## **Guidelines for Reserving and Completing Data Collection Cases**

Thank you for your interest in completing cases for PAR data collection. The following are some guidelines that will help you reserve spots, complete forms, and submit test packets.

## Reservations

There are two formats you can use to submit your reservations from the available sample.

Option one—Complete a reservation grid. Here is an example of a standard reservation grid.

Age	Gender	Ethnicity	Education level (ages 21 years and below, provide consenting parent's education level)	Target ID (provided by PAR once spot is reserved)

Option two—Provide a list showing the exact demographics of each potential case, like this:

14 yr, Hispanic, female, parent education level: HS grad 5 yr 4 mo, Black, male, parent education level: college grad 85 yr, Asian, female, 10th grade education level

When reserving spots for participants ages 21 years and under, you must provide the education level of the **parent or guardian**. Regardless of participant age, it is very important that you provide all necessary demographic information and that this information matches a **specific** participant you will be able to test. **E-mail the reservation grid or demographic list to <u>strujillo@parinc.com</u> or <u>apettis@parinc.com</u>.** 

## **Materials**

Once your reservations have been received and the demographics are confirmed, the Data Collection Team will mail your test materials. If you are collecting data for an online project, there are no printed test materials.

The printed test materials usually include:

- 1. **Stimulus books**. These vary per project, and some projects may *not* have stimulus books. Once you have completed data collection on a project, you will return the stimulus books using the provided FedEx shipping label, as well as any unused test protocols.
- 2. **Case packet envelopes**. These are created specifically for the spots you reserved. Each participant's demographics **must** match the **exact** demographics printed on the outside label

(shown below) on the case packet envelope you'll use for that participant, unless you are otherwise directed by a member of the Data Collection Team.

(18-25)

ID # \_\_\_\_\_\_ 107001

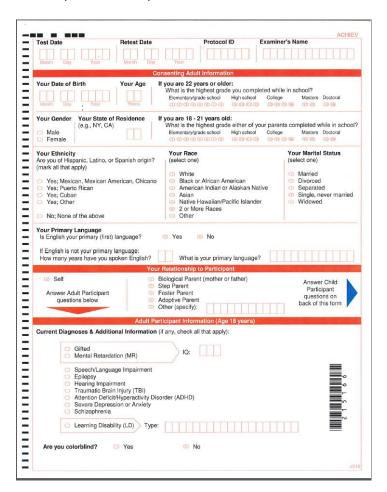
AGE \_\_\_\_ GENDER \_M\_ ETHNICITY \_B\_

ADULT OF PARENT ED LEVEL \_\_\_\_ College

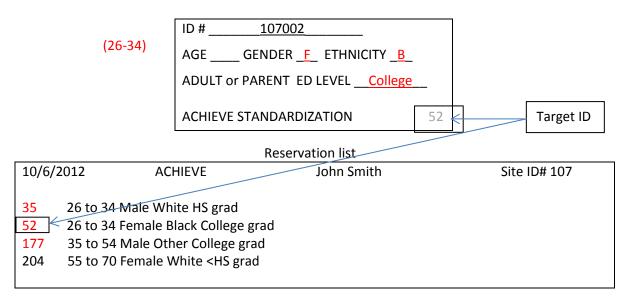
ACHIEVE STANDARDIZATION 59

A case packet envelope usually includes:

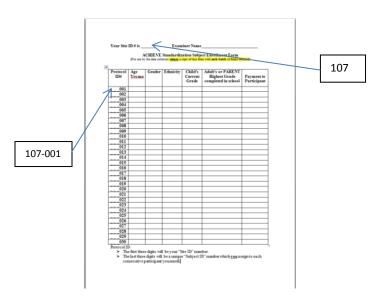
- a. Consent form (adult or child)
- b. Case protocols (varies by project)
  - i. Item booklet
  - ii. Response booklet
- c. Scannable Background Information Form. It is very important that this form is filled out properly. Do not bend the form, and do not mark outside the boxes or make any additional comments on the form. Please write as legibly as possible, use pencil only, and fill in the circles completely. If you are completing a clinical case, indicate clinical category on this form and include verification information in a separate document and place it inside the case packet envelope.



3. **Reservation list.** This lists the demographics of all your reservations as well as the **Target ID** number for each case. The Target ID number is derived from the Data Collection Team database. The Target ID number should correspond to the number written in pencil in the bottom right hand corner of each case packet envelope label.



4. **Subject Enrollment Form**. This log sheet will help you keep track of the cases you complete. When you sign up for data collection at PAR, you are assigned a unique three-digit Site ID number, which is **then** used to assign Protocol ID numbers. If your Site ID number is 107, your first case will be numbered 107001, your second case 107002, and so on. When you are working on a project, do not reuse Protocol ID numbers unless you're administering a retest. Use the subject enrollment form to keep a master list of the cases you complete and **include a copy of this sheet with each batch of cases you return**.



5. **Integrity and confidentiality statement**. This should be signed and returned **as soon as possible** in the provided metered mail envelope. First-time examiners must also complete and return the provided W-9 with this form. A W-9 must be on file at PAR before you receive any payments.

- 6. Test administration instructions
- 7. Data collection guidelines
- 8. **Payment selection form.** This should be returned with your first batch of completed cases and indicates how you wish to receive your payment. It is important that we have your correct address in order to send your payments.
- 9. **FedEx labels and envelopes**. Use these to return any materials to PAR, including completed cases, stimulus books, and any unused packet envelopes. Write your name and return address on a FedEx label and affix it to a FedEx envelope. If it is not already checked, the "Express Saver" box should be indicated as the shipping method. Make sure the project acronym is in the "billing reference" space. If you were provided a box for materials at the beginning of the project, return materials in this same box and affix a FedEx label to the front.



## Returning packets

- 1. Ensure the Protocol ID number is written on the outside of the case packet envelope as well as on **each and every** form inside the case packet envelope.
- 2. Make sure that the consent form and the Scannable Background Information Form have been completed correctly and **double check** the date of birth and chronological age of the participant as well as the legibility of the handwriting.
- 3. Make sure you have included the Subject Enrollment Form and that the demographics listed therein match those on the outside of each case packet envelope.
- 4. **Do not seal** the case packet envelopes.