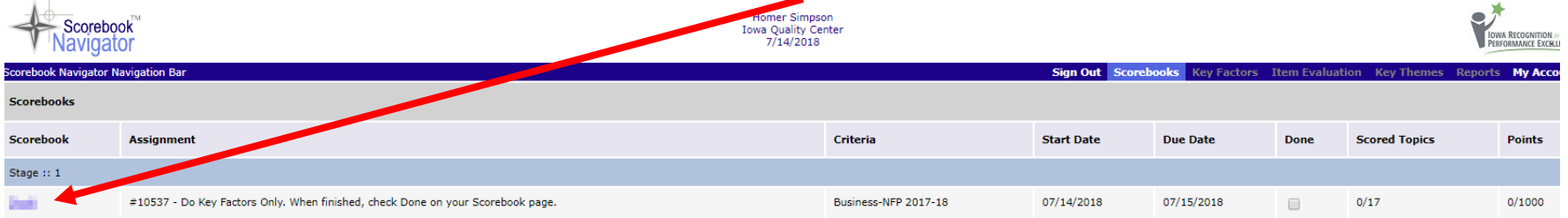


SBN Independent Review Process Quick Reference

1. Sign in to SBN (https://scorebooknav.org/user_login.aspx) and Select Scorebook you will work on.



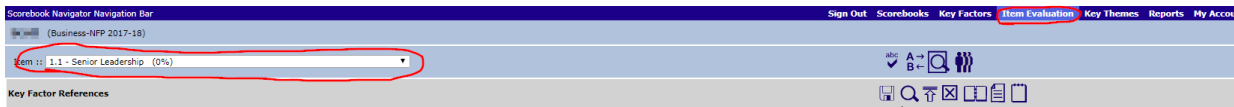
Scorebook Navigator Navigation Bar

Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Scorebooks

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input type="checkbox"/>	0/17	0/1000

2. Click Item Evaluation and select the Item to work on



Scorebook Navigator Navigation Bar

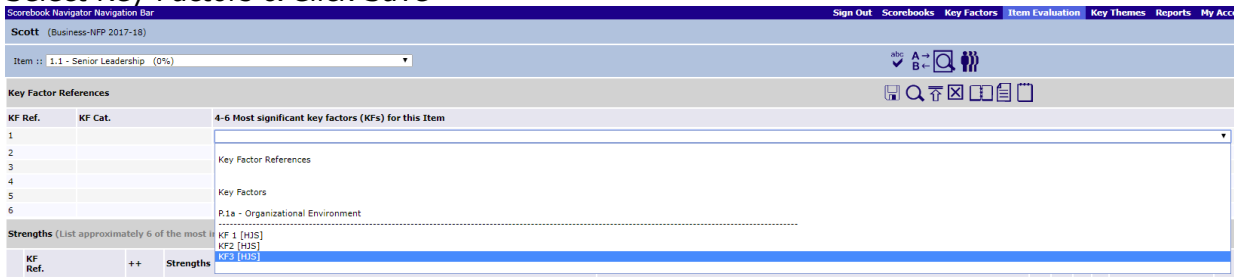
Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Item :: 1.1 - Senior Leadership (0%)

Key Factor References

3. Following 6 step process using the 6 Step Process Standard Work

Select Key Factors & Click Save



Scorebook Navigator Navigation Bar

Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Scott (Business-NFP 2017-18)

Item :: 1.1 - Senior Leadership (0%)

Key Factor References

4-6 Most significant key factors (KFs) for this Item

KF Ref.	KF Cat.	
1		
2		
3		
4		
5		
6		

Strengths (List approximately 6 of the most significant)

KF Ref.	Strengths
KF 1 [HIS]	
KF2 [HIS]	
KF3 [HIS]	

Review application and Determine STR/OFI and enter into SBN as shown below.

STR

Strengths (List approximately 6 of the most important OFIs/Gaps and Strengths for this Item in order of their importance to the applicant.)

KF Ref.	++	Strengths	As Evidenced By	A	D	L	I	Item Ref.
1	<input checked="" type="checkbox"/> P.1a(1)	Enter the criteria information here (you can copy & paste from the Item Ref. to the right)	Enter the information from the application here.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.1a <input checked="" type="checkbox"/> 1.1a(1) <input type="checkbox"/> 1.1a(2) <input type="checkbox"/> 1.1b <input type="checkbox"/> 1.1c <input type="checkbox"/> 1.1c(1) <input type="checkbox"/> 1.1c(2)
2								
3								

Annotations: Select the Key Factor(s) (points to KF Ref. P.1a(1)), Enter the information in each box (points to Strengths and As Evidenced By text areas), Choose the ADLI/LeTCI item(s) (points to Item Ref. column).

OFI

Gaps & OFIs (List approximately 6 of the most important Strengths and Gaps/OFIs for this Item in order of their importance to the applicant.)

KF Ref.	--	Gaps & OFIs	As Evidenced By	A	D	L	I	Item Ref.
1	<input type="checkbox"/> P.1a(1)	Enter the criteria information here (you can copy & paste from the Item Ref. to the right)	Enter the information from the application here.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.1a <input type="checkbox"/> 1.1c(1) <input type="checkbox"/> 1.1c(2)
2	<input type="checkbox"/> P.1a(1)	Enter the criteria information here (you can copy & paste from the Item Ref. to the right)	Enter the information from the application here.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.1a <input type="checkbox"/> 1.1c(1) <input type="checkbox"/> 1.1c(2)
3								

Annotations: Select the Key Factor(s) (points to KF Ref. P.1a(1)), Enter the information in each box (points to Gaps & OFIs and As Evidenced By text areas), Choose the ADLI/LeTCI item(s) (points to Item Ref. column), Select the item ref (points to Item Ref. column).

4. If you are a returning examiner, complete 1 STR and 1 OFI feedback ready comment.

Feedback-Ready Comments (List one strength and one OFI)

Type	Double	Comment	Item Ref.
1 Strength			
2 OFI			

5. Repeat steps 2-4 for each item section. If done, goto Scorebooks and click done on the specific scorebook.

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1							
	#10539 - Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000

Annotation: A red arrow points to the 'Done' checkbox in the last row.