



## ***Interviewer Quality Control Scheme***

**Benchmark service standards for market research data collection**

May 2009

### **Letter from the Chairman**

The Interviewer Quality Control Scheme (IQCS) has led the way in quality standards for interviewer-administered data-collection since 1978 and is committed to the continuous development, maintenance, and promotion of quality data-collection standards throughout the UK market research industry.

The IQCS is an independent legal entity, managed by a Council of Management representing both market research industry bodies and elected member companies.

Member companies are bound by the nature of their agreement to adhere to the minimum standards of the scheme. The most important and fundamental feature being the requirement for independent audit. This annual verification process ensures compliance to minimum data-collection standards. All inspections are carried out by our team who has first hand experience of the full range of market research methodologies.

The full IQCS Standards were incorporated into BS 7911:2003 (which also included minimum standards for the executive elements of research, data preparation and data processing). The new ISO20252:2006 standard also contains the core elements of the current IQCS Standard.

The range of services offered by the IQCS to member accredited companies also includes:

- Advisory visits by our team of inspectors
- An independent administrator to answer any queries concerning the Standards
- Working Forums on relevant topics to provide valuable information and insights to fieldwork managers concerning a range of issues
- Networking events to provide the opportunity to meet and share knowledge with fellow managers
- IQCS website and discussion forum
- Online directory of member companies
- Full electronic version of the standards for dissemination within the member companies
- Summary standards available on the website
- Provision of IQCS branding for marketing materials

Penny Steele (IQCS Chairman)

# Introduction to the Interviewer Quality Control Scheme

## General Principles

The aim of the Interviewer Quality Control Scheme (IQCS) is to ensure that all member companies operate to the same benchmark standards in respect of interviewer recruitment, training, supervision and respondent/data validation. In order that this objective can be achieved, rules are laid down showing minimum standards to be followed by all members.

The following standards apply to both fieldwork supplier member companies, and to fieldwork buyer member companies, collectively described in this standards document as 'member companies'.

Companies applying for membership must comply with these Standards across all the data-collection methodologies they undertake - irrespective of the number of interviewing days in any one category. Failure to apply these Standards in any type of work will jeopardise a company's IQCS accreditation.

Where there may be exceptional circumstances which prevent full adherence to IQCS procedures, this should be fully documented and the information made available at the time of inspection.

These benchmark standards cover a wide range of companies with varying operational procedures therefore it may sometimes be necessary to seek clarification from the Administrator on the way individual Standards should be applied. Council would emphasise that it is the responsibility of a member company to clarify matters with the IQCS Administrator in cases of doubt.

A further important point to stress is that the IQCS is a scheme for corporate members, not individuals. It is therefore incumbent upon member companies to ensure that standards are constantly maintained, irrespective of any changes in personnel. This is ultimately the responsibility of the individual who signs the IQCS application form.

The IQCS aims to keep bureaucracy to a minimum. However, it is vital that adequate supporting documentation is kept either in hard copy and/or electronically, and is made available at the time of inspection, in order to demonstrate adherence to the Standards.

*Companies must work to the standards for at least 3 months prior to the initial inspection to gain accreditation.*

*Standards do not need to be applied retrospectively*

## **Data-Collection Methodologies Covered by the IQCS Standards**

Standards in this document cover the following:

- face to face interviewing in-home, in street, in central venue, at place of work
- recruitment of respondents for depth interviews and/or face-to-face or online group discussions
- telephone interviewing from a telephone centre
- telephone interviewing from home
- recruitment to web-assisted/online interviewing
- recruitment to panels
- auditors collecting data
- evaluators conducting mystery shopping/observational research

## **The Market Research Society (MRS) Code of Conduct**

Member companies are responsible for ensuring all individuals working on a project (or parts of a project) are adhering to the MRS Code of Conduct. In order to be considered for IQCS accreditation a company must have at least one current full member of the MRS.

## **Subcontracting Fieldwork**

Member companies must aim to purchase all subcontracted fieldwork from suppliers complying with the requirements of this Standard (i.e. from other IQCS members or from other suppliers complying with section 5 of BS ISO 20252). This requirement does not include the work of individual consultants, but it does include any fieldworkers used directly or indirectly by the consultant.

It is recognised that there may be occasions when a member company is unable to find a suitable fieldwork supplier to supply work within a fixed time. Such cases should be exceptions, and the reasons must be documented.

If it is necessary to subcontract fieldwork to a company which is outside the IQCS or does not comply with Section 5 of ISO 20252 a service level agreement shall be put in place to ensure that the subcontractor adheres to the quality requirements of IQCS.

## **IQCS Inspection Procedures**

All member companies who choose to have their assessment conducted by the IQCS will be inspected annually by an independent inspector appointed by the IQCS Council. Only 48 hours notice of inspection need be given.

The inspector will make their assessment of a company's performance and this is submitted to the IQCS Council of Management for approval. All submissions are identified by number only, to ensure that confidentiality is observed.

All companies will be notified of the outcome of the inspection in writing, with a full copy of the inspectors report. Any company that fails to comply with the Standards will be notified, and, where appropriate, given the opportunity to review and correct its procedures within a given period of time (normally two months). If the company does not accept the inspector's assessment, they have the right to appeal. In the first instance, appeals should be directed to the IQCS Administrator.

## **Glossary of Terms**

The list of definitions given at the end of this standards document incorporates terms and definitions used in ISO 20252. It therefore includes terminology relating to standards for research executives and data processing.



# **Interviewer Quality Control Scheme**

Minimum service standards for market research data collection

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*Issued by the IQCS Council of Management*

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# Interviewer Quality Control Scheme

## Minimum service standards for market research data collection

### 1 General

For research conducted within the United Kingdom the organisation, where possible, shall purchase fieldwork services from suppliers complying with the requirements of this standard or with section 5 of ISO 20252:2006 market opinion and social research – vocabulary and service requirements.

#### 1.1 Sub-contracting fieldwork

Where it is not possible to purchase from such accredited suppliers, the reason(s) shall be recorded. Validation and quality control requirements, in accordance with this standard or ISO 20252, must be documented and provided to the supplier. Where validation is conducted by the fieldwork supplier, supporting documentation of the completed validation should be made available to the member company on request.

#### 1.2 Documented Information about Interviewers and Recruiters

1.2.1 The following documented information shall be available for each field-based interviewer and recruiter and each telephone centre interviewer and recruiter:

- a) application form; \*
- b) date of interview or date of acceptance prior to training
- c) training report form detailing types of training given, dates and length of training;
- d) confirmation of previous training/experience (where reduced training is given);
- e) any references received;
- f) for field-based individuals, a report of accompaniment on first assignment;
- g) for telephone centre based individuals, a report of supervision or monitoring on first assignment;
- h) projects worked on;
- i) appraisal reports;
- j) for field-based individuals, validation checking conducted since the last inspection;
- k) for telephone centre based individuals, quality control monitoring or validation checking since the last inspection;
- l) details of significant deficiencies found in an individual's work, and action taken;
- m) date identity card issued and card number (if relevant).

