

## Review Procedures

1. Proposal is initially reviewed by the Department of Assessment and Evaluation for completeness and clarity. In brief, the written proposal should include the following:
  - a) Full name, address, telephone number, and brief background of researcher and agency represented.
  - b) Description of the problem being studied, including hypotheses, procedures, and statistical treatment (thesis or dissertation proposal is usually sufficient).
  - c) Explicit description of the sample to be involved, number and type of schools, dates and time involved, and specific data items needed from school records.
  - d) Copies of each test, questionnaire, or set of interview questions to be used in the study.
  - e) Procedures for distributing and returning material.
2. The Department of Assessment and Evaluation will review the proposal and, as deemed necessary, assign appropriate, independent reviewers. These reviewers may consist of no less than three professional persons within the school system, preferably representing a cross section of professionals (example: researcher, principal, supervisor, and teacher).
3. Written proposals (including instruments) are sent to reviewers who respond independently in writing on a Response Memorandum to the Department of Assessment and Evaluation, when further review is needed.
4. Review of the proposal will be made with the following considerations determining approval:
  - a) Was the project so designed that valid and reliable results can be expected?
  - b) Will the study contribute something useful and of value to the school system or toward the improvement of education?
  - c) Does the study make adequate provisions for the protection of personal rights and privacy?
  - d) Does the potential in the study justify the interruption of the work of pupils and/or teachers?
5. Following consideration of the above factors the reviewer submits one of the following recommendations:
  - a) Approve the proposal.

- b) Approve the proposal contingent upon satisfaction of certain specified conditions.
  - c) Disapprove the proposal.
6. Once a study has been approved, both the researcher and appropriate school personnel will be notified regarding the next steps to take regarding the study.