



## South East Asian Association for Institutional Research (SEAIR)

**SEAIR Conference Proceeding is listed in EBSCO Academic Database**

### PART I: GUIDELINES FOR REVIEW OF ABSTRACT AND FULL PAPER

#### Procedure for review of abstract

1. Upon the call-for-paper announcement, the Chair of the Technical Committee will initiate the abstract review coordination process.
2. The notification to review abstract or paper is to be sent to the reviewer **within 3 working days** of receipt time stamp stated in the Easychair System.
3. Upon receiving the notification of review from the Chair of the Technical Committee, the reviewer will need to log in to Easychair System to complete the review process. The review process is to be completed **within 5 working days** of receipt time stamp stated in email.
4. Criteria for acceptance of abstract are that the abstract is in line within institutional research or higher & post-secondary education domains, has reasonable research methodology and acceptable level of English usage. At this stage, the abstract should be advised of an “accept” or “reject” without requesting for a second review due to language. ***The rule of thumb is for the reviewers to ensure the following:***
  - a. That the paper to be accepted is within the theme of the conference, relationship to Institutional Research and in Post-Secondary or Higher Education domains.
  - b. Unless otherwise outside of criteria (a), request for English proof reading or editing should not be the criteria to request for a resubmission of the abstract. Please avoid a request for re-submission of abstract due to English.
  - c. ***Accepting or rejecting a paper is based on the scores and comments given by the two reviewers.*** In case of a tie, or border case rejection or acceptance, the Chair of the Technical Committee can request a third independent reviewer to make a final decision.
5. Each abstract is to be blind reviewed by two reviewers.
6. Once two abstract reviews are received by the Chair of the Technical Committee, s(he) will proceed to release the outcome of acceptance to the correspondence authors within 3 working days of receipt of review from 2<sup>nd</sup> reviewer.
7. Should any modifications be needed as requested by the reviewer, the author is given 1 week to comply with it, and

8. Once the corresponding author receives acceptance of abstract from the Chair of the Technical Committee, the team will be continuing to work on the submission of conference paper as stipulated.

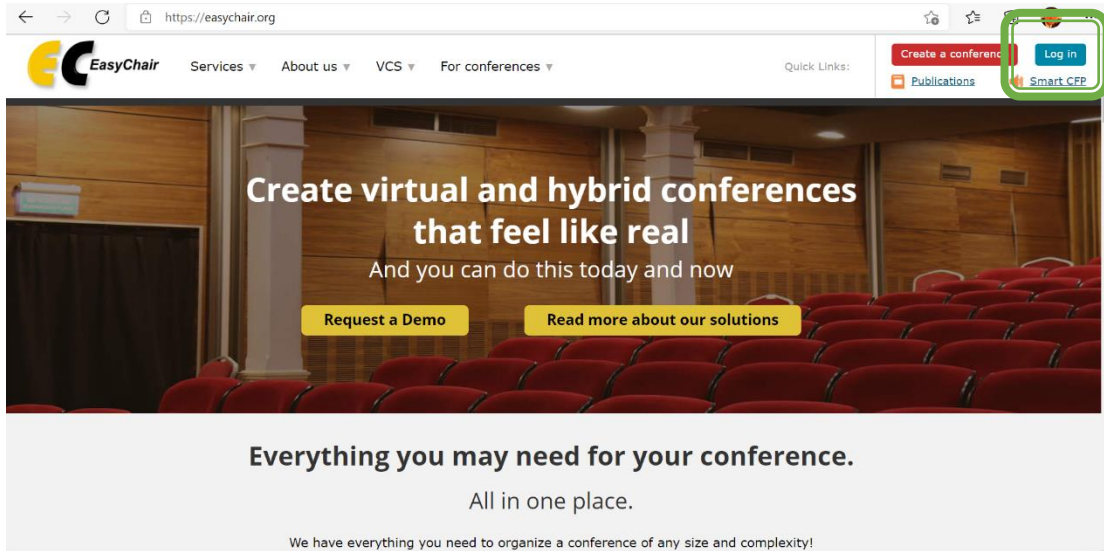
### **Procedure for review of Full paper**

