E4L Reporting and Peer Review Process

Last Updated

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1. Introduction

This document outlines Evidence for Learning's (E4L) reporting and peer review processes and timelines for the Learning Impact Fund (LIF). It has been developed to guide independent evaluators of each program in their reporting processes.

The main purpose of the LIF evaluations is to provide high quality information to schools to guide decisions about what works in improving achievement. For this reason, it is important to ensure that the evaluation protocol and analyses are well documented and carried out in a rigorous way. This means it is essential that these processes are independently peer reviewed for its quality and relevance. This document describes the reporting process pre and post *draft final report* submission and sits alongside the E4L reporting templates. Feedback on the document and proposed approach is welcomed; please email pho@socialventures.com.au with any comments or suggestions.

2. Pre-Submission Process

It is important to describe the analyses of the trial protocol in sufficient detail. This avoids bias when documenting any protocol changes and in ensures continuity if key members of the evaluation team leave their institution.

The evaluation team must develop a Statistical Analysis Plan (SAP) for each project before the analysis is conducted. The SAP should be written for a statistician or analyst to be able to carry out the analysis without prior knowledge of the trial. The SAPs will be reviewed by an independent peer reviewer with experience and understanding of randomized controlled trials (RCTs) in education and backgrounds in both quantitative and qualitative methodologies.

The SAP will also be seen by the program developers. The independent evaluation team will receive feedback from the peer review process and the program developers will have a chance to respond to any concerns before publishing the analysis online. The SAP will form the basis of the analyses contained within the report.

For new LIF projects, a SAP should be written within three months of randomisation. Any changes to the SAP that occur before analysis starts will be updated to the SAP in the same way as protocol changes. Once the SAP is completed, evaluation team must ensure that the trial protocol reflects the changes documented in the SAP.

The typical timeline for pre-submission is:

Action	Timescale
Evaluation team drafts the Statistical Analysis Plan (SAP). See E4L SAP template.	14 working days
E4L sends the SAP to an independent peer reviewer, who complete a comprehensive review of the SAP. E4L will also review the SAP and make comments.	10 working days
Evaluation team responds to comments and submits version 2 of the SAP.	10 working days
E4L circulates SAP to program developer team who will send any queries back to E4L and the evaluation team.	10 working days
Evaluation team responds to comments and submits version 3 of the SAP.	10 working days
Evaluation team amends protocol to reflect changes documented in the SAP.	10 working days
Evaluation team run analysis and write draft final report. See E4L Report Template.	3 months in total

3. Post-Submission Process

Following the submission of the first draft of the report it will be reviewed by E4L and external peer reviewers who have experience designing, delivering, analysing and reporting RCTs and have both quantitative and qualitative methodology backgrounds. The feedback will then be shared with the evaluation team.

We aim to publish reports as quickly as possible after their submission. To facilitate this, the evaluation team will be sent an expected timetable for the reviewing and commenting process shortly before the submission of the final draft, and will have a chance to raise any circumstances which may delay the process.

The typical timeline for publication is:

Action	Timescale
E4L completes technical review of the report and sends any technical queries back to the independent evaluation team.	10 working days
Evaluation team responds to comments and submits version 2 of the report.	10 working days
E4L sends the report to two independent peer reviewers, who complete a comprehensive review of version 2 of the report.	10 working days
Evaluation team responds to comments and submits version 3 of the report.	10 working days

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E4L shares the report with the program developer. Independent evaluation team may need to address queries and comments.	1 month in total
Final reviewing, proof reading and clearance process.	1 month in total

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