**Protocol for Shadow Scoring and**

**Establishing Inter-rater Agreement**

**OPTION I (completed before benchmarking):**

(This option is typically best for individuals who are new to a test, or for those individuals that may require some additional coaching)

**Resources/Materials**

Three staff members, student materials, examiner scoring materials or scoring device (iPad), *OPTIONAL (when available):* cheat sheets,scripts, integrity checklists

**Roles:**

Student  - Assign one individual to play the student. Provide this person with a script when one may be available.

Assessor - Have the individual with the most comfort with the test be the assessor first.

Observer - One individual, typically the individual with the least comfort with this measure, will be the observer first. The observer’s job is to score along as well as reflect back on the assessor’s performance using an Assessment Integrity Checklist, when available. The observer will provide feedback at the end.

**Procedure:**

Administer the Test:

The “assessor” will administer the test to the student in accordance with standardized scoring procedures. The “student” will perform, reading off a script when one is available. The “observer” will score along and will reflect back on the “assessor’s” performance using the integrity checklists when available.

Debrief:

Discuss fine points of administration and scoring. If necessary, look up rule in training materials to make problem area is well understood.

Repeat:

Repeat process with each individual playing all the roles.

**Desired Outcome:**

All individuals scoring should obtain a score within 2 points of the script or the person scoring along.

**OPTION II (completed as part of benchmarking):**

(This option is typically best for individuals who have already completed OPTION I, or for experienced assessors who require only a brief booster).

**Resources/Materials**

Two staff members, a student, student materials, examiner scoring materials or scoring device (iPad) - *OPTIONAL (when available):* cheat sheets,integrity checklists

**Roles:**

Student - is a student

Assessor - Have the individual with the most comfort with the test be the assessor first.

Observer - One individual, typically the individual with the least comfort with this measure, will be the observer first. The observer’s job is to score along as well as reflect back on the assessor’s performance using an Assessment Integrity Checklist, when available. The observer will provide feedback at the end.

**Procedure:**

Administer the Test:

The “assessor” will administer the test to the student in accordance with standardized scoring procedures. The “observer” will score along and will reflect back on the “assessor’s” performance using the integrity checklists when available.

Debrief:

Discuss fine points of administration and scoring. If necessary, look up rule in training materials to make problem area is well understood.

Repeat:

Repeat process with each individual playing all the roles.

**Desired Outcome:**

All individuals scoring should obtain a score within 2 points of the script or the person scoring along.