

FORMAT OF THE MANUAL

· **Introduction:**

General description: Define the construct and explain in light of existing literature. Rationale for developing the scale, review of the already available scales, recommended uses of the scale/test/assessment.

Administration and scoring:

- **Administration:** Detailed instructions on how a test is to be administered, user qualifications(administration and interpretation), define the population for whom the scale is intended, any other specific conditions required for administration.
- **Scoring:** Specify the type of scaling used, weights associated with each alternative response, Sub-scale scoring(if applicable). If the scoring is supposed to be done on the basis of any specific norms such as age, gender then clarify and mention it clearly; provide tables for conversion of raw scores to standard scores such as z-score, t-score, percentile etc.

Interpretation:

- **Cut Scores:** rationale and procedure for establishing cut scores, cut scores defining categories, score interpretation
- **Score interpretation:** Clearly explain characteristics, meaning, and intended interpretations of scale scores.

· **Scale Development:**

- **Item Generation:** Procedures used to develop, review, and try out items
- **Scale Construction:** Procedures used to select items from item pool

Standardization:

- **Participants:** Individuals or groups who participated in data collection
- **Norms:** Norms, if used, should refer to clearly described individuals or groups with whom test users will ordinarily wish to compare their own examinees. When norms are used to characterize examinee groups, the statistics used to summarize each group's performance and the norms to which those statistics are referred should be defined clearly.

Psychometric Properties:

- Statistical Analysis
- Reliability
- Validity

The methods used to establish reliability and validity, formulae used, corresponding tables(in APA format only) along with appropriate justification and appropriate citations.

References: Please follow the Publication Manual of the American Psychological Association: 7th Edition

Please note:

1. Please ensure that you use clear and precise language for the benefit of all the stakeholders involved. Kindly refer to the Publication Manual of the American Psychological Association: 7th Edition for writing style, format, citations, and references.
2. For preparing the manual and ensuring that it is comprehensive, please refer to The Standards of Educational and Psychological Testing published collaboratively by the American Educational Research Association, the American Psychological Association and the National Council on Measurement in Education.
3. If there are multiple forms in the assessment, kindly specify this in the manual. For example: Parent forms, Teacher Forms, Test Administrator Forms, etc.
4. **Plagiarism:** Plagiarism exceeding 15 % will not be accepted for publication