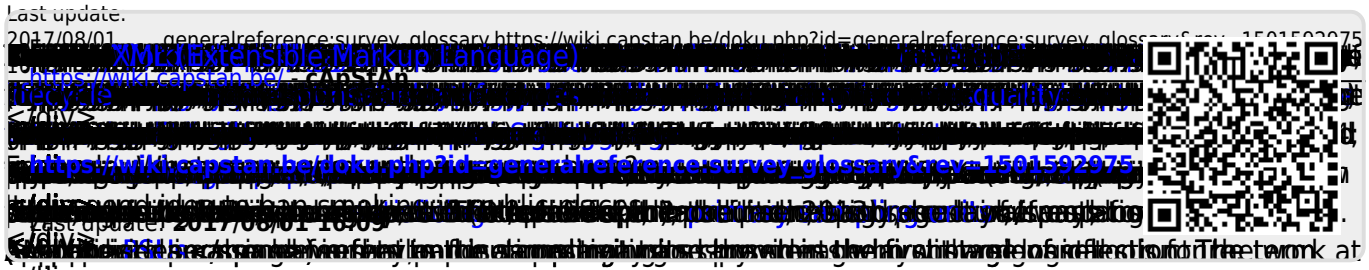
[illegible] units interviewed of all eligible units ever contacted), refusal rates (the proportion of all units in which a housing unit or respondent refuses to do an interview or breaks-off an interview of all potentially eligible units), and contact rates (the proportion of all units are reached by the survey). </div> |- | Outlier | <div> An atypical observation which does not appear to follow the distribution of the rest of a dataset. </div> |- | Overediting | <div> Extensive editing that becomes too costly for the amount of error that is being reduced. </div> |- | Overlap in the split translations | <div> A compromise solution between split and full translations is to ensure that some overlap exists between materials divided among translators. The material is split up the way cards are dealt in many games, everyone getting a spread of the material. Each translator could then receive the last one or two questions of another translator’s "piece". This allows the review team members to have an increased sense of differences in translating approaches between translators and their understanding of source text components at the draft production level. </div> |- | Overrun | <div> The exceeding of costs estimated in a contract. </div> |- | Paradata | <div> Couper first introduced the term “paradata” into survey research methodology field (Groves & Couper, 1998) and the definition of paradata has vastly expanded since then. Paradata now refers to additional data that can be captured during the process of producing a survey statistic (Kreuter, 2013). As discussed in the 2011 International Nonresponse Workshop (Smith, 2011), two main types of paradata are available. One is process paradata, which is collected during the process of data collection, such as time stamps and keystroke data. Another type is related with observational information, such as the observed demographic information of respondents and observed neighborhood conditions. </div> |- | Pareto chart | <div> A bar chart that reflects the types of most errors in a process, by error type in descending order; for example, the five or six most frequent types of help desk calls from interviewers using computer-assisted interviewing. </div> |- | Performance measurement analysis | <div> A technique used in quality control to determine whether quality assurance procedures have worked. For example, analysis of routine measures of interviewer or coder performance. </div> |- | Personally Identifiable Information (PII) | <div> Information that can be used to identify a respondent that minimally includes name, address, telephone number and identification number (such as social security number or driver’s license number), but may include other information including biometric data. </div> |- | Pilot study | <div> A quantitative miniature version of the survey data collection process that involves all procedures and materials that will be used during data collection. A pilot study is also known as a “dress rehearsal” before the actual data collection begins. </div> |- | Pledge of confidentiality | <div> An agreement (typically in written or electronic form) to maintain the confidentiality of survey data that is signed by persons who have any form of access to confidential information. </div> |- | Portable file | <div> A file that is coded in a non-proprietary format such as XML or ASCII and thus can be used by a variety of software and hardware platforms. </div> |- | Post-survey adjustments | <div> Adjustments to reduce the impact of error on estimates. </div> |- | Poststratification | <div> A statistical adjustment that assures that sample estimates of totals or percentages (e.g. the estimate of the percentage of men in living in Mexico based on the sample) equal population totals or percentages (e.g. the estimate of the percentage of men living in Mexico based on Census data). The adjustment cells for poststratification are formed in a similar way as strata in sample selection, but variables can be used that were not on the original

