**Standard Operating Procedure (SOP) for THPSF Preliminary Document Screening (Version 1.0)**

1. Purpose:

This SOP outlines the standardized procedure for preliminary screening of competence assessment documents submitted for Thailand Professional Standards Framework (THPSF). The screening aims to verify compliance with explicit, quantifiable, and structural requirements before official assessment fees are charged. This process is primarily automated by an AI assistant.

2. Scope:

This SOP applies to all incoming THPSF competence assessment applications, serving as the foundational knowledge for the AI assistant.

**3. Definitions:**

* **Applicant:** An individual submitting documents for THPSF competence assessment.
* **AI Assistant:** The automated system performing the preliminary screening tasks as defined in this SOP.
* **JSON Configuration:** An external, accessible file containing all definitive criteria, thresholds, and patterns that the AI assistant must consult for its evaluation logic. This includes specific numerical values, keyword lists, and structural rules.
* **Application Form (ใบสมัคร):** A standardized form containing required applicant information and the intended application level (e.g., ระดับ 1, 2, 3, or 4). It must include a certification/signature from the supervisor.
* **Brief Experience Summary (ประวัติย่อการเป็นอาจารย์):** A concise, single-page narrative document (A4 size) summarizing the applicant's teaching experience. It should emphasize academic/teaching roles and must be presented as a continuous narrative without bullet points or tables in its main content.
* **Teaching Portfolio (ผลงานด้านการสอน):** A comprehensive reflective narrative essay detailing the applicant's teaching experiences. It must demonstrate competence through "experiential reflective thinking" and adhere to specific formatting and length requirements.
* **Reference Letters (จดหมายรับรอง):** Letters provided by third parties who can attest to the applicant's teaching competence. These must be distinct files, and the required count varies by application level.
* **Explicit, Quantifiable, and Structural Requirements:** Criteria that can be objectively measured, counted, or verified based on predefined structural rules (e.g., page count, presence of elements, specific formatting, adherence to referencing systems). These lead to a Pass/Fail outcome.
* **Qualitative Aspects:** Criteria that involve subjective judgment, interpretation of content depth, writing style, or originality beyond simple textual similarity. These lead to observations or recommendations for improvement, not an immediate Pass/Fail.
* **Fail Status:** Indicates non-compliance with a mandatory quantitative or structural requirement, leading to the document being "ส่งกลับให้ปรับปรุง" (returned for revision).
* **Observation\_for\_Improvement / Detected\_Potential\_Issue / Detected\_AI\_Mention / Detected\_High\_Text\_Similarity:** Indicates a qualitative finding that suggests areas for improvement or requires further human review, but does not automatically result in a "Fail" status for the entire application.
* **portfolio\_line\_density\_mismatch:** A specific Fail status for the Teaching Portfolio if its average lines per page fall outside the acceptable range, indicating non-standard formatting that affects readability or content density.

4. Required Documents for Submission (for THPSF only):

Applicants must submit 4 distinct parts for competence assessment:

1. Application Form (ใบสมัคร)
2. Brief Experience Summary (ประวัติย่อการเป็นอาจารย์)
3. Teaching Portfolio (ผลงานด้านการสอน - formatted as a reflective narrative essay)
4. Reference Letters (จดหมายรับรอง):
   * 2 distinct letters for application Levels 1, 2, and 3.
   * 3 distinct letters for application Level 4.

5. Screening Workflow (AI Tasks):

The AI assistant processes each applicant's submission through a sequential workflow, divided into two main sections.

5.1. Section 1: Quantitative Compliance Check (Pass/Fail Criteria)

This section assesses mandatory structural and quantifiable requirements. Any Fail status in this section will result in the overall application status being "ส่งกลับให้ปรับปรุง" (returned for revision).