The information shall be accessible electronically or in hard copy.

Information relating to interviewers and recruiters no longer used shall be available for a minimum of 12 months since they were last used.

\* In the case of temporary telephone interviewers/recruiters who are provided by and paid through a recruitment agency, application forms and date of interview/acceptance are not required.

### **1.3 Reference Requests**

NOTE 1. The taking up of some form of a general character reference is recommended for all individuals collecting data from the public. These references may be sought, for example, from other research agencies, former employers or other responsible individuals.

If a general character reference is received, either orally, e.g. on the telephone, or in writing, it shall be recorded on file, together with the name and position of the person who has given the information and the organisation they represent.

NOTE 2. This general character reference may be linked to a request for information related to previous training/experience.

### **1.4 Market Research Society Code of Conduct**

On appointment, each interviewer and recruiter shall be issued with a current copy of the MRS Code of Conduct, covering at least the sections relating to the following:

- a) responsibilities to respondents;
- b) responsibilities to the general public and the business community.

Thereafter, the organisation shall notify interviewers and recruiters of any revisions to these sections of the code.

### **1.5 MRS Freephone for Respondents**

Interviewers and recruiters shall be made aware of the MRS National Freephone and MRS Online Freephone facility.

### **1.6 General Public Reassurances**

Unless otherwise specified by the client, a 'thank you' or 'reassurance' leaflet or letter shall be left with, or sent to, all respondents interviewed face-to-face, or displayed as a poster in a hall test. Interviewer leaflets or letters shall give the interviewer's name or interviewer number and the name, address and telephone number of the organisation and contact details for the MRS and MRS National Freephone and MRS Online Freephone.

Telephone interviewers/recruiters shall give respondents the following information at the beginning of a call:

- a) their name (or the name they use when interviewing/recruiting);

- b) the name of the organisation they are calling from/on behalf of;
- c) the purpose of the call;
- d) if necessary, any further reassurances must be given on request, this may include the MRS National Freephone and MRS Online Freephone

For qualitative recruitment (for groups or depth interviews) information outlined in a) to d) may be incorporated into the invitation to attend or take part, if not already provided.

## **1.7 Identity Cards for Field-based Personnel**

The following rules shall apply to field-based personnel except auditors and those who conduct only specialist interviews.

- a) Identity cards shall be issued at the beginning of each year to all field-based individuals who face the public and are regarded as open to employment during the year or, for infrequently used individuals, for their first assignment.
- b) Identity cards shall be issued to new field-based individuals prior to their working on live projects. If temporary cards are issued (without photographs) these shall be valid for no more than one month.
- c) Each year, the organisation shall include a photograph of the individual on their identity card before the individual receives it.
- d) The organisation shall make every effort to ensure that all individuals working on its behalf use the identity card issued to them by that organisation, and not a card issued by any other organisation.
- e) The organisation shall make every effort to retrieve the identity card (if still valid) when an interviewer or recruiter ceases to work for the organisation.
- f) If the MRS identity card is not used, the organisation's name, address and telephone number shall appear on the organisation's identity cards

Interviewers who only conduct specialist interviews shall be issued with identity cards as described in a) to f), or with personalised business cards which may be left with the respondent. Personalised business cards shall show the interviewer's name, and the organisation's name, address and telephone number.

## **1.8 Training Manuals**

The organisation shall issue all supervisors/interviewers/recruiters with a manual containing general training instructions appropriate to the tasks they will be asked to carry out for the organisation.

When manuals are revised or updated, the new version shall include the date the revision was issued. Previous versions must be replaced or updated and changes disseminated.

## 2 General Administration

### 2.1 General project requirements

The following documented information shall be available:

- a) the names of the individuals who worked on the project;
- b) sample achieved (e.g. the total sample achieved/questionnaires returned);
- c) briefing information;
- d) a copy of the questionnaire/data collection material (where a paper copy is available);
- e) method(s) of validation used, where relevant, number of validation checks attempted/monitoring results, and successfully achieved, for each interviewer whose work was checked.
- f) for recruitment, the number of respondents who attended each group relating to that project (if the organisation has chosen to validate 10 % of the total sample achieved on each project see 7.4 or 7.5;

Each quantitative pen and paper questionnaire shall record:

- the date of interview
- duration of interview
- identity of the interviewer.

### 2.2 Project Briefing

Supervisors, interviewers and recruiters shall be appropriately and adequately briefed on every project. ***[Note: requirements for auditors are covered in Section 8]***

NOTE. This may be by post, telephone, electronically or in person.

As a minimum, the briefing shall include details of

- fieldwork dates
- the target sample
- methodology
- requirements of the project
- attendance records
- permission for audio / visual recording of group

Supporting evidence or documentation of the briefing shall be available.

Recruiters shall be given a clear indication as to the requirements for each project. These shall be clearly specified and include, as relevant for the project:

- a) fieldwork dates/group dates and times;

- b) key recruitment criteria;
- c) quota requirements;
- d) number of respondents to recruit for each group, and where appropriate, maximum/minimum number of respondents required to attend;
- e) confirmation of appropriate and acceptable or unacceptable methods of recruitment (e.g. stipulate when snowballing/telephone contact/use of panels, are/are not acceptable);
- f) specific exclusions and restrictions on respondents who have previously attended a group. This would include the requirement for virgin respondents or the acceptable time gap/eligibility criteria for previous attendees.

### **2.3 Code of Conduct Declaration**

The organisation shall ensure that all interviewers/recruiters complete a declaration to say that the work they are undertaking has been, or will be, conducted within the MRS Code of Conduct.

Organisations shall select one or more of the following ways for individuals to complete the declaration:

- a) a signed declaration on paper questionnaires/paper recruitment questionnaires;
- b) confirming the declaration via entry in the CAPI/CATI script (as part of the questionnaire or separately);
- c) a signed declaration on pay claims/time sheets;
- d) on a separate sheet signed at the end of each assignment/shift/day;
- e) on a separate sheet which is signed once a year and kept in the individual's file;
- f) by keeping a copy of the individual's signed MRS Interviewer Identity Card Registration.

### **2.4 Telephone Centres**

A supervisor, or member of head office staff, shall be present for the complete duration of each interviewing period.

### **2.5 Venue / Hall Tests**

To ensure the premises are suitable for hall tests / groups, a new venue shall be inspected before it is used for the first time, unless the suitability of the venue is not in question. This inspection shall be conducted by a person who has been appropriately briefed for the task and the inspection shall be documented.

A supervisor or suitably qualified individual shall be present throughout each day.

### **2.6 Additional Qualitative requirements**

A record of the invitation/confirmation given to all respondents recruited to confirm details of the group/depth must be available.

Moderator feedback shall be documented following each group or assignment. This shall include information on:

- a) attendees (eligibility and appropriateness);
- b) the venue(s);
- c) the hosting of the group.

Significant problems or deficiencies shall be reported to the appropriate recruiter before their next assignment. Details shall be documented.

