

Lead Reviewer Tech Editing Style Guide for Team Reports

1. Check name of institution is spelled correctly and includes the state, either within the name of the institution (e.g. Southern Missouri State University) or append with a comma (e.g. University of San Diego, CA).
2. Check program type on cover sheet: First Teaching License is the only type that NCTE accepts.
3. Decision: Be sure that a decision has been checked off. If the decision is Recognized or Not Recognized, there should be no comment in the Conditions box. If the decision is Conditions, then the box must contain all the conditions a program needs to meet before it can be recognized.
 - These comments need to be very specific and clear in nature. They are directives, telling the program what they'll need to do in order to gain national recognition. This section is like a contract—if the program does A-D then it gets national recognition. The more specific they are, the better. They should not be informational.
 - The Conditions statement should be a free standing list that may or may not be numbered.
 - The Conditions statement should reflect the sections and language used in the rest of the recognition report so the program can see where as well as what needs to be revised and/or added.
4. Test Results: if “Not Applicable” or “Not able to determine is” is checked off, double check to make sure that this is the case
 - Not Applicable: A program does not need to meet the 80% pass rate if there are fewer than 10 candidate completers over a 3 year period, or if there is no state test in the content area for the licensure.
 - Not able to determine: If this is checked, be sure to comment on why (e.g., program does not include “n” and/or only the overall passing score per cent is listed)...
 - No: If this is checked, double check to make sure it's correct. If it is, find out what the problem is and try to give guidance.
 - Once a program meets the 80% pass rate, it always meets the 80% pass rate (This rule applies to revised and response to conditions reports)
 - If the decision is Yes or Not Applicable in the first recognition report, the decision will stand in the second (or third) recognition report.
5. Summary of Strengths: For a first recognition report (based on an initial submission), there should be a comment depicting something good about the program. If the reviewers are not able to find anything worth writing about, this comment box can be left blank.
 - For Revised and Response to Conditions reports, the comment box can be left blank, “see previous report” can be written or reviewers can add something new

- The language in A.3 should always relate back to specifics from the program—e. g. the program has a strong field experiences component; the candidates have an in-depth knowledge of content; the assessments are unique and well written, etc. It should not relate to the quality of the report

6. Part B Standard Decisions: always make sure every standard has a decision, even if the report is a revised or response to conditions report

- Check that a decision has been selected for all standards and that the decision made is consistent with the comment, or lack thereof
- Any decision met with conditions or not met should have a comment in the narrative box.
- Met decisions do not have to have comments in the narrative boxes
- A standard, element or indicator can go from Met to Not Met ONLY if the assessment and its alignment have been changed. This rarely happens and there must be a comment concerning the change. Pay attention to the decision; comments in Parts B-F should align with the decision made in Part A
- Small Programs with small “Ns”—having small numbers in any program-- should not be a deterrent to national recognition
 - Any language referencing the need for more data based on the number of candidates in the program should be removed
 - Any comment that discusses small candidate numbers in a negative way should be removed or changed
- Read for grammar, sentence structure, etc. Sentences should be clear and make sense.
- Look for overly informal writing and look for tone—anything that’s mean, nasty or cranky, needs to be change.
 - Any time all the characters have been used up and/or comments have been cut off, refer the reader to Section F to continue the comment.

7. Part C comments: these comments should always focus on the three areas listed above the boxes—content knowledge, professional and pedagogical knowledge, skills and dispositions and candidate effects on P-12 student learning

- Any time all the characters have been used up and/or comments have been cut off, refer the reader to Part F and continue there.
- Part C should never be blank. Look at previous report before filling in comment boxes
 - For revised and response to conditions reports it is permissible to write “see comments in previous/original reports” or “addressed in previous report” in all three boxes.

8. Part D comments: these comments should be a commentary on what the program wrote about how they’re using their data to improve the program and strengthen candidate performance.

- Anything that isn’t a commentary to the above topics should be deleted or moved to Parts E or F

- Any time all the characters have been used up and/or comments have been cut off, refer to Part F and continue there.
- Read for information and edit accordingly; also look for tone
- Remember that the comments should point to a “data driven” system and any comments on changes based on narrative or anecdotal evidence should also include the need to show how a program needs to use the data from their assessments.

9. Part E: called Areas for Consideration, this area can be used to give guidance to programs for the future; the focus of comments here should be on standards and assessments (This area is typically used for programs with decisions of Not Recognized but can be used for conditions statements by referring the reader there).

- If a program is nationally recognized, this area may be used to instruct programs on what they should be doing and/or continuing to do for the next submission, several years from now
- If a program is recognized conditions, this area may be the same as the conditions statement
- If a program is not recognized this section would be used to given guidance to programs on what they’ll need to do in their revised report.
 - Terms like “needs,” “must,” “requires,” “should” should be changed, if possible; reviewers are NOT to be prescriptive in this section, only give guidance
- Read for information and edit accordingly; also look for tone
- This section can be blank, but typically add “none” if it’s empty
- Remove any numbering in Part E; a program may look at the numbering as a range of importance.

10. Part F.1 and F.2: Comments on Section I (Context) and other topics not covered in Parts B-E

- Part F.1 is typically used for random comments, typically on things not covered in Section I of the program report or within the recognition report
- Part F.1 can be blank, but add “none” if it’s empty
- Part F.1 comments include the following:
 - Faculty qualifications
 - Lack of field experiences
 - Comments on data, Praxis II or state exam scores
 - Comments on candidate numbers, etc.
 - F.2 should be used only for those problems/issues that the team feels the BOE should look at during their onsite visit.

11. Miscellaneous Comments on Editing:

- Check for # signs on Assessments; everything should look the same. Assessments will either all have number signs or none will.
- Standards should never have # signs next to them
- Replace the term “students” with the term “candidates.” Candidates refers to people in the program; students refer to kids in the P-12 classroom

- The term “N”= the number of candidates in the data set; always put the N in quotation marks (“N”)
- If you see “validity” and/or “reliability” in a report, take it out and replace it with “consistency” and/or “accuracy” (or “valid and reliable” with “consistent and accurate”). The term “inter-rater reliability” is all right when used to comment on the specificity of a rubric or assessment tool.
- When writing a comment making a request for more data, the comment should be written so it is clear that what is being asked for is data from more applications of the assessment, not that the program is expected to increase the number of candidates. NCATE does not require a specific number of candidates; it does require that the assessment be given at least twice.