Oral Exam Rating Process

May 18, 2015

NATIONAL CENTER FOR STATE COURTS

Oral Exam Rating Process: Overview

- Each NCSC Oral Exam must be rated by two NCSC-approved raters
- NCSC-approved raters are listed on the NCSC Rater Expert List

Oral Exam Rating Process: Overview

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- Two raters rate each oral exam
- At least one rater must be an Approved Lead Rater
- If no Approved Lead Rater is available, a Rater Supervisor must be used

Coordinating Rating Services

- Coordination Options:
  - Contract directly with raters
  - Contract directly with a third-party vendor
  - Contract directly with raters in some languages and use a third-party vendor for other languages

Coordinating Rating Services

- Preliminary steps:
  - Check availability of raters (before announcing exam)
  - Develop contracts/work agreements
    - Security requirements
    - Time requirements
    - Payment

Materials for Raters

- Marked Script
- Scoring Dictionary
- Rater Results Form
- Candidate Audio Recording
- Scoring Unit Suggestion Form

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Transmission of Materials

- Must be transmitted via secure method
- Rater folders on SharePoint
- Secure shipping method (Fed-Ex, UPS)

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Transmission of Materials via SharePoint

- Notify NCSC of raters to be used
- NCSC provides Program Managers with access to individual rater folders on SharePoint
- Program managers post materials to individual rater folders on SharePoint

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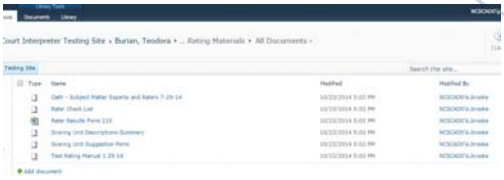
Transmission of Materials via SharePoint



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Materials Returned by Raters

- Marked Scripts with Rater Markings (one script per rater for each candidate)
- Rater Results Forms (one per candidate)
- Candidate Audio Recording
- Scoring Unit Suggestion Form(s)

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Program Manager's Role: After Rating

- Audit all materials
- Make sure Rater ID numbers and Candidate ID numbers are on scripts
- Make sure rater markings match on both scripts
- Ensure rater markings on scripts match scores on Rater Results Form
- Check math

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Program Manager's Role: After Rating

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Program Manager's Role: After Rating

- Determine rescores (if needed)
- Report results to candidates
- Prepare final materials for NCSC
- Report any rater issues to NCSC

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Program Manager's Role: After Rating

- Materials to deliver to NCSC:
  - Marked scripts from each rater (two per candidate)
  - Candidate audio recording
  - Rater Results Form (one per candidate)
  - Scoring Unit Suggestion Forms
  - Candidate Oaths (and any Rater Oaths needed)

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Q&A Session

Questions?

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