### **3 Supervisors**

A supervisor is an individual who on behalf of the organisation undertakes at least one of the following data collection tasks:

- selecting and interviewing new recruits;
- training;
- monitoring/appraisals/accompaniments/validation;
- allocating work, progress chasing and/or project and quota control.

NOTE 1. If an individual only validates/back checks data collection work they are not deemed to be a supervisor.

NOTE 2. an individual employed full or part-time as a member of staff is not deemed to be a supervisor unless the vast majority of their work is undertaking supervisory tasks as defined above.

#### **3.1 Appointment of Supervisors**

Prior to appointment as a supervisor, the individual shall be interviewed by a member of the organisation's staff, a record of the interview must be documented.

If an individual is already working for the organisation and is therefore already known to a member of the organisation's staff or supervisory team, an interview may not be deemed necessary, in which case the previous relationship and the individual's suitability shall be documented.

#### **3.2 Training of Supervisors**

The organisation shall ensure that all supervisors are adequately and appropriately trained/experienced, to carry out all tasks asked of them.

On appointment of a new supervisor, training needs for that individual shall be identified and documented. The content and dates of training given shall be recorded and kept on the individual's file.

If supervisory tasks are conducted by assistant supervisors or senior interviewers who have been trained in specific elements of supervisory work, the organisation shall demonstrate that such individuals are adequately trained/experienced to carry out the work. Supporting documentation to this effect shall be available for inspection.

#### **3.3 Recommended training content for supervisors**

Listed on the following table is the basic training content required depending on what supervisory role they will be undertaking for the company.

It is suggested that all supervisors should have undertaken the appropriate interviewer training and have been an interviewer/group recruiter at some time in the past.

**All training materials must be available for inspection.**

<b>Table 1 – General MR Standards/Administration</b>
The MRS Code of Conduct
Appropriate elements from the Data Protection Guidelines
Appropriate elements from the Health and Safety Guidelines
Appropriate times for interviewing
Special care when interviewing children, OAPs, vulnerable adults etc.
Assurance of respondent confidentiality and anonymity
Explanation of the certain types of research to be undertaken
Market research terminology and jargon
Knowledge of the organisation, personnel, administrative procedures and all relevant manuals
Role of the supervisory team and head office
Knowledge of any CAPI/CATI software used
Full knowledge of the IQCS minimum standards
Full knowledge of the IQCS paperwork and the company requirements
Full knowledge of the company's validation procedures/paperwork on all methodologies
<b>Group Recruitment</b>
Full knowledge of hostessing, venue requirements and the role of the moderator
Full knowledge of group recruitment administration
<b>Project Management:</b>
Briefing a project
Quota control
Sample management if appropriate
Editing/Checking questionnaires
Use of the Thank You leaflet/ letters/standard reassurances, etc.
Problem solving
Dealing with the public's queries and complaints
Questionnaire completion/administration
Use of visual aids/concepts/product as appropriate
Project feedback and communication
<b>Allocating /Progress chasing on a project</b>
Monitoring system
Quota controls and sampling methods
What to do when problems arise
Office communication requirements
Knowledge of full survey details
Knowledge of interviewer panel/availability
<b>Quality Control : Recruitment and Training</b>
Relevant employment law for employing foreign nationals
Working Time Directive
<b>Quality Control: Accompaniments/Appraisals and monitoring</b>
Full knowledge of interviewers/recruiters work history i.e. edit reports, previous a/c reports etc.

### **3.4 Performance Appraisal of Supervisors**

An appraisal shall be conducted with each individual engaged on supervisory work at least once per calendar year.

Each supervisor should be appraised face-to-face at least once per year and their first appraisal should be within 12 months of their appointment to conduct supervisory tasks.

NOTE: For individuals who conduct only validation - the appraisal may be conducted remotely where it is not possible to conduct a face-to-face appraisal, the reason for this must be documented.

Appraisals shall be conducted by an appropriate line manager, and allow an opportunity for two-way dialogue.

The appraisal shall include feedback on performance, identify training needs and offer guidance/further tuition where appropriate.

Documentation of the appraisal shall be kept on file and be available for inspection. The supervisor shall sign to confirm that the appraisal has taken place.

### **3.5 Documented Information Relating to Supervisors**

The following documented information for each supervisor shall be available:

- a) application form;\*
- b) date of interview and appointment as a supervisor, if relevant;\*
- c) training report form detailing types of training given, and dates;
- d) references received, if relevant;
- e) appraisal reports;
- f) date identity card issued and card number, if relevant.

\*In the case of temporary supervisory staff who are provided by and paid through a recruitment agency, application forms and date of interview/acceptance are not required.

## **4 Recruitment of Interviewers and Recruiters**

### **4.1 General**

Interviewers and recruiters shall be interviewed and appointed by a member of the organisation's staff or supervisory team.

If an individual is already known to a member of the organisation's staff or supervisory team, an interview may be deemed unnecessary, in which case the previous relationship and the individual's suitability shall be documented.

The date the interview is conducted shall be documented.

If the interview is conducted on the telephone, the organisation shall ensure that the suitability of the individual is confirmed during training.

### **4.2 Verification of linguistic skills Using Foreign Nationals**

When recruiting individuals whose first language is not English, a short interview or written test shall be taken to ensure their English comprehension is sufficient to understand the information that will be imparted during training and subsequent survey briefings. This test shall also assess the fluency of the language in which interviewing will be conducted.

Records to this effect shall be kept in the individual's file.

When interviewing in their first language, where an individual is found to have a less than sufficient understanding of English, it is recommended that an appropriate member of staff (a bilingual supervisor, interviewer or recruiter) attends the training and subsequent briefings, to ensure the individual has a comprehensive understanding of the task in hand.

## 5 Training of Interviewers and Recruiters

### 5.1 General

All training material shall be kept on file.

Training shall be given by a supervisor or member of the organisation's staff, who is adequately and appropriately trained and experienced to conduct the training.

The organisation shall ensure that all interviewers and recruiters are adequately and appropriately trained/experienced to carry out all the various types of work that they will undertake.

All interviewers shall be given the training as specified in **Section 5.2** or in exceptional cases the customised training specified in **Section 5.3**.

Individuals taken on specifically to conduct group recruitment shall be given the training as specified in **Table 3**.

### 5.2 Length and Content of Training

The dates and length of training given shall be recorded.

The minimum period for training of field-based interviewers new to market research shall be 2 days (12h).

Note 1 This may include some time spent conducting dummy interviews in field

Individuals taken on to work exclusively as interviewers in a telephone centre, who are not previously trained or experienced in this type of work (as outlined below), shall receive a minimum of one day's training (6h).

Individuals taken on to work exclusively as recruiters, who are not previously trained or experienced in this type of work (as outlined below), shall receive a minimum of one day's training (6h).

For recruiters, field and telephone interviewers, at least half of training should be conducted face-to-face.

Individuals may qualify for a reduced level of training, if the individual has recent and relevant experience from another research agency complying with the requirements of this standard.