1. Within the full paper submission period, the Chair of the Technical Committee will initiate the full paper review coordination process.
2. The notification to review full paper is to be sent to the reviewer **within 3 working days** of receipt time stamp stated in the Easychair System.
3. Upon receiving the notification of review from the Chair of the Technical Committee, the reviewer is required to review the paper and complete the form on Easychair system. The review process is to be completed within **10 working days** of receipt time stamp stated in email.
4. Criteria for acceptance of full paper are that the full paper is in line within institutional research, post-secondary or higher education domains, has reasonable research methodology and acceptable level of English usage. At this stage, the full paper should be advised of an “accept” or “reject” or “accept with condition” requesting for a second review due to language, research methodology, findings or discussion and conclusion. ***The rule of thumb is for the reviewers to avoid asking for a second review by ensuring the following:***
  - a. That the paper to be accepted is within the theme of the conference, relationship to Institutional Research and Post-Secondary or Higher Education domains, with appropriate research aims, research methodology, findings and discussion with implications and recommendations and conclusion.
  - b. Unless otherwise outside of criteria (a), request for English proof reading or editing should not be the criteria to request for a resubmission of the full paper. Please avoid a request for re-submission of full paper due to English, unless necessary.
  - a. ***Accepting or rejecting a full paper is based on the scores and comments given by the two reviewers.*** In case of a tie, or border case rejection or acceptance, the Chair of the Technical Committee can request a third independent reviewer to make a final decision.
5. Each full paper is to be reviewed by two reviewers in a blind review process.
6. Once two reviews are received by Chair of the Technical Committee, s(he) will proceed to release the outcome to the correspondence authors within 3 working days of receipt of review from 2<sup>nd</sup> reviewer. Should there be any revisions to be made by the authors; the revised version of paper shall be received within 1 week of the receipt of the notification.
7. The revised paper shall be uploaded in Easychair System with an “accept” or reject” advice from the Chair of the Technical Committee before the final deadline of submission or otherwise stated.

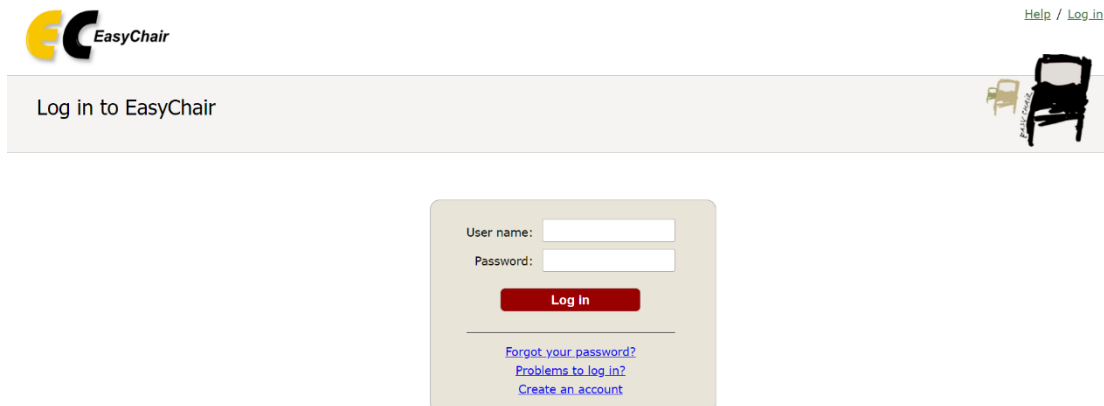
## **PART II: PAPER REVIEW PROCEDURE**

Reviewers will be given the roles of “Chair” or “PC Member” in EasyChair. The invitation to be the Chair or PC Member in the EasyChair is sent by the Conference Technical Chair at the beginning of the review process.

Visit EasyChair (<http://www.easychair.org>) and click the “Log in” button on the top right corner.



When you are at the “Log in to EasyChair” page, key in your username and password to access EasyChair. If you do not have an account, click “Create an account” and set up an EasyChair account. You may use the “Forgot your password?” link to retrieve your password.



Make sure you are on the right conference site, as shown in this example, SEAAIR 2020/21 (The 21st SEAAIR Annual Conference). Click the “Chair” or “PC Member” link under Reviewer to lead you to the Review page.

My EasyChair

Help / Log out

Conferences CFP VCS Preprints Slides EasyChair

### SEAAIR 2020/21 (The 21th SEAAIR Annual Conference)

You are logged in to SEAAIR 2020/21 (The 21th SEAAIR Annual Conference).  
Use the links below to access SEAAIR 2020/21.

**Reviewer**

- [chair](#)

Author

- [author](#)

You will be led to the main page of the conference for Chair, which, in the example given below, SEAAIR 2020/21 (Chair).

SEAAIR 2020/21 (chair)

Help / Log out

Submissions Reviews Status PC Events Email Administration SEAAIR 2020/21 Premium Conference News EasyChair

### SEAAIR 2020/21 List of Submissions

This table contains hidden fields: [click here to select which fields should be visible.](#)

The time in the table is the last modification time.

