

Procedure for Using the Delaware Student Testing Program (DSTP) Data for Research Studies

The following procedure is developed for potential researchers who request the Delaware Student Testing Program (DSTP) data and/or testing materials for the purposes of research studies. The potential researchers include those who are not currently employed by the State of Delaware or the state employees, such as teachers, who request the DSTP data beyond the school or school district they are currently employed. Please read the procedure carefully and follow the steps.

Step One: A cover letter and a 2-page proposal for the study should be submitted.

- a. The letter should include the general purpose, a brief description of the study, the request for DSTP data and/or test materials, and contact information (e.g., e-mail address, phone number). The signature of the supervisor or advisor of the researcher(s) is requested.
- b. The proposal should include purposes of the study, research questions, methodology, and the implications of the study. Detailed data request should be specified in the proposal (e.g., subject area, grade, year, variables).
- c. Both the cover letter and the proposal should be in written format with original signature(s).

Step Two: The request will be reviewed by the professional staff at the Department of Education.

- a. The researcher(s) may be contacted for clarification questions and/or a follow-up discussion regarding the scope of the research and requested information.
- b. A letter will be mailed directly to the principal researcher on the status of approval or non-approval.

Step Three: Upon the approval, all the researchers involved in the research study must sign the following forms.

- a. The Confidentiality Agreement (Form A).
- b. If the researcher requests secure test materials, the Non-Disclosure Form (Form B) must be signed.

Step Four: The researcher(s) shall submit a written report to the DOE upon the completion of the study.

- a. The Department of Education reserves the right to review the preliminary publication of the results of the study and narrative interpretation of study results.
- b. The Department of Education reserves the right to deny the publication that includes the DSTP data and related information.
- c. The final paper may be published on the Research Section of the Department Web Site.

Important Notes:

- a. It is the responsibility of the researcher(s) if the data request involves additional work (e.g., re-code, match the data, develop sub-score) to the available database.
- b. It is the responsibility of the researcher(s) and the cost incurred are charged to the researcher(s) if requested items are not readily available (e.g., student work).
- c. If the researcher(s) requests the DSTP data for selected schools and/or school districts, the researcher(s) should contact the target school(s) or school district(s) directly for permission.
- d. If the data request involves student identification (e.g., student ID, name, family economic status), the researcher(s) should submit the request to the Secretary of Education.
- e. Please submit the request to

Dr. Liru Zhang
Assessments and Analysis
Townsend Building, 401 Federal Street, Suite 2
Dover, DE 19901

- f. Please contact Dr. Liru Zhang at (302) 735-4090 or by e-mail lzhang@doe.k12.de.us for additional questions.

Form A

**Delaware Student Testing Program (DSTP)
Confidentiality Agreement**

This is an agreement between the Department of Education and the following researcher(s):

_____ (principle researcher),

_____ ,

_____ ,

who is/are using the DSTP data for the research study titled _____

_____.

All student identifications, including individual student scores on the DSTP shall be kept confidential. No individual student data and/or a school or a school district name will be released or used for any purpose without the written authorization of the Department of Education.

Signature:

Researcher: _____; *Title:* _____

Date: _____

Address: _____

Researcher: _____; *Title:* _____

Date: _____

Address: _____

Researcher: _____; *Title:* _____

Date: _____

Address: _____

Researcher: _____; *Title:* _____

Date: _____

Address: _____

Form B

**Delaware Student Testing Program (DSTP)
*Non-Disclosure Agreement***

The Delaware Student Testing Program (DSTP) is a statewide, mandated assessment program. Due to the high-stakes nature, all test materials are secure. The persons who are authorized to review test materials must agree to the following conditions:

1. The reviewer will take necessary precautions to safeguard all test materials by limiting access to persons involved in the review process with a responsible, professional interest in the security of the tests.
2. The names of all reviewers having access to the test materials during the review process will be kept on file by the Department of Education.
3. The Department of Education will develop, distribute, and enforce disciplinary procedures for the violation of test security.
4. The reviewer will follow the instruction during the review process to distribute, return, and keep the test materials under lock and key,
5. The reviewer will not disclose or allow to be disclosed all related test materials, including the contents of the test, the scoring keys, and test items.
6. The reviewer will not copy any test materials. All notes related to the test materials should be returned to the department staff who are managing the process.

By signing my name to this document, I am assuring the Delaware Department of Education that I and anyone having access to the test materials (as a result of my actions) will abide by the above conditions.

Name:

Title:

Date:

Address: City/State/Zip:

Signature: _____