

## **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 Program Director (PD), Associate Commissioner (AC), Chief Statistician (CS), and Office of the Commissioner (OC) review and signoff.

**Level 1a. Rolling Internal Review:** Requires PD/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 PD/AC/CS review and approval, but no additional review.

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

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

**Level 5. NCES/RIMG/OMB:** Requires PD/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

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

Level 5. NCES/RIMG/OMB

Requires PD/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**

**Product:**

**Web Applications:**

**NCES Products: (with #)**

- pdf file
- Html
- ASCII/ Excel/ data base file\*
- Conference Reports/Co-op Products

**Tools:**

- Locator
- Peer Tool: Public Access
- Peer Tool: Limited Access\*
- Data Tool
- Questionnaire Tool
- Glossary Search - based on approved product with NCES #)
- Table/ Figure Search
- DAS

**WEB sites; pages; information sources:**

- Survey /Program site
- Web Publications
- Quick Facts
- Video
  - Informational Videos
  - Data Videos
- PowerPoint Presentations
- Quick tables/figures
- Co-op Products
- Working Papers

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

X				X
X				X
	X			X
			X	X

		X		X
		X		X
			X	X
		X		X
		X		X
		X		X
	X			

		X		X
X				
				X
		X		X
		X		X
		X		X
				X
			X	X
			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 PD/AC/CS/OC review and approval.
- Level 2. Statistical Review  
 Level 3. AC/ODC/OC  
 Level 4. AC  
 Requires PD/AC/CS review and approval.
- Level 5. NCES/RIMG/OMB  
 Requires PD/AC/CS/OC review and approval.
- Level 6. Author/Web Publisher  
 Requires PD/AC review and approval. No official NCES distribution, but made available via web or special request.  
 Requires PD/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 Program Director, 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, Program Director, 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 Program Director 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.