#	Authors	Title	information assignment update	Time
		Form offline to online: comparison study of conversion from offline teaching		

Add a submission  
Delete submission(s)  
Deleted submissions  
Email to authors

Submissions in Excel  
Submissions in Word  
View by topic

Click “Reviews” button that will lead you to the Review of submission page. You will be given a list of options. Select “Reviews on all submissions”.

SEAAIR 2020/21 (chair)

Submissions **Reviews** Status PC Events Email Administration SEAAIR 2020/21 Premium Conference News EasyChair

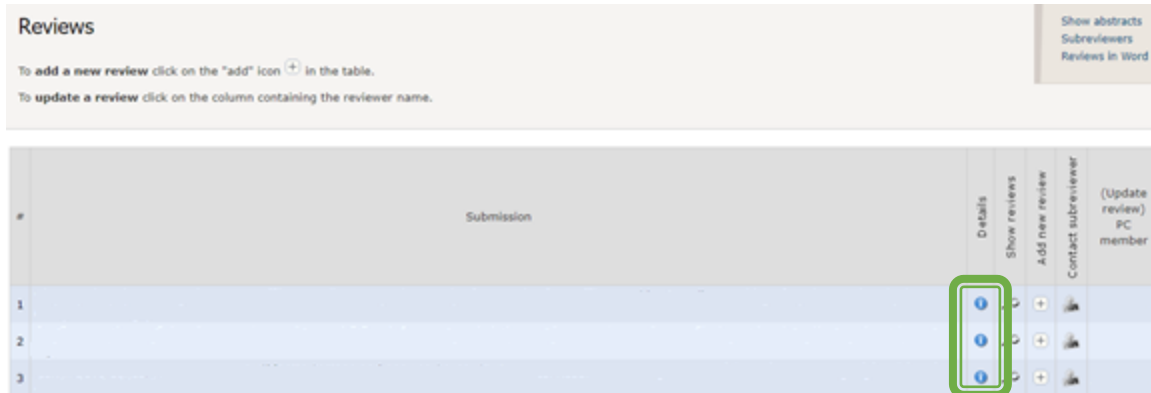
### Reviews

There are no submissions assigned to you for reviewing.

Select one of the following options.

- [Reviews on all submissions](#)
- [Subreviewers](#)
- [Create pool of subreviewers](#)
- [Delete a review or a comment](#)
- [Send notifications and/or reviews to authors](#)
- [Missing reviews](#)

Depending on the submission numbers that are assigned to you, click the information button ⓘ to access the specific page of the submission for abstract or full paper.



Click + to add new review. Leave the “subreviewer information” empty, which will let the system to register that you are the reviewer.

#### Submission and Reviewer Information

Title:  
Authors:  
PC member:

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Enter subreviewer information. Leave these fields empty if reviewed by yourself  
Click on "Add associate" in the context menu to add your associate as a reviewer.

First name: \*   
Last name: \*   
Email: \*

Provide your evaluation towards the abstract / full paper by providing a score and your detailed review of the abstract or full paper. Refer to the SEAIR Website at <http://www.seairweb.info/Conference/index.aspx> for the format of abstract and full paper. Your comment will be sent to the authors for their improvements in the abstract / full paper, hence, please make your comments as detailed as possible. Key areas to keep in mind when reviewing and ensuring that the paper has these minimum requirements:

- Abstract with 250 words;
- Introduction and Synthesis of Literature Review to identify key variables/constructs & measures leading to the Research Model and Instrumentation;
- In-depth sampling & research methodology and statistical methodology as needed leading to discussion of findings based on analysis

- In-depth implications, recommendations and conclusions.

You may provide your comments based on, but not limited to the following areas:

