

REVIEW PROCEDURES

6-1 REVIEW OF REPORTS AND DATA PRODUCTS

SUBJECT: REVIEW OF REPORTS AND DATA PRODUCTS

NCES STANDARD: 6-1

PURPOSE: To ensure that NCES produces and releases high quality products suitable for a variety of audiences, NCES employs a multistage review process for all NCES products. In the case of descriptive, analytic, and technical reports, the review process includes internal peer review comments that are addressed through an internal review process coordinated by the Statistical Standards Program. NCES approved substantive reports are submitted to IES for a blind external peer review.

KEY TERMS: key variables.

STANDARD 6-1-1: Prior to the release of a new micro data file, an initial release report (i.e., First Look or Highlights) presenting the key variables contained on the file must be reviewed and made available to the public. Key variables include the major variables that were identified in the analysis plan, and those items that will be maintained over time as part of an NCES data series.

STANDARD 6-1-2: All NCES products must be reviewed for technical details and overall quality. The level of internal review required for each type of product is identified in Table 6-1-A. NCES uses seven levels of review:

Level 1. Internal Review: Requires Branch Chief (BC), Associate Commissioner (AC), Chief Statistician (CS), and Office of the Commissioner (OC) review and signoff.

Level 1a. Rolling Internal Review: Requires BC/AC/CS review and approval as parts of the whole are completed. Final product requires full Level 1 review. (This level of review is reserved primarily for large indicator reports.)

Level 2. Statistical Review: Requires BC/AC/CS review and approval, but no additional review.

Level 3. AC/CS/OC: Requires BC/AC/CS/OC review and approval, but no additional review.

Level 4. AC: Requires BC/AC review and approval, but no CS/OC or additional review.

Level 5. NCES/RIMG/OMB: Requires BC/AC/OC approval within NCES, plus review/approval by Regulatory Information Management Group (RIMG) and Office of Management and the Budget (OMB), and copy to Chief Statistician.

Level 6. Author/Web publisher: Requires full review as appropriate for the original NCES numbered product.

Level 7. IES External Review: Requires comments from external reviewer, IES Action Editor, and IES Deputy Director for Science (DDS) sign-off.

Level 7a. IES Internal Review: Requires IES Action Editor and DDS sign-off.

STANDARD 6-1-3: Reports requiring Level 1 Review must go through the review procedures outlined in List 6-1-A and Chart 6-1-A.

STANDARD 6-1-4: All NCES Web products/applications require review as outlined in Table 6-1-B.

STANDARD 6-1-5: The NCES publication process and related timelines must be documented in the IES Product. Report Tracking System (RTS).

ATTACHMENTS:

Table 6-1-A. NCES Products: Required Reviews

Table 6-1-B. NCES WEB Products: Required Reviews

List 6-1-A: Keys Steps in the Review and Adjudication Process

Table 6-1-A. --NCES Products: Required Reviews

Product:

Compendium
 Directory
 NCES Handbook

Type of Review Required							
Level 1 internal review	Level 1a rolling review	Level 2. statistical review	Level 3. AC/CS/OC	Level 4. AC	Level 5. NCES/RIMG/OMB	Level 7. IES external review	Level 7a. IES internal review
X						(X)	X
X							
X							

Updated indicators
 Web Tables

	X						
		X					

Statistical Analysis Report
 R&D Report
 Technical/Methodological Report
 Statistics in Brief
 First Look/Highlights/Data Point

X						X	X
X						(X)	(X)
X						(X)	(X)
X						X	X
X							X

Re-packaged Excerpts only
 Guide (e.g., Programs & Plans)
 Working Papers

		X					
		X					
				X			

Data File (including CD ROM/DAS/WEB)
 Data File Documentation /User's manuals (must accompany data file)
 Video/Data

		X					
		X					
		X					

Conference Report
 Non-data Videotape (e.g., conference, Commissioner's statements)
 Brochure/Pamphlet
 Newsletters
 Co-op Products (e.g., FORUM, NPEC)
 Questionnaires
 Glossaries

				X			
				X			
			X				
			X				
		(X)		X			
					X		
			X				

(x) Review is at the discretion of the specified level

Level 1. Internal Review
 Level 1a. Rolling Review

Requires BC/AC/CS/OC review and approval.
 Requires BC/AC/CS review and approval as parts of the whole are completed. Final product requires full Level 1 review.

Level 2. Statistical Review
 Level 3. AC/CS/OC
 Level 4. AC

Requires BC/AC/CS review and approval.
 Requires BC/ AC/CS/OC review and approval.
 Requires BC/AC review and approval. No official NCES distribution but made available via web or special request.

Level 5. NCES/RIMG/OMB

Requires BC/AC/OC approval within NCES plus review/approval by RIMG & OMB, and copy to Chief Statistician.