To qualify for a reduced level of training, the organisation should ensure that

- a) the individual has worked for a company complying with the requirements of Section 5 of ISO 20252 or the IQCS Standard in the last 12 months, and
- b) has had appropriate / relevant experience in the types of work to be undertaken while working with that company during the last 12 months

NOTE. Individuals who do have recent relevant experience may still be given full training if the organisation deems it necessary/appropriate.

To ensure that the individual qualifies for reduced training, the organisation shall seek confirmation of that individual's relevant training/experience from another research organisation(s) which meets the above criteria. This confirmation, whether received orally

(e.g. on the telephone) or in writing, shall be documented and include the date given and the name, position and company of the referee.

NOTE: For recruiters, this experience will either be i) other types of market research fieldwork, or ii) qualitative recruitment, and this must be confirmed and evidenced.

NOTE. Confirmation of the individual's relevant training/experience must be requested from the research organisation concerned, not from a shared supervisor (unless the research organisation asks the supervisor to respond on their behalf)

Wherever possible this confirmation shall be received prior to reduced training being given and in any case the individual's work shall not be used before the confirmation is received.

The minimum time period for training of recruiters, field or telephone centre based interviewers with previous experience in market research is half a day (3 h).

Where relevant experience cannot be confirmed and evidenced, the individual shall be regarded as new to market research and given the full training detailed in Table 2 and Table 3 as appropriate.

Details of training given by the organisation shall be kept in the individual's file and include details of previous training/experience where reduced training is given.

In addition to training, the individual shall be accompanied during their first assignment as detailed in **5.4** and a record of this kept in the individual's file.

**All training materials must be available for inspection.**

<b>Table 2 – Minimum Training Content for Interviewers</b>		<b>Worked for IQCS/ISO 20252 accredited company in the last 12 months.</b>	
	<b>If new to market research</b>	<b>Not conducting the intended type/s of work</b>	<b>Conducting the intended type/s of work</b>
Introduction to the organisation, personnel and administration	Yes	Yes	Yes
The purpose and value of market research	Yes	—	—
The importance of accurate and ethical data collection	Yes	Yes	—
Explanation of types of research to be undertaken	Yes	Yes	—
The MRS Code of Conduct	Yes	Yes	Yes
Appropriate elements under the data protection act	Yes	Yes	Yes
Special care when interviewing children, OAPs etc.	Yes	—	—
Use of identity cards and MRS Freephone numbers	Yes	Yes	Yes
Assurance of respondent confidentiality and anonymity	Yes	Yes	—
How to encourage respondent participation	Yes	Yes	—
Market research terminology and jargon	Yes	—	—
Use of 'Thank You' Leaflets / Reassurances	Yes	Yes	—
Use of the organisation's manuals	Yes	Yes	Yes
Role of the supervisory team and head office	Yes	Yes	Yes
Monitoring system for progress of work	Yes	Yes	Yes
What to do when problems arise	Yes	Yes	Yes
Appraisal method and frequency	Yes	Yes	Yes
Quality control procedures (including validation/monitoring)	Yes	Yes	Yes
Sampling methods and examples of sampling used	Yes	Yes	Yes
Recruitment methods e.g. doorstep, street, telephone etc.	Yes	Yes	—
Quota controls and examples of quota sheets used	Yes	Yes	Yes
Interviewer courtesy/manner	Yes	—	—
Interviewing technique	Yes	—	—
Types of questions, including prompting and probing	Yes	—	—
Questionnaire completion and administration	Yes	Yes	Yes
Use of visual aids/concepts/products	Yes	Yes	Yes
Demographics/classification/social grading	Yes	—	—
The organisation's communication requirements	Yes	Yes	Yes
Full knowledge of the way in which the company monitors progress of an individual's work	Yes	Yes	Yes
The importance of identifying and screening the correct respondent	Yes	Yes	Yes
Appropriate elements of the health and safety guidelines	Yes	Yes	Yes
Some practical experience of interviewing	Yes	—	—
Before individuals commence work, they must be assessed to ensure they have understood and assimilated the information covered during training. This may form part of the training programme itself and shall be documented.			

<b>Table 3 – Minimum Training Content for Recruiters</b>	<b>If new to market research</b>	<b>Experienced, but new to group recruitment</b>	<b>Experienced at group recruitment</b>
Introduction to the organisation, personnel and administration	Yes	Yes	Yes
The purpose and value of market research	Yes	—	—
The importance of accurate and ethical data collection	Yes	Yes	—
Explanation of types of research to be undertaken	Yes	Yes	Yes
The MRS Code of Conduct	Yes	Yes	Yes
Appropriate elements under the data protection act	Yes	Yes	Yes
Special care when recruiting children/OAPs etc.	Yes	—	—
Use of identity cards and MRS Freephone numbers	Yes	Yes	Yes
Assurance of respondent confidentiality / anonymity	Yes	—	—
Market research terminology and jargon	Yes	—	—
Use of 'Thank You' Leaflets / Reassurances	Yes	Yes	—
Use of the organisation's manuals	Yes	Yes	Yes
Role of the supervisory team and head office	Yes	Yes	Yes
What to do when problems arise	Yes	Yes	Yes
Appraisal method and frequency	Yes	Yes	Yes
Quality control procedures (including validation / monitoring)	Yes	Yes	Yes
Sampling methods and examples of sampling used	Yes	Yes	Yes
Recruitment methods e.g. doorstep, street, telephone etc.	Yes	Yes	Yes
Monitoring system for progress of work	Yes	Yes	Yes
Quota controls and achieving required sample	Yes	Yes	Yes
Interviewing technique	Yes	—	—
Types of questions, including prompting and probing	Yes	—	—
Recruiter courtesy/manner	Yes	Yes	—
Recruitment questionnaire completion / administration	Yes	Yes	Yes
Some practical experience of recruiting	Yes	Yes	—
The organisation's communication requirements	Yes	Yes	Yes
What happens at a group discussion	Yes	Yes	—
The importance of qualitative work	Yes	Yes	—
How to encourage respondent participation	Yes	Yes	—
Group dynamics	Yes	Yes	—
Role of the moderator	Yes	Yes	—
Viewing facilities/audio and video-taping of groups	Yes	Yes	—
Confirming group attendance/invitations	Yes	Yes	Yes
Use of visual aids/concepts/ products	Yes	Yes	Yes
Demographics/ classification/social grading	Yes	—	—
Practical arrangements for in-home groups	Yes	Yes	—
Full knowledge of the way in which the company monitors progress of an individuals work.	Yes	Yes	Yes
The importance of identifying and screening the correct respondent	Yes	Yes	Yes
Appropriate elements of the health and safety guidelines	Yes	Yes	Yes
Some practical experience of interviewing	Yes	—	—
Hostessing	Yes	Yes	—
Before individuals commence work, they must be assessed to ensure they have understood and assimilated the information covered during training. This may form part of the training programme itself.			

### **5.3 Project Specific Training for Individuals New to Market Research**

NOTE 1. There may be exceptional cases where individuals are appointed to work on one specific project for which full training is deemed inappropriate or unnecessary due to the limited and specific nature of the task.

