

## 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