

ACCREDITED GENEALOGIST[®] RENEWAL

Raters Form

AG[®] Renewal Candidate number: _____ Date Out: _____

Area of Accreditation: _____ Reviewer _____ Returned : _____

NOTES TO REVIEWER:

1. Please keep renewal papers in a safe place and confidential. Keep your identity and what you learn during a review confidential. ICAPGenSM will keep your position as a reviewer confidential.
2. Give the genealogist the benefit of the doubt, but keep in mind ***your primary responsibility is to protect the consumer***. Please do not allow your desire to help a genealogist jeopardize consumer protection.
3. Avoid any conflict of interest. Before your review process begins, if there is any reason that you might appear to have a conflict of interest in conducting this review, please notify the AG[®] Renewal Committee.
4. **NOTE ABOUT REPORTS:** The research report or *article need not be perfect, but it should be professional. The report should include 1) a stated research objective that is addressed during the course of research; 2) analysis of evidence, where needed; 3) recommendations for continued research; 4) well-documented source footnotes; 5) corresponding research logs or calendars; and 6) family group records.
5. **PROCESS:** If your review total corresponds within 10% of a second reviewer's total, the total stands. If not, a third reviewer will break the tie. If the renewal is below the accepted total, the applicant will receive a letter outlining remedial work for resubmission of the renewal.
6. If you feel that you need further information from the genealogist whose accreditation is under review, please contact the AG[®] Renewal Committee.

*Article must be an article on tracing a family published in a scholarly journal which is approved by the AG Renewal Committee.

Thank you for taking the time to assist us with this important process!

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October 22, 2013

RESEARCH REPORT

The written report on a research problem must relate to his or her specific area of accreditation. This research project should demonstrate the researcher’s ability to reason, analyze, and report the results of a research problem undertaken with a specific objective. The research report should be judged on the following elements:

- Research Objective
- Background Information
- Content of Report
- Summary and Future Research
- Presentation
- Citations
- Family Group Records
- Research Logs

INSTRUCTIONS: Please rate this AG renewal submission by entering the number of points *earned* in each item number. A “0” indicates zero points given for that area. Add any specific comments in the [Comment Here] area under the word “Score” in each white middle box below. [If you type within the brackets your comments will be highlighted in red for easier visibility. COMMENTS ARE OPTIONAL.]

REPORT – Research Objective – 20 points total – 10%		
1.	<p>Did the research objective(s) (the purpose of goal of the research) for this report include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The principal ancestor’s complete name? <input type="checkbox"/> Dates needed to identify the ancestor, e.g. birth, death, etc.? <input type="checkbox"/> Places of events, with county or parish (town) jurisdictions if known (it can be approximated)? <input type="checkbox"/> Relationships, titles, or other needed identifiers? <input type="checkbox"/> Clearly stated objective at the beginning of the report? <p>SCORE: Total 20 points : Each worth 4 points [Comment here]</p>	/ 20
BACKGROUND INFORMATION – 10 points total – 5%		
2.	<p>Does the report state what was known about the ancestor before the research began?</p> <p>SCORE: Total 10 points: [Comment here]</p>	/ 10
TOTAL POINTS: RESEARCH OBJECTIVE AND BACKGROUND INFORMATION Add total of above 1-2		____ / 30
REPORT – Body of Report – 60 points total – 30%		

