

### BPIE Assessment Process: Steps-at-a-Glance

- Step 1:** FIN facilitator or FIN-trained leader reads each indicator aloud (in multiple-school settings, this task may be completed by a team member).
- Step 2:** Review and think about your individual rating from the Implementation Status column.
- Step 3:** When prompted, vote for the indicator rating you selected by holding up your Response Card (NY, PA, PB, or F).
- Step 4:** If team member ratings **are all the same**, the FIN facilitator or FIN-trained leader indicates the final rating and records the data source or evidence in the appropriate sections of the online assessment. Each indicator rating will be given **3 minutes** to reach consensus.
- Step 5:** If team ratings are **not all the same**, the team discusses the data or supporting evidence and repeats **Step 3** for a **final vote**. If a re-vote is necessary, an additional **2 minutes** will be provided.
- Step 6:** If the team does not reach consensus on a final rating for an indicator, the decision rules are used:
- A team **majority vote decides** the final rating,
  - The **school administrator decides** the final rating,
  - The **school administrator designates another to decide** the final rating, **or**
  - A combination of these rules may be applied to decide the final rating, depending on the indicator.
- Step 7:** After all indicators have been rated, the FIN facilitator or FIN-trained leader leads a team discussion to identify and select the **priority indicators** (for further action planning). Final priority indicators are also noted on the online assessment in the appropriate section.

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