

Youth Measurement Instruments: Overview of Process for Soliciting and Selecting Quality Quantitative Evaluation Tools

July 2006

Step 1: The “owner” or author of the youth evaluation tools completes and submits the form entitled, “Youth Measurement Instrument Submission Form.”

This form is designed to collect:

- 1) contact information about the author(s),
- 2) a description of the tools, their appropriate usage and how others can obtain them,
- 3) pertinent information about instrument such as item development, pilot testing, revisions, procedures used to test for psychometric properties, and results of the testing.

The Editor/Facilitator receives the submission form, and a copy of the instrument(s).

Step 2: The Editor/Facilitator will check submitted forms and tools for adequacy and acceptability (such as appropriate for grade level, content is valid).

If these are satisfactory then the forms and related tools/instruments can be passed on to reviewer(s).

Step 3: Reviewer(s) determine the level at which testing of the instrument occurred. Each tool or instrument is assigned to one of the following levels:

Level 0 – Instrument has been developed, however it has not been tested. Reviewer(s) may decide to ‘provisionally accept’ and place the tools in the collection of tools on Wisconsin website

Level 1 – (Knowledge and Behavior) Instrument has been tested for content and face validity. (see attached information for further detail). Results of testing are provided on the submission form.

Level 2 – (Knowledge and Behavior) Instrument has been tested for content and face validity and item testing and analyses (reliability/stability for individual items, item testing/difficulty index for individual items, internal consistency for a scale) has been completed (see attached information for further detail). Results of testing are provided on the submission form.

Level 3 – (Behavior instruments only) Instrument has been tested for content and face validity, item testing and analyses (reliability/stability for individual items, item testing/difficulty index for individual items, internal consistency for a scale), convergent and criterion validity, and sensitivity (see attached information for further detail). Results of testing are provided on the submission form.

Step 4: Reviewer(s) inform the Editor/Facilitator of their assessment. The Editor/Facilitator sends correspondence to authors of the tool. As determined by the Reviewers assessment, one of the following will occur for each submitted tool/instrument:

1) Accept tool/instrument into the Youth Question Database of measurement tools (YQD) – Author(s) are sent notification of this decision (Youth Tool Assessment Notification Form) along with a Consent to Publish form. Once consent form is signed and returned by the authors, the lead author is sent the CD containing the YQD software and instructions for entering the tools into the YQD collection.

2) Provisionally Accept instrument into the Youth Question Database of measurement tools (YQD)—Author(s) are sent notification of this decision (Youth Tool Assessment Notification Form) along with a request for the additional testing that is to be completed before resubmission of the instrument. When the instrument is resubmitted, it goes through an expedited review process.

3) Do Not Accept instrument into the Youth Question Database of measurement tools (YQD) – Author(s) are sent notification of this decision (Youth Tool Assessment Notification Form) along with a request for the additional testing be completed before resubmission of the instrument. When the instrument is resubmitted, it goes through the review process from the beginning.