<b>Area</b>	<b>Description</b>
Originality	Not known or experienced before. A technique or a method not used before. Has this or similar work been previously reported? Are the problems and/or approaches in the paper completely new?
Novelty	According this criterion, it is not necessary for the paper to develop new techniques, or to generate new knowledge, but it should, at least, apply, or combine, them in a fresh and novel way or shed some new light on their applicability in a certain domain.
Innovation	A new product, process or service based on new or known technologies, methods or methodologies. Known technologies and techniques might be combined to generate new product or service with potential users in the market. What defines an innovation is a new kind of possible users of a product or a service, not necessarily new knowledge, new techniques, new technologies, new methods, or new applications. Innovation is related to new uses or new markets
Relevance	Importance, usefulness, and/or applicability of the ideas, methods and/or techniques described in the paper.  Furthermore, is the topic submitted within the theme / sub-themes of the conference?
Appropriateness	Suitability, agreeableness, compatibility, congruity, and adequacy of the paper to the areas and topics of the journal or the conference. Would the article perhaps better be presented at another conference?
Significance	Importance and noteworthiness of the ideas, methods and techniques used and/or described in the article. The problem approached in the article should be interesting and natural, and not just be chosen by the authors because it can be attacked by their methods. What it is presented in the article is not just obvious and trivial ideas.
Quality	Scientific, technical, and/or methodological soundness of the article. Correctness of results, proofs and/or reflections. Inclusion in the articles of details that allow checking the correctness of the results or citations of articles where can be found the proof or parts of it.
Presentation	Adequate organization of the article and the language used in it, as to make its content clear, easily readable and understandable. Clarity in what has been achieved by the author of the article. Even technical papers on a narrow topic should be written such that non-experts can comprehend the main contribution of the paper and the methods employed. The paper shouldn't just be a litany of deep but obscure theorems. The information of the paper should be available to the reader with a minimum of effort.

## Evaluation

**Overall evaluation.** \* Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: strong accept

2: accept

1: weak accept

0: borderline paper

-1: weak reject

-2: reject

-3: strong reject

Select a score for Reviewer's confidence. The confidence is keyed in based on the following consideration:

Score	Description
5	Positive that my evaluation is correct. I read the paper very carefully and am familiar with related work.
4	Quite sure. I tried to check the important points carefully. It's unlikely, though conceivable, that I missed something that should affect my ratings.
3	Pretty sure, but there's a chance I missed something. Although I have a good feel for this area in general, I did not carefully check the paper's details, e.g., the math, experimental design, or novelty.
2	Willing to defend my evaluation, but it is fairly likely that I missed some details, didn't understand some central points, or can't be sure about the novelty of the work.
1	Not my area, or paper is very hard to understand. My evaluation is just an educated guess.

**Reviewer's confidence. \***

5: (expert)

4: (high)

3: (medium)

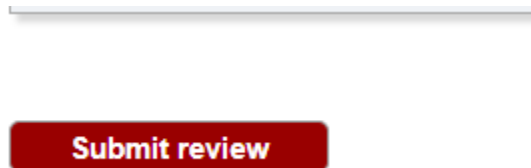
2: (low)

1: (none)

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**Confidential remarks for the program committee.** If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Click “Submit Review” when you have completed the review.



### **PART III: EVALUATION and SELECTION OF BEST PAPER**

#### Procedure for Evaluation and Selection of Best Paper

1. Upon collation of all reviews of papers, the Chair of the Technical Committee shall initiate the process of shortlisting of 3 to 5 potential papers based on the scores given by reviewers on EasyChair system.
2. The Chair of the Technical Committee will use the Best Paper Presentation Scheduling Sheet (Form 1) to facilitate the assignment of SECs to various presentation slots.
3. Each presentation is to be evaluated by two SECs.
4. All SECs shall receive the best paper presentation assignment and schedule (Form 2) either by email before the conference, or latest, hard copies a day before the conference during the SEC Meeting. The evaluation form (Form 3) is to be distributed to SECs in hard copies a day before the conference.



5. The completed evaluation form (Form 3) shall be returned to the Chair of the Technical Committee on the second day of the full Conference after SEC's last evaluation.
6. The Chair of the Technical Committee shall then complete the computation of marks to determine the recipient of the best paper.
7. The best paper will be awarded an equivalent of USD 150 (one hundred and fifty dollars) and a slot for presentation at the annual AIR conference. The amount will be awarded in the following conference.

**Form 1: LIST OF SHORTLISTED BEST PAPERS**

Presenter	Paper	Session	Room
<i>Name of Presenter</i>	<i>Providing an Example on Scheduling SEC to Evaluate Best Paper</i>	<i>3</i>	<i>4</i>

**Form 2: ASSIGNMENT OF SECs TO VARIOUS SESSIONS**

Parallel Session	Parallel Session 1	Parallel Session 2	Parallel Session 3	Parallel Session 4	Parallel Session 5	Room
SEC						
<i>Name of SEC</i>			<i>4</i> <i>Name or presenter</i>			

**Form 3: Evaluation of Best Paper Presentation**

**Evaluator:**

**Instruction: Please tick (✓) on each of the criterion.**

Presenter	Session	Room	CONTRIBUTION	TECHNICAL CORRECTNESS	PRESENTATION QUALITY	OVERALL QUALITY
			[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low
			[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low
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			[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low	[4] Very High [3] High [2] Medium [1] Low

**Approved on 15<sup>th</sup> June 2021 by SEAIR Executive Committee (SEC)**