application using the scoring rubric;
    c. Quickly review the scan sheet;
        1. coding of application number
        2. coding of reader number
        3. coding of item scores (1-6)
        4. signing of disclosure statement
    d. If feedback procedures used, remind them to be specific and descriptive when filling out feedback form.

5. Have readers read the calibration application and do scoring
    a. Remind them to respect their colleagues and not talk – it is hard to concentrate when there is noise in the room.

6. Monitor progress on scoring and as people finish score coding, use blank item by reader overhead matrix, record scores of 12-15 readers (arbitrary choice of readers).

7. Wait for all readers to complete scoring and then using the overhead projector project matrix of scores for group to see.

8. Discuss the scoring:
    a. Look for consistency/inconsistency by looking down a column (item);
    b. Look for evidence of flat lining;
    c. Have readers talk about discrepancies – what they did or did not see.

9. If you are using the discrepancy resolution process, find an item where there is a discrepancy:
    a. Ratings of more than two points apart;
    b. Show them how they would modify their scoring to resolve a discrepancy – lower score could move up, higher score could move down (or both). Do not assume that with 3 readers the different score is out of line.

10. If you are using a feedback process, have readers provide examples of “strengths” – look for specific and descriptive responses. Make suggestions as to how a response may be improved. Repeat the process for “limitations”. Remind them that feedback should be helpful – “what would be helpful to you”, also, “think about political sensitivity.”

11. As you finish, remind them to check for coding of application number, reader number and item scores before they turn in scan document.

12. Collect feedback form, scan sheet, and calibration application. Get forms ready for ODE to scan….keep these forms secured until you have scan sheets from the day(s) of reading for all of your applications. Combine calibration scan sheets with scan sheets from all scored applications and get ODE to generate scanned output file for me.