Appendix E: Data Collection Spreadsheet

Instructions for Performance Measure 2.1 Calculations, OMB # 1855-0019, exp. 06/30/201X

This spreadsheet should be used to determine the number of participants 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.

Public Burden Statement:
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (20 USC 2151(b)). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1855-0019. Note: Please do not return the completed SLP APR to this address. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Innovation and Improvement, Teacher Quality Programs, 400 Maryland Avenue, SW, Washington, DC 20202-6140

Appendix E: Data Collection Spreadsheet

and Improvement, Teacher Quality Programs, 400 Maryland Avenue, SW, Washington, DC 20202-6140.

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	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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