**Item Review Procedures - DREA Department (Phase 1)**

*Assessment Item Review Process*

**Internal Review (Phase 1) Goal:**

Vet submitted items for further review by the Curriculum Department (Phase 2) and the Community Review Panel (Phase 3).

**Step 1: Review Item Analysis Report(s) (Individual)**

* Review item analysis report for the assessment(s) in question;
  + Follow the reviewer instructions in each section to evaluate all flagged items.
* On the table from page 1, circle rows that correspond to flags that merit further review.

**Step 2: Build Consensus for Further Review (Group)**

* Compare notes with other internal item review committee members.
* Discuss grounds for excluding any non-circled items.
* Vote, or reach consensus through discussion, on items to submit to Curriculum Department for further review.

**Step 3: Document Committee Decisions (Group or Selected Individual)**

* Open item review database and create entries for all flagged items (regardless of panel decisions); set the status of each new flag to ‘Awaiting DREA Review’. Create one entry *per flag*, even if this results in multiple flags for the same item.
* Navigate to the ‘Initial Vetting’ tab to document the committee’s decisions for each listed item flag. Change the status of each flag to either ‘Awaiting Curriculum Review’ or ‘Complete,’ as appropriate (i.e. ‘complete’ if item flag was removed from consideration).

**Step 4: Submit Updated Documentation Sheet to Coordinator for Next Steps**