* **5.1.1. Task 1: Document Ingestion & Basic Identification**
  + **Objective:** To correctly identify and prepare all submitted files for processing.
  + **Procedure:**
    - **File Identification:** The AI assistant will identify and categorize all submitted PDF files based on their expected content (Application Form, Brief Experience Summary, Teaching Portfolio, Reference Letters).
    - **Text Extraction:** The AI will perform Optical Character Recognition (OCR) or direct PDF text extraction on all identified files.
    - **Reliability Note:** The AI will note any limitations encountered during text extraction (e.g., low-resolution scanned PDFs, illegible handwriting, encrypted files) that may impact the reliability of subsequent checks.
* **5.1.2. Task 2: Document Completeness & Initial Compliance Check**
  + **Objective:** To verify the presence of all required documents and initial compliance with basic application rules.
  + **Procedure:**
    - **Application Form:**
      * **Presence:** Confirm the presence of the Application Form.
      * **Application Level Extraction:** Extract the declared application level (e.g., "ระดับ 1", "ระดับ 2", "ระดับ 3", "ระดับ 4"). If the level is handwritten, the AI will report the identified level along with a confidence score.
      * **Supervisor Certification/Signature:** Verify the presence of a clear indication of the supervisor's certification or signature on the form.
    - **Brief Experience Summary (ประวัติย่อการเป็นอาจารย์):**
      * **Presence:** Confirm the presence of this document.
      * **Page Count:** Check that the document's page count is exactly 1 page, as specified in technical\_requirements.brief\_experience\_max\_one\_page (from JSON).
      * **Structural Format Check:** Scan the main content of the document for the **absence** of bullet points or tables. If bullet points or tables are detected within the narrative flow, this check's status is Fail for brief\_experience\_format\_non\_narrative.
    - **Teaching Portfolio (ผลงานด้านการสอน):**
      * **Presence:** Confirm the presence of this document.
    - **Reference Letters (จดหมายรับรอง):**
      * **Count:** Count the number of submitted reference letters. Compare this count against the technical\_requirements.reference\_letters\_required\_count specified in the JSON configuration for the applicant's declared application level.
      * **Presence of Distinct Files:** Confirm that the required number of distinct letter files are present (i.e., separate PDF or Word files for each letter). The AI does not assess the uniqueness of the content within these letters at this stage; it only confirms distinct files.
* **5.1.3. Task 3: Teaching Portfolio Technical & Formatting Check**
  + **Objective:** To verify the technical and formatting compliance of the Teaching Portfolio.
  + **Procedure:**
    - **Font/Size:**
      * Attempt direct detection of the specified font name (technical\_requirements.font\_name) and font size (technical\_requirements.font\_size) from the JSON.
      * **Fallback:** If direct font/size detection is unreliable (e.g., due to an image-based PDF), calculate the average number of lines per page. Compare this average to the technical\_requirements.lines\_per\_page\_range (from JSON). If the average falls outside this range, it indicates a formatting inconsistency, and the check will be flagged.
    - **Page/Line Numbers:**
      * Verify the presence of page and line numbering on each page of the Teaching Portfolio.
      * If Page and line numbers are completely absent from the document, this check's status is Fail.
      * If only line numbers are present, and run continuously throughout the document (permissible alternative), this check's status is Pass.
      * (The presence or absence of page numbers does not affect this check, as long as continuous line numbers are present.)
    - **Length:**
      * Compare the total number of pages and/or words in the Teaching Portfolio against the technical\_requirements.teaching\_portfolio\_length specified in the JSON configuration for the applicant's level.
      * **Additionally, verify the average number of lines per page in the Teaching Portfolio's main narrative against the technical\_requirements.lines\_per\_page\_for\_portfolio range (e.g., 28-35 lines) from the JSON.** This check assesses the density of text per page, assuming standard A4 margins (left, top at 2.5 cm; right, bottom at 2.0 cm). If the average lines per page fall outside this specified range, this check's status is Fail for portfolio\_line\_density\_mismatch.
    - **Case Study Count:** Count the number of distinct case studies presented in the Teaching Portfolio. Compare this count against the technical\_requirements.case\_study\_required\_count (from JSON).
    - **Media in Narrative:** Confirm that there are no tables, images, or charts embedded within the main narrative flow of the Teaching Portfolio. Such elements are typically expected in appendices.
* **5.1.4. Task 4: Criterion Referencing Compliance Check**
  + **Objective:** To verify that the applicant has correctly cited the required THPSF criteria within their Teaching Portfolio.
  + **Procedure:**
    - **Required Criteria Set Construction:** Construct the comprehensive set of criteria required for the applicant's declared level. This set includes all "AND" conditions, all relevant "OR\_GROUPS" (where at least one criterion from the group must be present), and all criteria inherited from lower levels, as detailed in the levels data within the JSON.
    - **Cited Criteria Extraction:** Scan the Teaching Portfolio text for explicit mentions of THPSF criterion codes (e.g., (ร1.2.4), (ส2.3.1), (ค3.1.1)).
    - **Comparison:**
      * For each "AND" criterion in the Required Criteria Set: Verify its presence among the Cited Criteria Extraction.
      * For each "OR\_GROUP" in the Required Criteria Set: Verify that at least one criterion from that specific group is present among the Cited Criteria Extraction.
      * List any missing\_criteria (criteria from the Required Criteria Set that were not found in the Cited Criteria Extraction). If any criteria are missing, this task's status is Fail.

5.2. Section 2: Qualitative Observations and Recommendations

This section provides qualitative observations and actionable feedback for improvement. Findings in this section do NOT directly cause an overall\_status = "ส่งกลับให้ปรับปรุง" if all criteria in Section 1 are met. These observations are intended to help applicants refine their submission or provide context for human assessors.

