**Item Review Procedures – Community Review Panel (Phase 3)**

*Assessment Item Review Process*

**Internal Review (Phase 3) Goal:**

Detect sources of bias in submitted items, and recommend item content revisions.

**Step 1: Review Flagged Item Content (Individual).**

* Review submitted assessment items and make note of potential sources of bias. Reviewers may wish to:
  + Read the question and attempt to find the correct response prior to seeing the answer key.
  + Make note of particularly challenging or ambiguous elements of the question or available response options.
  + Re-read the question several times, imagining how others may interpret key words or phrases differently.
* Document possible revisions to reduce bias or improve clarity of submitted items.

**Step 2: Build Consensus around (a) likely causes of bias and (b) item content or response option revisions for re-submission to the district (Group).**

* Compare notes with other Community Review Panel members.
* Discuss potential sources of bias and effective item content revisions.
* Vote, or reach consensus through discussion, on (a) most likely causes of bias and (b) content revisions to submit to the district for re-integration into the assessment system.

**Step 3: Submit Item Content Revisions to Curriculum Department Staff for Verification (Group Facilitator).**

**Step 4: Document Committee Decisions (Group Facilitator)**

* Open the item review database and find the ‘Community Review Panel’ tab that contains initial item review submissions.
* For each item flag submitted to the Community Review Panel, document the committee’s decisions or actions and the date each action was taken. Note that the template includes **one record per flag**—which does not always mean one record per item (e.g. if a question were flagged for DIF/Gender as well as for Difficulty, it will be documented in two separate rows: one for each flag).