

Standard Operating Procedures

Subject: Scoring

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Purpose: The purpose of this Standard Operating Procedure (SOP) is to define the minimum standards of data scoring. Scoring data is to create values to help describe the data. Means, sums, standard scores, percentiles, etc. are types of scored variables.

Scope: This procedure applies to all programmers in the FPG Data Management and Analysis Center (DMAC).

Responsibility: Data scoring is principally the responsibility of the programmer assigned to the project. Specification for the scoring would be determined jointly by the investigators and the programmer. If more than one programmer is assigned to a project, then each programmer is responsible for the scoring of forms and data assigned to him/her. The senior (or supervising) programmer is responsible for reviewing all the scoring programs.

Procedures for Scoring:

- Identify the scoring needs
 - Scoring identification should start at the beginning of the project.
 - Consult with investigator on scoring needs for each form involved in the project, help investigator to find scoring instruction source.
 - Ask for a copy of original scoring instructions and file into the documentation.
- Write the scoring program
 - Missing value handling: For total sum score, there should be no missing values for the items. For mean score, the missing value should usually be less than 20% of the item.
 - Standard scoring program: Some commercially available scoring programs have been purchased. The programmer should refer to these programs if applicable.
- Checking the scoring program
 - All scoring programs should be reviewed by another programmer and/or project staff for accuracy.
- Documentation of the scoring program
 - File scoring instructions, scoring program, and a print of the scored data into the project documentation.