Appendix E: Data Collection Spreadsheet

Instructions for Performance Measure 2.1 Calculations, OMB # XXX, exp. x/x

This spreadsheet should be used to determine the number of teachers who made meaningful gains between their pre- and post-test scores. A different spreadsheet should be used to report on each group of participants (i.e., a group is defined as all participants who started the project in a given year).

STEP 1: If necessary, assign a numerical value to each response category used for the test. For example, pretend your test requires that participants select one of the following response categories to answer each item: "Almost Never," "Seldom," "Sometimes," "Frequently," or "Almost Always." Currently, the test has no numerical value assigned to each response category. Therefore, you could assign a 1=almost never, 2=seldom, 3=sometimes, 4=frequently, and 5=almost always.

STEP 2: Calculate the overall mean pre-test and post-test scores for each participant. To do this, add up a participant's score (the numerical value you assigned in STEP 1) on each question and divide by the total number of questions that were answered. Do this for both the pre- and post-test.

STEP 3: Enter the participant's mean pre-test score (Column B) and mean post-test score (Column C) in the spreadsheet as shown in the Example (tab 2). Enter the scores for all participants, even those who do not have both a pre-test and post-test score. Do not leave an empty row between data.

STEP 4: Once you have entered your data, the spreadsheet will automatically calculate the effect size, indicate which participants showed gains, tally the number of participants with pre- and post-test scores, and tally the number of participants with gains. Please double check these data. In other words, count the number of participants with both pre- and post-test scores and count the number of participants with meaningful gains (i.e., the number with a Yes in Column E) to be sure it matches the spreadsheet calculations. If it does, enter the data into the table provided in the SLP APR for GPRA Measure 2.1. If it does not, please enter the numbers that you calculated in the table for GPRA Measure 2.1 and provide an explanation in the Explanation of Progress section.

Appendix E: Data Collection Spreadsheet

	A	B	C	D	E	F	G	H
1	Participant ID	Pre-Test Mean	Post-Test Mean	Gain (Post - Pre)	Gain>ES?			
2	1	3.55	3.71	0.16	Yes		Effect Size:	0.13
3	2	3.21	3.62	0.41	Yes		Number with pre- and post-test score	21
4	3	3.10					Number with meaningful increase:	15
5	4	2.86	3.52	0.66	Yes			
6	5	3.50	3.63	0.13	Yes			
7	6	3.10	3.64	0.54	Yes			
8	7	3.60	3.75	0.15	Yes			
9	8	3.74	4.25	0.51	Yes			
10	9	2.64	3.52	0.88	Yes			
11	10	2.55	2.99	0.44	Yes			
12	11		3.12					
13	12	2.33	3.21	0.88	Yes			
14	13	2.43	3.11	0.68	Yes			
15	14	2.92	2.70	-0.22	No			
16	15	3.03	3.10	0.07	No			
17	16	3.11	3.15	0.04	No			
18	17	3.21	3.25	0.04	No			
19	18	3.45						
20	19	3.55	3.76	0.21	Yes			
21	20	2.58	2.65	0.07	No			
22	21	2.95	2.54	-0.41	No			
23	22	3.23						
24	23	3.12	3.26	0.14	Yes			
25	24	3.15	3.76	0.61	Yes			
26	25	3.45	3.78	0.33	Yes			
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1	Participant ID	Pre-Test Mean	Post-Test Mean	Gain (Post - Pre)	Gain>ES?			
2							Effect Size:	#DIV/0!
3							Number with pre- and post-test score	0
4							Number with meaningful increase:	0
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