

## 2017-18 STUDENT PERCEPTION SURVEY

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## GENERAL QUESTIONS

### **What is the NYC Student Perception Survey?**

The NYCDOE partners with Panorama Education to offer the Student Perception Survey, a research-based, confidential student survey used across the country to provide teachers with students' feedback about their classroom experience.

*The survey is being administered for formative purposes, and is not being administered as a part of Advance, New York City's system for teacher development and evaluation.*

### **What is the purpose of implementing the Student Perception Survey?**

The survey will give teachers insight and understanding about students' overall attitudes and perceptions of their own teaching practices. The information captured by the survey is designed to support and foster a self-reflective approach among teachers in how they engage with their students. Additionally, the survey empowers students by encouraging them to have an active voice in their own learning.

### **How is the Student Perception Survey different from the NYC School Survey?**

The Student Perception Survey asks students in grades 6-12 to share feedback about themselves and their classes. The information captured by the survey helps generate a report that educators can use to gain insights into teaching practice and support professional learning. The NYC School Survey asks students in grades 6-12, teachers, and parents how they feel about the learning environment in their school. Educators and families can use this information to better understand a school's strengths and areas for improvement.

### **Are there any changes to this year's Student Perception Survey?**

Changes to the Student Perception Survey are based on a review of the prior year's results and feedback from students and teachers.

#### *General changes to survey administration:*

- In order to make student feedback more timely and actionable and provide teachers with their results in the same school year, Student Perception Survey administration will begin in December, instead of in May.

#### *Revisions to the survey questions:*

- No revisions were made to the survey questions for the 2017-18 Student Perception Survey. The instrument remains the same between 2016-17 and 2017-18.
- Revisions to the survey questions from previous years include:
  - One question removed in 2016-17 to reduce redundancy as it correlated strongly with another question in the survey, meaning the two questions were potentially measuring a similar phenomenon (Q14, 2015-16: *Overall, how interested are you in this class?*)
  - One question moved from Pedagogical Effectiveness scale to Classroom Engagement to strengthen the scale (Q16, 2015-16: *How interesting does this teacher make what you are learning in class?*)

### **When is the deadline for completing the Student Perception Survey?**

All surveys should be completed online or postmarked by **Friday, January 19, 2018**.

## SURVEY INSTRUMENT

### What does the Student Perception Survey Measure?

The survey measures students' perceptions and attitudes about a specific teacher and their classroom. Specifically, students answer questions across five scales:

- Pedagogical Effectiveness – perceptions of the quality of teaching and amount of learning students experience from a particular teacher.
- Classroom Climate – perceptions of the overall social and learning climate of the classroom.
- Classroom Rigorous Expectations – how much students feel that a specific teacher holds them to high expectations around effort, understanding, persistence, and performance in class.
- Classroom Engagement – how attentive and invested students are in class.
- Teacher-Student Relationships - how strong the social connection is between teachers and students within and beyond the classroom.

### How was the Student Perception Survey designed?

The NYCDOE uses the Panorama Student Survey instrument. The Panorama Student Survey was developed through the six-step design process developed by Panorama Education and the Harvard Graduate School of Education. It measures student perceptions of teaching, as well as school climate, using a set of survey scales or groups of questions. The six key steps in the process include literature review, interviews and focus groups, synthesis of indicators, question creation, expert review, and cognitive pre-testing and interviewing. Upon completion of these six steps and a round of revisions to the items, the scales were subjected to large-scale pilot tests.

To learn more about the Panorama Student Survey, visit [panoramaed.com](http://panoramaed.com).

## PARTICIPATION

### Which students take the survey?

Only students in grades 6-12 participate in the Student Perception Survey. To complete a survey for any given teacher, students should be taught by the teacher for at least four weeks prior to survey administration.

### Are all District 75 students being surveyed? Which are and which are not?

Students in grades 6-12, who are in a 12:1:1 class, and who take standardized assessments will participate in the Student Perception Survey.