Individuals who have received customised training shall be identifiable from fully trained individuals, to ensure they are not used for other work without completing the full and appropriate training as specified in tables 2 and/or 3.

If a specific customised training programme is developed for one project, supporting documentation shall be available. The dates, length and content of the training given shall be documented.

### **5.4 First Interview Accompaniment / Monitoring to Complete Training**

In addition to full or reduced training, interviewers shall be accompanied / monitored during their first assignment / shift or monitored / supervised if in a telephone centre. This shall be as close to the start of the assignment / shift as possible and practical, and of a sufficient duration to ensure that the individual is adequately trained and competent.

The interviewer's work shall not be used until this first live assessment has taken place and the work deemed acceptable. If, for any reason, it is not possible to accompany / monitor a particular individual during their first assignment / shift, the organisation shall attempt to validate 100 % of that individual's work before the work is used. The organisation shall document the reason for not accompanying / monitoring the individual and details of the validation of the work, and will aim to accompany / monitor that person at the earliest opportunity on their next assignment / shift.

In the case of specialist interviewing, if the type of work is unsuited to personal accompaniment or supervision / monitoring, the trainer shall establish that the individual is adequately trained and competent. In these instances, one or more interviews conducted on their first assignment / shift shall be recorded (with the full knowledge and consent of the respondent) and listened to by a suitably skilled person, before the work is used.

For group recruiters, the recruiter shall either:

- a) be accompanied (monitored/supervised if in a telephone centre) as close to the start of their first assignment / shift as possible, and for long enough to establish that the individual is adequately trained and competent to work alone; or
- b) their work shall be validated by checking respondent eligibility etc., before their first group takes place. Organisations shall ensure that any validation checks that are not completed before the group is convened are conducted at the group venue before the group commences.

### **5.5 Training for New Types of Work**

If an individual is to be used subsequently on a type of work for which they are not adequately trained and experienced (e.g. auditing, group recruitment or CAPI/CATI) further

training shall be given by the organisation before the individual is commissioned on that type of work.

A record of such training shall be kept in the individual's file.

## **5.6 Confirmation of Training Received**

The trainee shall sign a document to confirm the date(s) and length of training in hours given and this shall be kept in the individual's file.

Following training sessions, attendees shall be given, or sent, a training evaluation questionnaire to complete. This shall be returned to the organisation for independent assessment. Returned forms should be kept in the interviewer/recruiter file or the trainer's file, as deemed appropriate. This same form can be used to provide confirmation of training.

Feedback should be monitored for the purpose of continual improvement of the training programme.

## **5.7 Subcontracting to External Training Suppliers**

If training is subcontracted to an external supplier, the IQCS member company shall ensure that:

- a) the training supplier is appropriately and adequately skilled;
- b) the training content covers all appropriate elements within the type of training being given (see tables 2 and 3), including organisation-specific background and administrative information (unless the organisation chooses to give that part of the training themselves);

All training materials and the length of training provided are appropriate and adequate, in line with IQCS training requirements;

Details relating to the training given, and the training materials used, shall be kept on file by the IQCS member company.

## **6 Appraisals**

### **6.1 General**

The performance of field-based individuals, telephone interviewers and recruiters shall be regularly appraised. Appraisals / monitoring shall be conducted by a supervisory person adequately trained and experienced to fulfil this role.

Appraisals / monitoring shall allow an opportunity for two-way dialogue.

The appraisal / monitoring report shall contain, as a minimum:

- a) date(s) the appraisal / monitoring report was completed;
- b) the length of time spent accompanying / monitoring an individual shall be documented;
- c) whether the appraisal / monitor was face-to-face or by telephone;
- d) tuition/guidance given;
- e) evidence of two-way dialogue;
- f) identification of further training needs;
- g) where any problems or deficiencies, requiring action to be taken, are detailed on any monitoring report form, this shall be agreed with the interviewer and securely kept on file as detailed above.

This report shall be signed and dated by the person(s) who wrote/conducted the appraisal / monitor and the interviewer / recruiter.

Where appropriate, feedback from the following sources may be included as part of the appraisal / monitor:

- a) accompanied interviewing/recruiting;
- b) previous monitoring reports;
- c) information gathered from validation checks;
- d) reports from coding/data entry managers/editing reports;
- e) executives;
- f) field office or supervisory staff;
- g) group moderators.

During the IQCS inspection processes, where the report is not available, the individual may be contacted by the inspector to confirm that the appraisal / monitor had taken place.

### **6.2 Frequency of Appraisal**

#### **6.2.1 Field-based Interviewers**

Interviewers used on five or more projects/assignments a year, shall be appraised at least once per calendar year; twice if 10 projects or more worked in a calendar year.

NOTE 1. Ideally once in each six month period, i.e. once January to June, and once July to December.

Interviewers used less frequently shall be appraised at least once every alternate year, or on the next occasion thereafter that they work.

The first appraisal shall be carried out either within six months of the date on which the individual was accompanied on their first assignment, or on the next occasion thereafter that they work, if they are used less frequently.

NOTE 2. For example, an individual who had their training accompaniment in February, would be due for appraisal before the end of August (i.e. within six months).

### **6.2.2 Field-based Recruiters**

Those who only undertake group recruitment shall either be appraised as a minimum once per calendar year or if they work on less than three projects per year, appraised at least once every alternate year, or on the next occasion thereafter they work.

The first appraisal shall either be carried out within 12 months of the date on which the individual was accompanied / validated on their first assignment, or the next occasion thereafter they work if they are used less frequently.

Any individual who conducts interviews in addition to group recruitment, shall be appraised in accordance with the requirements for interviewers.

### **6.2.3 Hall Tests**

- a) If only one supervisor is present, and the interviewing is being done on CAPI, the supervisor may conduct one (but no more than one) accompaniment while running the hall. Any other accompaniments done at that hall must be conducted by a second supervisory person.
- b) If interviewing is not being done on CAPI, all accompaniments should be undertaken by someone other than the supervisor who is running the hall.

### **6.3 Method of Appraisal for Field-based Interviewers / Recruiters**

At least one of the appraisals conducted in a calendar year shall be face-to-face and include an element of accompanied interviewing/recruiting/hostessing. The time spent on this appraisal shall include at least 1 h accompanying/observing the individual at work (e.g. interviewing, recruiting, hostessing) and then as much time as is necessary to give feedback, and, if needed, guidance and further tuition.

Field-based qualitative group recruiters only may not require being accompanied, but shall be seen at least once per year by head office, supervisor, moderator, etc.

Specialist face-to-face interviewers who cannot be accompanied shall be monitored remotely or back-checked once per year. Specialist interviewers shall be seen at least once per year by head office, supervisor, moderator, etc., and this should be documented.

The Appraisal should incorporate feedback from validation, accompaniment, edit checks and feedback from supervisors.

NOTE. The feedback element of this appraisal may be conducted on a separate/subsequent occasion.

