

PrepSteps for Setting Performance Standards

PREP

1. Choose a panel (large, and representative of the stakeholders).
2. Choose one of the standard-setting methods, and prepare training materials and finalize the meeting agenda.
3. Prepare descriptions of the performance categories (e.g., basic, proficient, and advanced)
4. Train panelists to use the method (including practice in providing ratings).

COMPILE

5. Compile item ratings and/or other rating data from the panelists (e.g., panelists specify expected performance of examinees at the borderlines of the performance categories).

DISCUSS & REVIEW

6. Conduct a panel discussion; consider actual performance data (e.g., item difficulty values, item characteristic curves, item discrimination values, distractor analysis) and descriptive statistics of the panelists' ratings. Provide feedback on interpanelist and intrapanelist consistency.
7. Compile item ratings a second time that could be followed by more discussion, feedback, and so on.
8. Compile panelist ratings and obtain the performance standards.
9. Present consequences data to the panel (e.g., passing rate).
10. Revise, if necessary, and finalize the performance standards, and conduct a panelist evaluation of the process itself and their level of confidence in the resulting standards.

DISSEMINATE

11. Compile validity evidence and technical documentation.