* **5.2.1. Task 5: Reflectiveness Pattern Check**
  + **Objective:** To identify patterns in the writing style that indicate the presence or absence of effective reflective thinking, or other undesirable writing characteristics.
  + **Procedure:**
    - **Reflective Elements (What, So What, Now What):** Scan the Teaching Portfolio for keywords and pattern indicators associated with the three core components of reflection:
      * What: Describing the event or experience (keywords from qualitative\_rubrics.reflectiveness\_elements\_keywords.what\_keywords).
      * So What: Analyzing the event, its significance, and underlying principles/theories (keywords from qualitative\_rubrics.reflectiveness\_elements\_keywords.so\_what\_keywords).
      * Now What: Planning future actions, improvements, or sustained growth (keywords from qualitative\_rubrics.reflectiveness\_elements\_keywords.now\_what\_keywords).
      * Report Detected if these elements are clearly present, or Not\_Detected\_Significantly if they are largely absent.
    - **Specificity of "How" Description:**
      * Identify sections describing activities or actions.
      * Scan these sections for the presence of specific activity verbs, nouns, and personal action indicators (from qualitative\_rubrics.reflectiveness\_elements\_keywords.how\_specific\_description\_keywords). These indicate concrete "how-to" details.
      * Calculate the percentage of identified activities that lack clear "How" indicators.
      * **Status Logic:** If this percentage is less than qualitative\_rubrics.reflectiveness\_elements\_keywords.how\_description\_missing\_tolerance\_percent (from JSON), the status is Pass\_Reflectiveness\_How. Otherwise, the status is Observation\_for\_Improvement\_Missing\_How.
    - **Undesirable Writing Patterns:** Scan the Teaching Portfolio for patterns and keywords (from qualitative\_rubrics.undesirable\_writing\_patterns.pattern\_keywords) that indicate common pitfalls in reflective writing, such as:
      * Copying criteria as sentence starters or directly answering criteria points.
      * Describing activities generically without specific context.
      * Focusing on ongoing efforts without clear successful outcomes or impacts.
      * Lacking critical examination or linking to principles/theories (Why).
      * Failing to reflect on one's own competence or linking to the framework.
      * Reporting Detected\_Potential\_Issue\_Undesirable\_Pattern if such patterns are found, or Not\_Detected\_Undesirable\_Pattern otherwise.
    - **Potential AI-Generated Content / Plagiarism Check:**
      * Scan the text for explicit mentions of AI generation (e.g., "สร้างโดย Generative AI", "AI-generated content") using qualitative\_rubrics.undesirable\_writing\_patterns.ai\_generated\_content\_indicators (from JSON). Report Detected\_AI\_Mention if found.
      * Perform textual similarity analysis by comparing the submitted text against a database of common templates, other submitted documents (if applicable and accessible to the AI), and publicly available content (e.g., academic papers, websites). If the detected similarity exceeds qualitative\_rubrics.text\_similarity\_threshold (from JSON), report Detected\_High\_Text\_Similarity.
      * *Note: The AI reports similarity for human review; it does not make a definitive judgment on plagiarism or AI authorship.*

**6. Final Status Determination & Report Generation:**

* **Overall Status Logic (Based on Section 1):**
  + If any check in Task 2, Task 3, or Task 4 has a Fail status: overall\_status = "ส่งกลับให้ปรับปรุง".
  + If all checks in Task 2, Task 3, and Task 4 are Pass: overall\_status = "ผ่าน".
* **Report Content:**
  + issues\_for\_revision: A list of all specific Fail statuses identified in Tasks 2, 3, and 4. These are mandatory revisions.
  + recommendations\_for\_improvement: A list of all observations and flags from Task 5, including Observation\_for\_Improvement\_Missing\_How, Detected\_Potential\_Issue\_Undesirable\_Pattern, Detected\_AI\_Mention, and Detected\_High\_Text\_Similarity. These are suggestions for enhancing the document.
* **Output Format:** Produce a **structured summary report, concise and formatted to fit on a single A4 page.** This report **must clearly separate the results into two main sections:**
  1. **ผลการคัดกรองเบื้องต้น (ตามเกณฑ์เชิงปริมาณ):** This section will summarize the overall\_status (ผ่าน / ส่งกลับให้ปรับปรุง) and list all issues\_for\_revision in a clear, actionable manner.
  2. ข้อสังเกตและข้อเสนอแนะเพื่อการปรับปรุง (ตามเกณฑ์เชิงคุณภาพ): This section will list all recommendations\_for\_improvement from the qualitative checks.  
     The report should be presented as readable text and/or a table, providing clear results according to the criteria and recommending improvements for flagged documents as complimentary guidance.