



**Official Procedure  
of  
Ogden Preparatory Academy**

**9. Information Systems**

**9.01.PRC.1 OPA Quality Control Checklist**

**Effective/Revision Date:** 11/13/2017

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The purpose of this document is to provide a procedural checklist for the OPA Data Steward when considering data requests.

**Reliability (results are consistent)**

1. Same definitions were used for same or similar data previously reported or it is made very clear in answering the request how and why different definitions were used.
2. Results are consistent with other reported results or conflicting results are identified and an explanation provided in request as to why is different.
3. All data used to answer this particular request was consistently defined (i.e. if teacher data and student data are reported together, data are from the same year/time period).
4. Another Ogden Preparatory Academy Data Steward could reproduce the results using the information provided in the metadata dictionary.

**Validity (results measure what are supposed to measure, data addresses the request)**

1. Request was clarified.
2. Identified and included all data owners that would have a stake in the data used.
3. Data owners approve of data definitions and business rules used in the request.
4. All pertinent business rules were applied.
5. Data answers the intent of the request (intent ascertained from clarifying request).
6. Data answers the purpose of the request (audience, use, etc.).
7. Limits of the data are clearly stated.
8. Definitions of terms and business rules are outlined so that a typical person can understand what the data represents.

**Presentation**

1. Is date-stamped.
2. Small n-sizes and other privacy issues are appropriately handled.
3. Wording, spelling and grammar are correct.
4. Data presentation is well organized and meets the needs of the requester.
5. Data is provided in a format appropriate to the request.

6. A typical person could not easily misinterpret the presentation of the data.

Document History

Approved: 11/13/2017

Legal References