

Preparing for a Validity Study—page 1

How Do I Get the Most Out of the VSS for My School?

What makes the Validity Study Service particularly valuable is the ability to customize the study to your school and include only the variables that are most important to you. The more information about the students you are able to include, the more richness you will be able to get from your findings which will help you with the toughest of your admissions decisions. Think of the demographic, admission, and performance data that you have on your students to decide what you would like to include in your study. You can contact GMAC® staff at VSS@gmac.com if you are unsure how to define variables that will help you answer the admission questions that are most pressing for your school.

What Must Be Included in a Data File for Submission?

Although the spreadsheet you use for your data submission will contain pre-determined fields, you do not need to have all fields completed in order to conduct a validity study. The only field that is required be completed is Mid-program grade point average, which is the outcome that will be tested. The more information you are able to provide, however, the more useful your results will be.

The following table describes the fields included in the spreadsheet and the format for each:

Column	Heading	Description	Details
A	SID	Student ID (not Social Security number)	Should be used as an internal method for you to track student data if there are any questions. For data security, please do not use Social Security number.
B	DOB	Student Year of Birth	The 4-digit year of student's birth is used to group students into "Older" or "Younger" categories.
C	VERB	GMAT® Verbal Score	Must be entered as a <i>raw score which will be a number from 11–51.</i>
D	QUANT	GMAT® Quantitative Score	Must be entered as a <i>raw score which will be a number from 11–51.</i>
E	AWA	GMAT® Analytical Writing Assessment (AWA) Score	Must be entered as a <i>raw score which will be a number from 1.0–6.0.</i>
F	TOTAL	GMAT® Total Score	Must be entered as a <i>raw score which will be a number from 200–800.</i>
G	UGPA	Undergraduate Grade Point Average	Can be any value up to 5.00. Leave blank for missing values rather than entering 0.
H	MAXUGPA	Maximum Undergraduate Grade Point Average for each student	Indicate scale that UGPA is based on. For example, some grades may be based on a 4-point scale while others are 5-point. If this field is left blank, all UGPA values will be assumed to be on the same scale.
I	GENDER	Gender	Enter "1" for Male and "2" for Female.
J	CITIZEN	Citizenship	Enter "1" for Domestic and "2" for Non-Domestic.

K	WRK	Years of Work Experience	Enter number of years of work experience. Can include up to 1 decimal place.
L	SPCADMIT	Student Admitted Under Special Circumstances	If you would like to have an analysis of Specially Admitted students, enter "1" for Yes, this student was a special admit, or "0" for No.
M	MPGPA	Mid-Program Grade Point Average	Required for every case.
N	ADDPRED1	Additional Predictor Variable 1	Possible examples: TOEFL, interview score, GPA in major.
O	ADDPRED2	Additional Predictor Variable 2	
P	ADDPRED3	Additional Predictor Variable 3	
Q	ADDCRIT1	Additional Criterion Variable 1	Possible examples: GPA in Quantitative classes, Graduating GPA, Starting salary.
R	ADDCRIT2	Additional Criterion Variable 2	
S	ADDCRIT3	Additional Criterion Variable 3	
T	ADDGRP1	Additional Grouping Variable 1	Must be classified as "1" or "2". Possible examples: Undergraduate major: business vs. non-business; advanced degree: yes vs. no; race: minority vs. majority.
U	ADDGRP2	Additional Grouping Variable 2	
V	ADDGRP3	Additional Grouping Variable 3	

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What Are the Steps for Submitting Data?

Download the spreadsheet and enter data on your students. When you are ready to submit your data, return to www.gmac.com/VSS and log in with your username and password. You will be provided with the Terms of Use for VSS and will be asked a series of questions about your dataset such as names for any additional variables. You will then be able to browse for and upload your file. If there are any problems with your dataset, you will be notified immediately.

When Should I Expect to Receive My Results?

GMAC® staff will begin work on your study soon after the dataset is received. Although study time should vary for each school, you should expect to hear from GMAC® about your study within a few weeks. The report will be e-mailed as an Adobe Acrobat file to the school user who submitted the data. Paper copies can be made available upon request.

For More Information

If you have any questions, please contact GMAC® at vss@gmac.com or 1-703-749-0131.