Review the list of NCOIs

Review the rubrics for demonstration of NCOIs through portfolio annotation and BEI

Administer the Portfolio Assessment through annotation.

Assess the demonstration of the NCOIs based on the annotations to the submitted MOVs.

Conduct the Interview

Assess the teacher-applicant's actual and potential

demonstration of the NCOIs through interview

Perform the inter-assessor agreement exercise and arrive at a consensual final rating.

Compute the NCOI Assessment score.

Record the agreed score in the Reclassification Form for Teaching Position (RFTP).