sampling frame at the time of selection. |- | Poststratification adjustment | A statistical adjustment that assures that sample estimates of totals or percentages (e.g., the estimate of the percentage of men in living in Mexico based on the sample) equal population totals or percentages (e.g., the estimate of the percentage of men living in Mexico based on Census data). The adjustment cells for poststratification are formed in a similar way as strata in sample selection, but variables can be used that were not on the original sampling frame at the time of selection. |- | Precision | A measure of how close an estimator is expected to be to the true value of a parameter, which is usually expressed in terms of imprecision and related to the variance of the estimator. Less precision is reflected by a larger variance. |- | Precoding | When designing the questionnaire and survey instrument, determine coding conventions and formats of survey items (especially the closed-ended questions) based on existing coding frames or prior knowledge of the survey population. |- | Prescribed behaviors | Interviewer behaviors that must be carried out exactly as specified. |- | Pretesting | A collection of techniques and activities that allow researchers to evaluate survey questions, questionnaires and/or other survey procedures before data collection begins. |- | Primacy | Context effects in which the placement of the item at the beginning of a list of response options increases the likelihood that it will be selected by the respondent. |- | Primary Sampling Unit (PSU) | A cluster of elements sampled at the first stage of selection. |- | Probability proportional to size (PPS) | A sampling method that assures that sample estimates of totals or percentages (e.g. the estimate of the percentage of men living in Mexico based on the sample) equal population totals or percentages (e.g. the estimate of the percentage of men living in Mexico based on Census data). The adjustment cells for postratification are formed in a similar way as strata in sample selection, but variables can be used that were not on the original sampling frame at the time of selection. |- | Probability sampling | A sampling method where each element on the sampling frame has a known, non-zero chance of selection. |- | Process analysis | The use of tools such as flowcharts to analyze processes, e.g., respondent tracking, computerized instrument programming and testing, coding, data entry, etc. The aim is and to identify indicators or measures of the quality of products. Process analysis also is used to identify improvements that can be made to processes. |- | Process improvement plan | A plan for improving a process, as a result of process analysis. A process improvement plan may result from development of a quality management plan, or as a result of quality assurance or quality control. |- | Process indicator | An indicator that refers to aspects of data collection (e.g., HPI, refusal rates, etc.). |- | Processing error | Survey error (variance and bias) that arise during the steps between collecting information from the respondent and having the value used in estimation. Processing errors include all post-collection operations, as well as the printing of questionnaires. Most processing errors occur in data for individual units, although errors can also be introduced in the implementation of systems and estimates. In survey data, processing errors may include errors of transcription, errors of coding, errors of data entry, errors in the assignment of weights, errors in disclosure avoidance, and errors of arithmetic in tabulation. |- | Progress indicator | An indicator that refers to aspects of reaching the goal (e.g., number of complete interviews). |- | Proxy interview | An interview with someone (e.g., parent, spouse) other than the person about whom information is being sought. There should be a set of rules specific to each survey that define who can serve as a proxy respondent. |- | Public use data files | An anonymized data file, stripped of respondent identifiers that is distributed for the public to analyze. |- | Public-use data file | An anonymized data file, stripped of

respondent identifiers that is distributed for the public to analyze. |- | Quality | The degree to which product characteristics conform to requirements as agreed upon by producers and clients. |- | Quality assurance | A planned system of procedures, performance checks, quality audits, and corrective actions to ensure that the products produced throughout the survey lifecycle are of the highest achievable quality. Quality assurance planning involves identification of key indicators of quality used in quality assurance. |- | Quality audit | The process of the systematic examination of the quality system of an organization by an internal or external quality auditor or team. It assesses whether the quality management plan has clearly outlined quality assurance, quality control, corrective actions to be taken, etc., and whether they have been effectively carried out. |- | Quality checklist | A checklist for quality identifies all the steps, procedures, and controls specified to ensure required procedures have been followed and their goals met. An example of a Translation Quality Checklist is the ESS Round 7 Translation Quality Checklist (European Social Survey, 2014c). |- | Quality control | A planned system of process monitoring, verification, and analysis of indicators of quality, and updates to quality assurance procedures, to ensure that quality assurance works. |- | Quality management plan | A document that describes the quality system an organization will use, including quality assurance and quality control techniques and procedures, and requirements for documenting the results of those procedures, corrective actions taken, and process improvements made. |- | Quality profile | A comprehensive report prepared by producers of survey data that provides information data users need to assess the quality of the data. |- | Question-by-question objectives | Text associated with some questions in interviewer-administered surveys that provides information on the objectives of the questions. |- | Questionnaire adaptation | The deliberate technical or substantive modification of some feature of a question, response scales, or other part of a questionnaire to better fit a new socio-cultural context or particular target population (e.g., updating language: "radio" for "wireless", adapting an adult questionnaire for children: "tummy" for "stomach"; or tailoring for cultural needs: walk several blocks versus walk 100 yards). |- | Quota sampling | A non-probability sampling method that sets specific sample size quotas or target sample sizes for subclasses of the target population. The sample quotas are generally based on simple demographic characteristics (e.g., quotas for gender, age groups, and geographic region subclasses). |- | Random route (Random walk) | For each randomly-chosen sampling points (e.g., urban units, small cities, or voting districts), interviewers are assigned with a starting location and provided with instructions on the random walking rules – e.g., which direction to start, on which side of the streets to walk and which crossroads to take. Households are selected by interviewers following the instructions. The routes end when the predefined number of respondents (or households) is achieved (Bauer, 2016). Since the probability of the selected household is unknown, this method is categorized as non-probability sampling methods (Bauer, 2016).. |- | Random-digit-dialing (RDD) | A method of selecting telephone numbers in which the target population consists of all possible telephone numbers, and all telephone numbers have an equal probability of selection. |- | Ranking format | A response format where respondents express their preferences by ordering persons, brands, etc. from top to bottom, i.e., generating a rank order of a list of items or entities. Example: Listed below are possible disadvantages related to smoking cigarettes. Please enter the number 1, 2, 3, or 4 alongside each possible disadvantage to indicate your rank ordering of these.1 stands for the greatest disadvantage, 4 for the least disadvantage. _ Harmful effects on other people’s health _ Stale smoke smell in clothes and furnishings _ Expense of buying cigarettes ___ Harmful effects on smoker’s health



Strongly agree

Somewhat agree

Neither agree nor disagree

Somewhat disagree

Strongly disagree