3.	<p>To achieve the research objective, were the following areas covered?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Correct records were searched for the time period and locality. <input type="checkbox"/> Records were searched and presented in a logical order. <input type="checkbox"/> Evidence was included that was directly related and intrinsic to the research objective. <p>SCORE: Total 15 points : Each worth 5 points [Comment here]</p>	/ 15
4.	<p>Was information located during the research project discussed and analyzed in the report?</p> <p>SCORE: Total 10 points [Comment here]</p>	/10
5.	<p>The discussion of evidence in the report included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reasons for the records that were searched, including what might be expected in the record. <input type="checkbox"/> Valid assumptions. <input type="checkbox"/> Sound conclusions based on the information discovered during the research. <input type="checkbox"/> Negative searches. <input type="checkbox"/> Explanations of conflicting evidence, if any. <p>SCORE: Total 25 points : Each worth 5 points [Comment here]</p>	/ 25
6.	<p>Did the researcher look beyond printed and Internet indexes and derivative databases and use original records during the research?</p> <p>SCORE: Total 10 points [Comment here]</p>	/ 10
<p>TOTAL POINTS: BODY OF REPORT Add total of above 3-6</p>		___/ 60
<p>REPORT – Summary and Future Research – 40 points total – 20%</p>		
7.	<p>Did the researcher include a summary at the end of the report?</p> <p>SCORE: Total 10 points [Comment here]</p>	/ 10
8.	<p>Regarding the summary,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Were conclusions either in the summary or in the body of the report thoroughly explained and valid? <input type="checkbox"/> Did the summary explain whether or not the research objective was achieved? <p>SCORE: Total 10 points : Each worth 5 points [Comment here]</p>	/ 10

9.	<p>Do the suggestions for future research (either in the body of the report or at the end):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply to the original goal or a new suggested goal? <input type="checkbox"/> List sources pertinent to solve the objective or new suggested goal? <input type="checkbox"/> Provide enough specifics so the client could research the record types himself (what, where, who, when, etc.)? <input type="checkbox"/> Include reasons for searching the records listed? <p>SCORE: Total 20 points : Each worth 5 points [Comment here]</p>	/ 20
TOTAL POINTS: SUMMARY AND FUTURE RESEARCH Add total of above 7-9		____/40
REPORT – Presentation – 10 points total – 5%		
10.	<p>Does the overall appearance and presentation of the report:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Look professional? <input type="checkbox"/> Generally free of spelling and typographical errors? <input type="checkbox"/> Display research results in a logical order of discussion? <input type="checkbox"/> Include an appropriate heading which included the date of the report? <input type="checkbox"/> Reflect correct grammar? <p>SCORE: Total 10 points : Each worth 2 points [Comment here]</p>	/ 10
Report – Citations – 30 points total – 15%		
11.	<p>For new facts presented in the report, were citations or footnotes used?</p> <p>SCORE: Total 10 points [Comment here]</p>	/ 10
12.	<p>Did the researcher use complete citations or footnotes (including title, author, publication/when accessed, call number, volume, page, etc.)? Iblids, etc. are appropriate.</p> <p>SCORE: Total 15 points [Comment here]</p>	/ 15
13.	<p>Was the format of the citations or footnotes consistent throughout the report?</p> <p>SCORE: Total 5 points [Comment here]</p>	/ 5
TOTAL POINTS: PRESENTATION AND CITATIONS Add total of above 10-13		____/ 40

Family Group Records – 10 points total – 5%		
14.	Did the researcher include pertinent family group records with the report? FGRs do not need to be sourced. SCORE: Total 10 points [Comment here]	/ 10
Research Logs – 20 points total – 10%		
15.	Did the research logs/calendars include: <ul style="list-style-type: none"> <input type="checkbox"/> Names of persons, events, or records searched? <input type="checkbox"/> The repository where the item was found? <input type="checkbox"/> Call numbers of each record within each repository? <input type="checkbox"/> Results of the searches, including what was searched, and document numbers for any documents located in any search? <input type="checkbox"/> Both positive and negative searches? SCORE: Total 20 points : Each worth 4 points [Comment here]	/ 20
TOTAL POINTS: FGR AND RESEARCH LOGS Add total of above 14-15		___ / 30

APPLICANT'S TOTAL SCORE

Calculate the total score for ALL sections of the Renewal Submission:

	Applicant Score	Possible Points
Research Objective and Background Information		30
Body of Report		60
Summary and Future Research		40
Presentation and Citations		40
FGR and Research Logs		30
TOTAL POINTS		200
<i>Total points divided by 2</i>		%

80% or better score is necessary to pass renewal process.