All contact with the individual which forms part of the appraisal shall be documented.

#### **6.4 Appraisal of Telephone Centre Interviewers and Recruiters**

NOTE. An organisation may use a continuous monitoring system as input to appraisals.

Unless a systematic continuous monitoring system is in operation, each interviewer and each recruiter appraised at least once in a calendar year. An appraisal report shall be documented and dated, signed by the interviewer/recruiter and show details of actions taken/further training given.

Where a systematic continuous monitoring system is in operation, at least one monitoring report during each year period shall be discussed and signed by the individual and kept on file. Where the monitor records are stored electronically, a secure electronic signature system should be in place to demonstrate that the interviewer themselves was present during discussion/feedback and has authenticated the document. This may be via scanning the signed document, use of a unique identifier or by other security measures built into the system.

The first appraisal shall be carried out within six months of the date on which the individual was monitored / supervised on their first assignment.

#### **6.5 Appraisal of infrequently used Telephone Interviewers and Telephone Recruiters**

If an individual conducts less than five assignments in a calendar year, they shall be appraised either at least once in a calendar year or the next occasion thereafter that they work, if there is no continuous monitoring process in place.

The first appraisal shall be carried out within six months of the date on which the individual was monitored/supervised on their first assignment or on the next occasion thereafter that they work.

## **7 Data Validation**

### **7.1 General**

The purpose of validation is to establish that the data collection has been carried out to briefing instructions and in accordance with general training given.

All validation shall be undertaken by individuals adequately and appropriately trained for the task. Validation shall be undertaken by a second person (i.e., other than the individual whose work is being validated).

A systematic and representative method shall be used for the selection and rotation of individuals whose work is to be validated. Every effort shall be made to check a high percentage of the work of those selected individuals.

The aim shall be to validate/check each person's work on a regular basis.

The number of validation checks attempted and achieved shall be documented.

A summary of the validation and the dates on which it was conducted, shall be kept on file for a minimum period of 12 months.

Where validation identifies discrepancies or problems the following actions shall be taken;

- Documenting the discrepancies or problems
- At project level, replacing interviews, conducting further validation / re-checking of all other work undertaken by the individual, checking the data produced
- At the individual level, providing additional training and guidance as part of the continual appraisal process until work is deemed satisfactory

In exceptional cases where a validation exercise is regarded as inappropriate, intrusive, impossible to undertake, or ultimately damaging to market research, the organisation may make the decision not to validate a particular project, in which case supporting reasons shall be documented and kept on file.

When the decision is taken not to validate, written confirmation/agreement shall be obtained from the client and/or research director.

### **7.2 Visual Checking of Paper Questionnaires**

A visual check on a proportion of paper questionnaires / interviewer administered questionnaires, excluding self-completion, shall be conducted. A minimum of 5 % of all paper questionnaires shall be checked (based on the total number of paper questionnaires completed in a calendar year). These checks shall be conducted before data entry, or as soon as possible afterwards. As with validation, this work shall be undertaken by appropriately trained individuals. This may include field-based supervisors.

Any significant discrepancies or actions taken as a result of visual checking shall be reported to both the individual concerned and their supervisor. Details shall be documented.

NOTE 2. In the case of paper-based interviewing/recruiting via the telephone, the first interview completed by an individual on each project should be manually checked as soon as possible, to verify that questions have been asked and recorded correctly.

### **7.3 Validation for Field-based Interviewing**

Validation can be conducted on the telephone, electronic media, face-to-face or by postal re-contact.

Whatever method(s) is used, a minimum of 10 % validation shall be achieved (or returned in the case of postal research) on each survey.

Attention shall be paid to an individual's work containing a high (i.e. unusual) proportion of respondents who either have not given or do not have contact details.

Validation questions shall verify the following points as and when appropriate.

- a) whether the interview took place;
- b) date and subject matter of interview;
- c) length and place of interview;
- d) key demographics/filters/eligibility questions;
- e) use of show cards/visual material;
- f) use of identity card and 'Thank you' or 'Reassurance' leaflet or letter;
- g) whether parental permission has been obtained.

**In circumstances where the face-to-face interview was recorded, validation may be by listening to the recording of the interview or as described above.**

If organisations choose to validate entirely by post, this shall be completed within six weeks of the date the interviews took place.

### **7.4 Validation for Depth Recruitment**

At the interview the respondent's identity should be confirmed.

A minimum of 10 % of the total sample recruited shall be validated.

In cases where ten or fewer depth interviews have been recruited, at least one shall be validated.

Validation shall be conducted in one of the following ways:

- a) post-recruitment validation of respondent eligibility (either by telephone or face-to-face) prior to the depth interviews taking place;
- b) by establishing respondent eligibility at the point of arrival to conduct the depth interview;

- c) post-depth interview validation (either by telephone or face-to-face or by post) within six weeks of the interview.

Validation shall establish at least the following, where relevant:

- qualification, in terms of demographics and usership (where relevant);
- method and place of recruitment.

## 7.5 Validation for Group Recruitment

At the group all respondents' identities should be confirmed.

The organisation shall select which one, of the following approaches to validation they will use. The approach used can only be changed at the start of a calendar year.

- a) A minimum of two respondents from each group to be validated either pre or post the group taking place.
- b) By attempting to validate all respondents on at least one in five of the groups the organisation conducts.

NOTE. This requires a systematic method for the selection of groups to be validated.

- c) A minimum of 10 % of the total project sample (i.e. 10 % of the total number of respondents who attended groups on that project).

Validation shall be conducted in one of the following ways.

- 1) Pre-group validation of respondent eligibility (either on the telephone, face-to-face, or at the group on arrival).
- 2) Respondents completing a self-completion questionnaire at the beginning or end of the group, returned to the organisation by the moderator (or a member of supervisory staff). Eligibility questions shall then be cross-checked with answers recorded on recruitment questionnaires.
- 3) Post-group validation (either by telephone or face-to-face or by post).

If a group moderator fails to return self-completion questionnaires, the organisation shall revert to post-group validation for that particular group.

**Recommended good practice that: The identities of each recruiter's respondents are checked against previous recruitment lists (up to twelve months old), to guard against over exposure to group discussions when contrary to specific project instructions.**

Validation shall establish at least the following, where relevant:

- respondent qualification in terms of demographics and usership;
- method and place of recruitment;

- whether a written invitation was received;
- time elapsed since attending previous group discussion (checked in line with instructions given to the recruiter).

Where post-group validation is conducted, this shall be completed no more than six weeks after the group(s) were held.

## **7.6 Validation for Telephone Centres**

Data collected in a telephone centre shall be validated in one of the following ways.

- Remote listening-in
- Monitoring recorded interviews
- Re-contacting respondents

A systematic, representative method shall be used for the selection and rotation of interviewers whose work is to be monitored or validated.

Monitoring/post-validation of data shall be carried out by adequately and appropriately trained/experienced supervisory staff.

When validation is via re-contact of respondents attention shall be paid to an individual's work containing a high (i.e. unusual) proportion of respondents who either have not given or do not have contact details.

