

Element Files Data Quality Checklist

It is essential that element files included in the EDI are accurate and complete. Due to the often-prolific nature of a collection's variables and values, users are strongly encouraged to complete data quality review and validation steps prior to uploading files to the EDI. Use the following checklist to support your review.

DATA QUALITY CHECKLIST

- ☐ Data have been populated according to the definitions found [Adding Element Files](#) guide
- ☐ Element/variable names and labels should match the information on the record layout
- ☐ Questionnaire wording should match the information on the codebook
- ☐ Every value in the "Format" column in the Variable File should have one corresponding value in the Value File
- ☐ If the Variable File contains assessment items, ask the program officer to confirm that the variables can be published in the data inventory. If the variables should be masked or removed, you can consider doing one of the following:

- ☐ Remove all the variables associated with test items and enter one variable called "Cognitive Items" with a variable label as "Cognitive items presented to the students included in the data set"

OR

- ☐ Leave the variable names as is, but change the variable labels to "Cognitive items presented to the respondents included in the data set"

- ☐ If the Variable File contains copyrighted items, ask the program officer to mask the variable labels as "COPYRIGHTED ITEMS"
- ☐ All the imputation flag variables should be removed
- ☐ Replicated weights should be collapsed
- ☐ Study ID, Study Name, and File Name should exactly match the information in the EDI
- ☐ The structure of the downloaded templates should not be altered in any way