**Item Review Procedures - Curriculum Department (Phase 2)**

*Assessment Item Review Process*

**Internal Review (Phase 2) Goal:**

Revise items flagged for general item performance characteristics, and vet items flagged for DIF for further review by the Community Review Panel (Phase 3).

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

* Navigate to the ‘Curriculum’ tab in the item review database; review items marked as ‘awaiting curriculum review’ by double-clicking each record, in turn.
  + For items flagged for general issues (difficulty, discrimination, aberrant response):
    - Review item content and response options from the original assessment; note potential causes for item flag (do not change anything yet!).
  + For items flagged for exhibiting DIF:
    - Review item content and response options from the original assessment. Note obvious errors or cause of bias if present. If the source of bias is not apparent, consider recommending the item for Community Review Panel (Phase 3).

**Step 2: Build Consensus around (a) Item Content Revisions and (b) Items to Mark for Further Review (Group).**

* Compare notes with other Curriculum Department review panel members.
* Discuss potential item content revisions.
* Vote, or reach consensus through discussion, on (a) item revisions to make and (b) items to submit to the community panel for final review.

**Step 3: Submit Item Content Revisions to Appropriate Department Staff for Re-Upload to the assessment management system. (Selected Individual)**

**Step 4: Document Committee Decisions (Group or Selected Individual)**

* Re-open item review database file and navigate to the ‘Curriculum’ tab that contains initial item review submissions.
* For each item flag, document the committee’s decisions or actions and the date each action was taken. Note that the template includes **one record per flag**—which will mean multiple records for items that were flagged for multiple reasons (e.g. gender DIF and Difficulty). Change the status of each reviewed item flag to ‘Awaiting Community Panel Review’ or ‘Complete,’ as appropriate.