Level 7. IES External Review

Requires External comments and review/approval by IES Action Editor and IES DDS

Level 7a IES Internal Review

Requires review/approval by IES Action Editor and IES DDS

Table 6-1-B. --NCES WEB Products: Required Reviews

	Type of Review Required				
	Level 1. internal review	Level 2. statistical review	Level 3. AC/CS/OC	Level 4. AC	Level 6. Author/web publisher
Product:					
Web Applications:					
NCES Products: (with #)					
pdf file	X				X
Html	X				X
ASCII/ Excel/ data base file*		X			X
Conference Reports/Co-op Products				X	X
Tools:					
Locator			X		X
Peer Tool: Public Access			X		X
Data Tool./Table and model servers			X		X
Questionnaire Tool			X		X
Glossary Search - based on approved product with NCES #)			X		X
Table/ Figure Search			X		
WEB sites; pages; information sources:					
Survey /Program site			X		X
Web Publications	X				
Quick Facts					X
Video					
Informational Videos			X		X
Data Videos			X		X
PowerPoint Presentations			X		X
Quick tables/figures		X			X
Co-op Products				X	X
Working Papers				X	

*Excludes pre-release data.
 X All tools with micro data will be subjected to disclosure review, as well as technical review. A full review is required only for new products. Updates to current products only require review of the update information as appropriate.

- Level 1. Internal Review
 Level 1a. Rolling Review
 Requires BC/AC/CS/OC review and approval.
- Level 2. Statistical Review
 Requires BC/AC/CS review and approval as parts of the whole are completed. Final product requires full Level 1 review.
- Level 3. AC/CS /OC
 Requires BC/AC/CS review and approval.
- Level 4. AC
 Requires BC/AC/CS/OC review and approval.
- Level 5. NCES/RIMG/OMB
 Requires BC/AC review and approval. No official NCES distribution, but made available via web or special request.
- Level 6. Author/Web Publisher
 Requires BC/AC approval within NCES plus review/approval by RIMG & OMB, and copy to Chief Statistician.
 Assumes full review as appropriate for the original NCES numbered product.

LIST 6-1-A: KEY STEPS IN THE INTERNAL REVIEW PROCESS

NCES reports that include data or the analysis of data undergo both internal peer review.

APPROVAL OF PROPOSED REVIEWERS

Decision: The decision to include internal reviewers is at the discretion of the AC. NCES Project Officer submits reviewer memo through the Associate Commissioner to the Office of the Commissioner (OC) 3 weeks before the report due to internal review date. Reviewers, if used should include relevant specialists from other NCES programs.

Sign-off: Associate Commissioner and Commissioner

SUBMIT REPORT FOR INTERNAL REVIEW

Decision: NCES Project Officer submits the publication to the Branch Chief, Associate Commissioner, the Chief Statistician, and the approved internal reviewers, if any, for review. The reviewer comments are returned to the NCES Author in 15 working days.

Sign-off: Chief Statistician

RESPONSE TO REVIEWER COMMENTS

Decision: NCES Project Officer submits descriptions of proposed changes in response to reviewer comments to Statistical Standards Program (SSP) Reviewer in fifteen (15) working days.

Sign-off: SSP Reviewer

SSP REVIEW OF RESPONSE TO REVIEWER COMMENTS

Decision: Ten (10) working days for SSP to respond to author's responses to reviewer comments. SSP sends edited reviewer memo back to NCES Project Officer, Branch Chief, and Associate Commissioner.

Sign-off: SSP Reviewer

POST INTERNAL REVIEW REVISIONS

Decision: Within thirty (30) working days, the NCES author submits the revised publication, along with a review memo that describes the content and location of all changes, to the SSP Reviewer.

Sign-off: SSP Reviewer

REVIEW OF REVISIONS

Decision: Ten (12) working days for SSP to review the revised report.

Sign-off: Chief Statistician, based on recommendation of the SSP Reviewer

COMMISSIONER REVIEW

The Commissioner reviews the report and returns the report to NCES Project Office for clarification or forwards to IES for external review with 5 working days.

Sign-off: NCES Commissioner

IES REVIEW

Decision: The IES Deputy for Science assigns report to IES Action Editor for internal IES review and/or external peer review. Reviewer comments are transmitted to NCES Project Officer. The target is for an average review period of 10 days for internal review and an average review period of 25 days for external review. The NCES Project Officer shares the comments with the Branch Chief and the Associate Commissioner.

Sign-off: IES Deputy for Science

POST IES REVIEW REVISIONS

Decision: Within fifteen (15) working days, the NCES Project Officer submits the revised publication, along with a review memo that describes the content and location of all changes to the IES Action Editor

Sign-off: IES Deputy for Science, based on recommendations from the IES the Action editor.

IES REVIEW OF RESPONSE TO REVIEWER COMMENTS

Decision: IES responds to author's responses to reviewer comments.

Sign-off: IES Deputy for Science, based on recommendations from the IES the Action editor.