### Which teachers participate in the survey?

If your school selected to administer surveys to:

- One class per teacher, the following teachers are eligible to participate in the survey:  
Teachers of grades 6-12 with at least 10 students present across two periods, regardless of which class periods, will participate in the Student Perception Survey. If the teacher cannot meet this 10 student minimum across two classes, they are not eligible to participate in the survey.
- Two classes per teacher, the following teachers are eligible to participate in the survey:  
Teachers of grades 6-12 with at least 10 total students present across two periods, regardless of which class periods, will participate in the Student Perception Survey. If the teacher cannot meet this 10 student minimum across two classes, they can administer the

survey to students in any way that is feasible for the teacher to meet the 10 student minimum.

Students must be taught by the teacher for at least four weeks prior to survey administration to participate in the survey for that teacher. For teachers who teach students less than five days per week, an effort should be made to survey students who have had at least 10 class meetings with the teacher.

SETSS, 6:1:1, Push-In, Pull-Out, and AIS teachers are eligible if they teach 10 or more eligible students across two class periods. For District 75, only teachers of students in grades 6-12 who are in a 12:1:1 class and who take standardized assessments will participate in the Student Perception Survey. Teachers with students who only take alternative assessments will not participate in this year's survey.

### **Is the survey mandatory?**

All eligible students should be given a survey so they have the opportunity to provide anonymous feedback to their teacher. As stated in the survey directions, if students feel uncomfortable answering any or all questions in the survey, they can skip those questions. School staff should gently encourage students to honestly answer the questions of the survey and remind students of the value of the survey, but a student should not be required nor pressured to answer questions if they prefer not to.

## **ADMINISTRATION**

### **How will students take the survey?**

Principals pre-selected whether their school will administer the survey online or on paper in September. Depending on what the school selected, students will be taking the survey online at [StudentPerceptionSurvey.nyc](https://www.studentperceptionsurvey.nyc.gov) or on paper.

### **When will students take the survey?**

We recommend that all students take the survey 3rd period for their 3rd period teacher(s) since that is the common attendance period. Teachers who do not teach 3rd period should consider having their survey given in the school's second-to-last period and teachers who teach neither of those periods should have the survey given in whatever other period would be least disruptive to instruction time.

Alternatively, the survey may be administered during another period chosen by the principal provided that all students are surveyed during the same period in order to avoid unnecessary student burden. Eligible teachers who do not teach during the scheduled administration period should be scheduled for administration at an alternative time.

As described below, the schedule should accommodate co-teachers so that students may complete a separate survey for each teacher.

### **Can a teacher proctor their own class during survey administration?**

To ensure that students feel that they may fill out the survey in a totally confidential manner without any influence over their responses from anyone, schools must make every effort to have a different pedagogue or administrator other than the teacher who is the subject of the survey proctor the survey administration. However, there may be circumstances where this would be

impossible, for example if a teacher does not teach during the common survey administration period. In those limited instances, the teacher who is the subject of the survey may administer the survey to his/her students. In all instances, proctors should clearly communicate to students which teacher is the subject of the survey.

**How should a school handle surveys for co-teachers?**

For co-teaching classes, students should complete the survey separately for each teacher. Students should take the survey for one co-teacher during the scheduled survey period and complete the survey for the other co-teacher during another class period or on another day. Proctors should clearly communicate to students which teacher is the subject of which survey administration.

**If a student enters his or her access code, and the browser freezes or crashes before the student can submit the survey, what should I do?**

If a student starts taking the survey but encounters a technical problem that prevents the student from submitting the survey, please help the student close and re-open the web browser and access the survey web site again. Alternatively, please try accessing the survey in a different browser (e.g., Google Chrome, Internet Explorer, etc.) or on a mobile device.

If the browser closes before the student submits the survey, the student can simply log on again with the same access code and try again. Although every access code can only be used once, the code is only marked as “used” once the student completes the survey and clicks submit.

If you are still unable to access the survey, please reach out to the NYCDOE Survey Initiatives Team at [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).

**Can a student use another student’s login information or survey materials?**

No. Students should not share login information or survey materials. Students will receive a unique survey access code associated with a specific teacher. Students must complete the survey using the materials that they receive.

**If a student accidentally submits the survey before he or she is finished, what should I do?**

If a student submits a survey prematurely, the school’s survey coordinator should contact the NYCDOE Survey Initiatives Team at [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov) with the access code that the student used to submit a partial survey. The Survey Initiatives Team will be able to exclude that partial response from the final survey reports. The access code can be reset so it can be used to complete and submit the survey only if the specific access code is retained.