## **7.7 Monitoring/Validating Data in Languages other than English**

NOTE 1. Where possible, all monitoring/validating of interviews/recruitment conducted in languages other than English should be conducted by a supervisor with sufficient understanding of the language to be able to discern that the work is being conducted correctly.

Validation shall cover all languages used (not necessarily on each and every project but across the various projects conducted).

Where it is not possible to use a supervisor for monitoring/validating data in languages other than English, a senior interviewer/recruiter appropriately trained and briefed shall be used.

NOTE 2. Whilst all possible steps should be taken to ensure that monitoring/validation is carried out, allowances will be made for work involving languages other than English where reasons for non-compliance are detailed on file.

## **7.8 Validation during fieldwork using Remote Listening-in**

A minimum of 5 % of the total sample achieved on each project shall be validated by remote listening-in.

At least 75 % of the total length of any interview/recruitment questionnaire shall be listened to.

Remote listening-in shall, over the course of validation, check all aspects of the questionnaire, e.g.

- routing/filter questions;
- open-ended questions;
- spontaneous and prompted questions;
- demographics/business classification.

Recorded interviews can be used for validation purposes.

### **7.9 Validation post fieldwork**

A minimum of 10 % of the total sample achieved on each project shall be validated.

Validation shall be conducted on the telephone, face-to-face, by postal re-contact or by listening to audio recordings of interviews.

NOTE 3. Telephone and face-to-face validation checks should, where possible, be completed within two weeks of the interview taking place. Postal validation should be sent out within two weeks of the interview being conducted.

## 8 Mystery Shopping, Auditing and Observational Research

NOTE 1. For requirements relating to supervisors of mystery shopping and observational research see **3.2**.

A “helpline” shall be provided so that all mystery shoppers, auditors and observers can contact head office or supervisory personnel for guidance or advice either prior to, or subsequent to, any work done. Contact may be by telephone or email.

NOTE 2. Mystery shoppers/observers are not expected to carry an identity card as the purpose of the exercise is that the evaluation takes place surreptitiously. In some instances a Letter of Authority may be provided for mystery shoppers / observers / auditors. Issue of identity cards for Auditors is at the discretion of the organisation.

### 8.1 Head Office Administration

The following records for each individual shall be available:

- a) application form;
- b) proof of evidence to work in the UK;
- c) terms and conditions;
- d) details of training / information provided;
- e) projects worked;
- f) mystery shopper’s or observer’s identity reference (i.e. number or name);
- g) deficiencies found and action taken.
- h) performance feedback (**see 8.4**)
- i) (for auditors only) a report of accompaniment on first assignment

Information relating to individuals who are no longer used shall be available for a minimum of 12 months.

## 8.2 Training and Briefing

All training materials must be available for inspection.

<b>Table 4 – Minimum information / training provided to Mystery Shopping Assessors / Observers / Auditors</b>		<b>Worked for IQCS/ISO 20252 accredited company in the last 12 months.</b>	
	<b>If new to market research</b>	<b>Not conducting the intended type/s of work</b>	<b>Conducting the intended type/s of work</b>
Introduction to the organisation, personnel and administration	Yes	Yes	Yes
The purpose and value of market research	Yes	—	—
The importance of accurate and ethical data collection	Yes	Yes	—
The MRS Code of Conduct	Yes	Yes	Yes
Appropriate elements under the data protection act	Yes	Yes	Yes
Role of the supervisory team and head office	Yes	Yes	Yes
Monitoring system for progress of work	Yes	Yes	Yes
What to do when problems arise	Yes	Yes	Yes
Appraisal method and frequency	Yes	Yes	Yes
Quality control procedures / Spot Checks, where applicable	Yes	Yes	Yes
Assessor / Observer / Auditor courtesy / manner	Yes	—	—
Questionnaire completion and administration	Yes	Yes	Yes
The organisation's communication requirements	Yes	Yes	Yes
Full knowledge of the way in which the company monitors progress of an individual's work	Yes	Yes	Yes
Appropriate elements of the health and safety guidelines	Yes	Yes	Yes
Some practical experience of assessing / observing	Yes	—	—
Before individuals commence work, they must be assessed to ensure they have understood and assimilated the information covered during training. This may form part of the training programme itself and shall be documented.			

### 8.2.1 Mystery Shoppers / Observers Training / Briefing

In addition to the minimum requirements at section 8, all individuals shall be adequately and appropriately trained and/or briefed on each project to ensure work is conducted in a consistent manner.

NOTE 1. It is appreciated that for some types of this work, over-training can focus a mystery shopper to the point where they behave as a professional assessor rather than a typical client. Therefore, it is acceptable for training to be task driven, and related to each project.

The method of training/briefing shall be agreed between the organisation and the client for each project, and documented by one party. This document shall be kept on file and available for inspection. Every individual shall be issued with briefing information relating to the project, which describes in detail:

- a) what they are expected to do;

- b) how to enact the scenario (who they are and what they have to do);
- c) how to complete the report form/questionnaire.

Briefing information shall always contain full and adequate project instructions which may take the form of, or combine:

- written instructions;
- electronically provided instructions, e.g., DVD, Video, digital recording;
- online guidelines;
- instruction manual (see 1.8)

Where appropriate, this may be supported, but not substituted, by a telephone or personal briefing.

Briefing material shall be kept and be available on file.

### **8.2.2 Auditors Training / Briefing**

Training shall be given by a supervisor or member of the organisation's staff, who is adequately and appropriately trained and experienced to conduct the training.

The organisation shall ensure that all auditors are adequately and appropriately trained and experienced to carry out the various types of work they undertake.

The training of auditors is achieved through on-the-job skills transfer between the trainer and the auditor.

The training of auditors shall be for a minimum period of 6 h, plus as much additional time as is necessary to leave the individual competent to work alone.

Details of the training given by the organisation shall be kept on file.

### **8.3 Declaration**

Assessors / Observers / Auditors shall acknowledge receipt of a declaration that includes the following or is similar to:

"I declare that this survey has been carried out in accordance with my briefing instructions."

Organisations shall select at least one of the following ways for individuals to sign the declaration:

- a) a signed declaration on evaluations/questionnaires (including electronic signatories);
- b) a signed declaration on pay claims/time sheets;
- c) on a separate sheet signed at the end of each assignment/day;
- d) on a separate sheet which is signed once a year and kept in the individual's file;
- e) via acceptance on an online declaration.

If (d) is the chosen method, a more appropriate declaration would be “I declare the work I conduct will be carried out in accordance with my briefing instructions.”

#### **8.4 Performance Feedback and Action**

If problems or deficiencies are found in an individual’s work, appropriate feedback shall be given as soon as it is known and, if possible, before the individual’s work is used or before the individual is used again, as deemed appropriate. The problems and deficiencies found, together with the action taken, shall be documented.

Individuals who work on five or more projects, stages or waves in a calendar year shall be given feedback on the quality of their work at least once per year and a record of this kept on file.

