Appendix C: Instructions for Reviewers: Linked program reports

NCATE has made a major improvement in the PRS system to deal with those programs in the same discipline (English, Elementary, etc.) that are at different levels (for example, undergraduate and post-baccalaureate) or different in other ways—but that have identical assessments. If the assessments are not identical then individual program reports must be submitted for each program.

In order to ensure that each program receives an individual decision, it is necessary for a shell (or template) to be created for each program in PRS. We now require that in PRS there is a single shell for each of these kinds of programs. But we are able to “link” them so programs only have to submit the program report time (with information and data for all the programs) and PRS automatically copies all of the information into the second report shell. The compiler can then go in and make changes to the second (and/or third) linked report shell and submit each report.

The linked reports are marked in PRS by a very obvious color banding. Programs that are linked together are the same color.

As reviewers, you handle linked reports in much the same way as compilers. You can be confident that the only changes made by compilers are changes on the cover sheet (e.g. degree level). Compilers have been instructed to include all information for all programs in the first report, including data charts that show data disaggregated for each of the linked programs.

You only have to write the review one time. When you submit the first recognition report, PRS will automatically copy all your text into all the recognition reports linked to the first one.

This is how it works:

1. Open the first recognition report form and complete your review. Include information and comments about **all** linked programs in the first recognition report. Once you are ready to submit your final report (this could be before or after you discuss the program with your team), go to the end of the report and click on submit. You will know your report is submitted when you see the red and white pdf icon in your column in PRS.
2. When you open the second report, PRS can automatically copies all text, information and attachments into each recognition report linked to the first one.
3. You should open the second report and change any necessary information (for example, in the example give above, the compiler would change the “Degree Level” from Undergraduate to Masters). You may have a different decision for the second report and, if so, change the decision in this report.
4. You then submit the second report.
5. The above process can be repeated if there are three reports that have been linked. When you submit the first report, all the information and attachments in the submitted program will be filled into all the program reports shells that are linked to it.