If you have additional unused access codes for the teacher for whom the student was submitting a survey, you may provide the student with a new access code so that the student can complete the entire survey. However, if you do this, please be sure to contact the Survey Initiatives Team as described above, so that we can make sure that only the student’s complete response is counted.

If you do not have additional access codes for the teacher for whom the survey is being administered, the student will be unable to submit another survey response.

**How should my school send student paper surveys back in once they are completed?**

After your teachers have administered surveys, please ship the completed surveys back to Panorama Education for processing. Please be sure to ship your surveys back to Panorama on or before **Friday, January 19, 2018**.

A pre-paid FedEx return label for shipping completed surveys to Panorama will be included in the box in which your school's survey materials arrive. Please save this original box so that you may use it to return your surveys to Panorama.

After your school's surveys have been completed, please affix the FedEx return label to the box in which materials arrived and drop the package off at any FedEx location, or schedule a free pick-up at [panoramaed.com/pickup](http://panoramaed.com/pickup).

If you misplace the box or FedEx label required for returning your completed survey materials, email the NYCDOE Survey Initiatives Team at [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).

## ACCOMMODATIONS

### **Can my school assist students who are unable to read, have limited English proficiency, or require other accommodations due to a disability?**

We trust that your school understands best how to empower students to provide feedback on the survey. Your accommodations plan for English Language Learners and students with disabilities could take into account the following.

- **ELLs:** Translated versions of the survey are available in the 9 official DOE languages: Arabic, Bengali, Chinese, French, Haitian, Korean, Russian, Spanish, and Urdu. If completing the survey by paper, please note that all students must still record their survey responses on the English survey forms. Students requiring translations will use the translated surveys as a side-by-side guide while bubbling in their choices on the English form. Copies of the translated surveys can also be found in your shipment and for download at [StudentPerceptionSurvey.nyc](http://StudentPerceptionSurvey.nyc).
- **SWDs:** Accommodations should be made if necessary to assist students with disabilities in completing the survey. However, the confidential nature of the survey should not be compromised through such accommodations. For example, if a student must provide their responses orally, another teacher must proctor the survey for the student.

We request that your school staff is mindful of the confidential nature of the survey and extremely careful not to a) influence survey responses in any way, or b) attempt to review survey responses in any way. For more guidance on how to create an accommodations plan, please review the [Student Perception Survey Accommodations Guide](http://StudentPerceptionSurvey.nyc) available on the Student Perception Survey website at [StudentPerceptionSurvey.nyc](http://StudentPerceptionSurvey.nyc).

### **Will the Student Perception Survey be translated?**

Yes. The survey for students is provided in English as well as the nine DOE supported languages: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish and Urdu.

## SURVEY RESULTS AND REPORTING

### **Will results from the Student Perception Survey count towards teachers' overall *Advance* rating?**

No. Results of the survey are for formative purposes only and cannot be used as evidence for *Advance* ratings, including MOTP ratings of Planning and Preparation.

**Who handles the data? Who sees the data?**

Panorama Education collects and processes all data from the Student Perception Survey to protect the anonymity of individual student responses. Panorama Education then produces tailor-made reports for teachers, principals, and administrators, only. Schools cannot share the survey data with anyone. Teachers will receive the data for their own classrooms, and principals will receive schoolwide data. Administrators, such as Superintendents, will receive data for their entire district.

**How will the data gathered from the Student Perception Survey be used?**

Teachers, principals, and administrators will be able to use this data to build more inclusive, learner-centered classroom environments. In addition to individual survey reports, teachers will have access to the Panorama Education Playbook, an online professional development tool that allows teachers to share practices and create a personalized playbook of instructional strategies based on their results.

**Is the Student Perception Survey confidential?**

The NYC Student Perception Survey is an anonymous survey. Neither student names nor ID numbers are collected or required. For the paper survey, students are asked to return their completed surveys in individual, sealed envelopes so that there will not be any way to tell which students completed which survey. For the online survey, students receive unique access codes associated with the teacher for whom they are submitting a survey, but these numbers are not tracked to the individual student. Survey results are only ever reported in aggregate groups of 10 or more students.

**QUESTIONS**

If you have other questions, please reach out to the NYCDOE Survey Initiatives Team at [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).