Sample Body of Work Standard Setting Meeting Agenda

Day 1

8:00 – 8:30 a.m. Continental Breakfast

8:30 – 10:00  1.0 Opening Session
Forms, announcements, and housekeeping activities
1.1 Objectives
1.2 Processes
1.3 Selection of Panelists
1.4 Expectations of Panelists
1.5 Cut Score Defined
1.6 Using Cut Scores

10:00 – 10:15 Break

10:15 - 12:00 Noon  2.0 Review of the Assessment Materials
2.1 Assessment Content
2.2 Description of Assessment Development Process
2.3 Administration of the Assessments to Panelists (Part I)

12:00 - 1:00 p.m. Lunch

1:00 – 4:30 Review of the Assessment Materials (continued)
2.3 Administration of the Assessment to Panelists (Part II)
2.4 Scoring the Assessment

Day 2

8:00 – 8:30 a.m. Continental Breakfast

8:30 - 10:00  3.0 Understanding the Definitions of the Standards
3.1 Definitions of Student Performance Standards
3.2 Interpretation of Student Performance (Proficient)
3.3 Interpretation of Student Performance (Advanced)
3.4 Summary of Student Performance Levels
Mid-Process Evaluation

10:00 – 10:15 Break

10:15 – 12:00 Noon  4.0 Introduction to Standard-Setting Procedures
4.1 Description of the Procedure
4.2 Practice
4.3 Summary of the Standard-Setting Procedure
Day 2 Continued
12:00 - 1:00 p.m. Lunch

1:00 - 4:30 Round 1: Holistic Classification
5.1 Distribution of Rating Sheets and Instructions
5.2 Classification of Papers

Day 3

8:00 – 8:30 a.m. Continental Breakfast

8:30 - 10:30 5.0 Round 1: Holistic Classification (continued)
5.3 Discussion of Panelist’s Ratings
5.4 Review of Classifications

10:30 – 10:45 Break

10:45 – 12:00 Noon 6.0 Round 2: Holistic Classification (continued)
6.1 Distribution of Rating Sheets and Instructions

12:00 – 1:00 p.m. Lunch

1:00 - 4:30 Round 2: Holistic Classification (continued)
6.2 Classification of Papers

Day 4

8:00 – 8:30 a.m. Continental Breakfast

8:30 - 10:30 Round 2: Holistic Classification (continued)
6.3 Discussion of Panelist’s Ratings
6.3 Discussion of Panelist’s Ratings

10:30 – 10:45 Break

10:45 – 12:00 Noon 7.0 Review of Impact Data
7.1 Introduction of Impact Data
7.2 Final Standard Determinations
Return all secure materials
Turn in Expense Claim Vouchers

12:00 – 1:00 p.m. LUNCH

1:00 - 3:00 8.0 Evaluation of the Standard-Setting Process
8.1 Complete Evaluation Forms