NOTE. Feedback on performance may be given face-to-face, by telephone or in writing.

#### **8.5 Validation of Mystery Shopping/Observational Data**

When work is conducted by telephone, validation requirements shall be completed as per section 7.6.

In all other cases validation shall be conducted in at least one of the following ways:

- a) a computer search on 100 % of the work for data appearing outside the ranges of normal; and/or
- b) sight edit logic checks on 100 % of the work for data appearing outside the ranges of normal.

Validation should be conducted by appropriately trained people.

Wherever possible, validation should be conducted before the work is used.

If mystery shoppers telephone in or electronically submit results to a central location, and the data is edited at that time, a general statement to this effect should be recorded.

Validation may also include checking associated records, e.g., receipts from purchase / services used.

Where the mystery shopping or observational research needs additional risk controls to be implemented and this means the use of personal protective equipment, spots checks shall be implemented.

## 9 Glossary of Terms

### **access panel**

Sample database of potential respondents who declare that they will cooperate for future data-collection if selected

### **appraisal**

A regular review of performance, and agreement on development needs and plans, with input and discussion from both appraiser and appraisee.

### **assessor**

The assessor is the person who conducts the ISO 20252 inspection.

### **auditor**

In data collection, an individual who on behalf of the organisation collects sales data

NOTE. The term auditor is a specific term used in market research and is unrelated to auditing within business in general or assessment auditing.

### **CAI**

Data capture by means of Computer Assisted Interviewing.

### **CAPI**

Data capture by means of Computer Assisted Personal Interviewing.

### **CATI**

Data capture by means of Computer Assisted Telephone Interviewing.

### **CAWI**

Data capture by means of Computer Assisted Web Interviewing

### **client**

Individual, organisation, department or division, internal or external which requests or commissions a research project

### **code frames**

The result of grouping closely similar responses used in coding open-ended questions, created through looking at a proportion of the responses in detail.

### **coding**

The allocation of codes to groups of closely similar responses recorded against open-ended questions, in order to analyse that information together with the rest of the data.

### **confidentiality**

requirement that data collected or information and materials are protected from unauthorized access

### **data collection**

A general term covering the collection of information such as:

- face-to-face interviewing in-home, in the street, in a central venue, at place of work;
- group discussions, depth interviews;
- telephone interviewing from a telephone centre;
- telephone interviewing from interviewers' homes;
- auditors collecting in-store information;
- evaluators conducting mystery shopping and client service work;
- respondents completing self-completion/postal questionnaires;
- through electronic techniques, including online/web-assisted, PDA.

### **data entry**

The input of questionnaire information into electronic format ready for survey analysis.

### **data record**

Data relating to the completed questionnaire of an individual respondent, item/transaction (i.e. reportable unit).

### **database**

Centrally held collection of data that is accessible to users

### **depth interview**

Unstructured interview conducted by a specially skilled interviewer

### **discussion guide**

List of points or subjects which have to be covered in a depth interview or focus group

### **electronic data capture (EDC)**

Use of computers to record or assist the recording of primary research data.

NOTE. This includes CATI and CAPI versions and other methods.

**editing**

A comparison of actual responses with possible responses, as defined by questionnaire structure and logic and then, if necessary, rejecting or amending some responses.

**executive**

An individual responsible for running, singly or jointly, a project or parts of a project.

**field-based**

Interviewers or recruiters conducting data collection outside the organisation's offices (excluding remote/distributed/home-based telephone interviewers)

**group discussion**

Informal discussion with a small number of selected participants conducted by a skilled moderator

**hall test**

Research conducted at a central venue (e.g. car clinic, product testing, advert testing).

**incentive**

Gift, payment or other concessions offered to potential respondents to increase response rates

**inspector**

Is the person who conducts the IQCS inspection

**interviewer**

An individual who on behalf of the organization interviews respondents face-to-face or by telephone.

**logic data entry**

Data entry processes which are programmed for specific projects to check question skips and response range checks.

NOTE. Automatic serial numbering alone does not constitute logic data entry.

**moderator**

An individual who is responsible for facilitating the interaction of the group discussion members, and for capturing the data generated.

## **MRS National Freephone and MRS Online Freephone**

An independent service provided to the public to verify the legitimacy of UK market research agency members.

### **mystery shopping**

Client service evaluation process involving individuals who on behalf of the organisation collect information by behaving as customers and report their findings as a way of monitoring the quality of performance.

### **observational research**

Research study where data is collected by directly or indirectly observing behaviour or events taking place

### **open-ended question**

Type of question where respondents are asked to answer in their own words

### **organization**

Market research or social research body.

### **panel**

A group of selected respondent participants who have agreed to provide information at specified intervals over an extended period of time

### **pre-testing questionnaires**

Small scale tests to check the format and logic of questionnaires before embarking on full scale fieldwork

### **qualitative research**

Analysis of motivations, patterns of thought, opinion, attitude, assessment or behaviour via unstructured research techniques such as focus groups and depth interviews

### **quality management**

Procedures and measures focused on fulfilling quality control and quality assurance requirements

### **quantitative research**

Numerical representation of observations for the purpose of describing and explaining the phenomena that those observations reflect

### **questionnaire**

Structured tool for collecting data consisting of a series of questions

**recruiter**

An individual who on behalf of the organization recruits respondents for depth interviews or group discussions

NOTE. Those who conduct depth and group recruitment are treated as recruiters if they do no other type of work.

**remote listening-in**

In data collection, a method of validating the authenticity of responses and quality of interviewing in the telephone centre by the manager or supervisor listening to both sides of an operator's calls

NOTE. This may be by using monitoring equipment of voice recording media.

**respondent**

Person from whom data is collected

**sample**

Subset of the target population from which the data is to be collected

**sampling frame**

List of population elements or other appropriate sources from which sample members are selected

**screening**

Initial questions in a questionnaire used to establish eligibility of respondent

**specialist interviews**

Specifically related to executive/business to business/medical/specialist samples or depth interviewing.

**sub-contracting**

Outsourcing – passing responsibility for executing an element of the research project to a third party organisation or individual

**supervisor**

An individual who on behalf of the organization undertakes at least one of the following tasks relating to data collection:

- selecting and interview new recruits;
- training;

- monitoring/appraisals/accompaniments/validation;
- allocating work, progress chasing and/or project and quota control.

NOTE 1. If an individual only validates/back checks data collection work they are not deemed to be a supervisor.

NOTE 2. An individual employed full or part-time as an office-based member of staff is not deemed to be a supervisor unless they spend the vast majority of their time undertaking supervisory tasks as defined above.

### **survey**

Systematic data collection from a sample of a target population, to which inference can be made

### **telephone centre**

A central location with a number of telephone or CATI stations used for market research recruitment/interviewing.

### **validation of data collection**

Procedures to check that data has been collected according to specification.

### **verification**

Procedures to check that data are processed according to specification.

### **viewing facility**

Venues specifically arranged to accommodate group discussions.

### **wave**

Each successive repetition in a continuous project in which neither the objective nor the general project design change