

## 2012 Tech Edit Tool for External Editors

| Step  | Tools   | Notes   |
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| <b>1. Assemble your resources.</b>  | <ul style="list-style-type: none"> <li>• Computer with Microsoft Word</li> <li>• Pen, pencil, sticky notes, flags, and highlighters, as needed</li> <li>• Feedback report and <i>Evaluation of Feedback Report for Tech Edit Assignment</i> (Microsoft Word files downloaded through a secure Web site)</li> <li>• Application, appropriate Criteria for Performance Excellence booklet (including Scoring Guidelines), Consensus Scorebook for reference, and Conflict of Interest Statement (in the Feedback Report folder sent via UPS)</li> </ul> <p><b>Job Aids</b> (on the <a href="#">Examiner Resource Center</a>)</p> <ul style="list-style-type: none"> <li>• 2012 Tech Edit Tool for External Editors</li> <li>• Comment Guidelines</li> <li>• Scoring Band Descriptors</li> <li>• Electronic Editing for Word 2007 &amp; 2010</li> <li>• Tech Editor Final Checklist</li> </ul> | Schedule blocks of time, and find a quiet workspace.  |
| <b>2. Learn about the applicant.</b>  | Read these sections of the application: <ul style="list-style-type: none"> <li>• Eligibility Form</li> <li>• Organizational Profile</li> <li>• Glossary</li> </ul> Also read the key themes section of the feedback report.   | Don't read the entire application. Flag the glossary for quick reference.   |
| <b>3. Edit the item-level comments. (This step has four substeps. You may be able to perform these simultaneously, or you may</b> | <p><b>Check the facts.</b><br/>Read the feedback report against the application. Ensure that the report matches the application in these areas: the spelling and capitalization of process names, the use of acronyms, references to figure numbers, and references to data/results.</p> <p><b>Review the Criteria requirements.</b><br/>Read the feedback report against the Criteria. Edit—or consider deleting—comments that go beyond the Criteria (i.e., fault the applicant for not doing</p>   | If you need immediate guidance on the feedback report, call the Award Process Hotline (877-237-9064, option 3).<br><br>Your customer is the applicant. Your primary goal is to ensure that comments are clear to the applicant and adhere to the Criteria and |

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| <p><i>want to perform each step as a separate “pass.”)</i></p> | <p>or providing something that the Criteria don’t ask for).</p> <p><b>Remember for 2012:</b> <i>Feedback reports now include Criteria item references. Therefore, comments don’t need to include large amounts of explicit Criteria language. If the point of the comment is clear without such language, strip it out.</i></p> <p><b>Check for appropriate content and organization.</b><br/>Read all the comments against the Comment Guidelines. Edit the comments—without changing their meaning—so that they follow the guidelines. In particular,</p> <ul style="list-style-type: none"> <li>• Ensure that comments <u>begin</u> with a unified, coherent sentence expressing a single main point, or “nugget”; include one or two good examples; and be sure to express the relevance of the nugget to the applicant.</li> <li>• Edit out prescriptive language such as “could,” “should,” or “would”; judgmental language such as “good,” “bad,” or “inadequate”; and language that passes judgment on the applicant’s style of writing or data presentation rather than on the content of the application.</li> </ul> <p><b>Reminder:</b> <i>Applicants don’t need the feedback report to tell them what they already know and have included in the application. Make sure comments don’t include too much language “parroting” the application, while also taking care to give specific examples to illustrate the main point. If a comment contains an exhaustive list of examples, summarize them, or include only the ones that are most relevant to the point of the comment.</i></p> <p><b>Check for alignment of comment language with the score and for balance of comments.</b><br/>Take an overall look at the comments and scores as an applicant would look at them. For example, the applicant may be confused if</p> <ul style="list-style-type: none"> <li>• comments contain words such as “innovation” and “integration,” which are found in the higher ranges of the Scoring Guidelines, but the item score is very low</li> </ul> | <p>Comment Guidelines.</p> <p>Avoid infringing on the examiner team’s role, particularly since the report is a consensus effort. If you’re not sure whether you’re crossing this line, call the Award Process Hotline (877-237-9064, option 3).</p> <p>If possible, avoid extensive rework. Don’t rewrite a comment just because you don’t like the scorebook writer’s style.</p> <p>Misalignment of comments and score is one of the most common issues reported by applicants. <i>Please note that we can’t change the scores assigned by the consensus team.</i> However, as a tech editor, you may be able to</p> <ul style="list-style-type: none"> <li>• increase or decrease the number of comments by merging or splitting them</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>the numbers of strengths and OFIs do not fit the score (e.g., 5 strengths and 1 OFI, but a score of 45%)</li> </ul> <p>Remember that</p> <ul style="list-style-type: none"> <li>“Around six” comments does not necessarily mean exactly six.</li> <li>Bolded comments have more weight in the overall evaluation of an item.</li> </ul>  | <ul style="list-style-type: none"> <li>add scoring range language to a comment to show how the comment aligns with a particular score</li> <li>make adjustments based on the priority and relevance of comments (e.g., delete a comment that is not the most relevant for the applicant)</li> </ul> <p>If you have questions in this area, call the Award Process Hotline (877-237-9064, option 3).</p>              |
| <p><b>4. Edit the key themes. (There are four sections: a, b, c, and d.)</b></p> | <ul style="list-style-type: none"> <li>Read the key themes for sense and to ensure that they are unified, coherent, aligned with the major findings of the rest of the scorebook, and relevant and actionable for the applicant.</li> <li>Track the item comments from which the key theme originates. (A key theme must link to a comment or comments in the feedback report.) Check that any data in the key theme match the data in the item comment.</li> <li>Ensure that the balance and content of the key themes correspond to the identified scoring band descriptors (e.g., strengths typically refer to the identified scoring band; OFIs may refer to the next higher scoring band).</li> <li>Use Baldrige core value language, where appropriate, as foundations for the key themes.</li> </ul> | <p>The key themes may be the only part of the feedback report read by the CEO, superintendent, or other senior leaders. Ensure that the key themes contain enough facts and data to stand alone from the item-level comments from which they originate. You may want to review key themes <i>after</i> you have reviewed all of the item-level comments.</p> <p>The Comment Guidelines also apply to key themes.</p> |
| <p><b>5. Turn in the report within five business days.</b></p>                   | <ul style="list-style-type: none"> <li>Upload the report to the secure site, and notify Renée Norris and Cristin Conner at <a href="mailto:examdepo@nist.gov">examdepo@nist.gov</a> that you are finished.</li> <li>Promptly return the feedback folder containing the application and Conflict of Interest Statement to NIST in the prepaid UPS pack provided.</li> </ul>  | <p>If you need additional time, contact Renée Norris or Cristin Conner via the Award Process Hotline (877-237-9064, option 3) or by email at <a href="mailto:examdepo@nist.gov">examdepo@nist.gov</a>.</p>   |