

2016 NYC STUDENT PERCEPTION SURVEY

Frequently Asked Questions

GENERAL QUESTIONS

What is the NYC Student Perception Survey?

This spring, the NYCDOE is partnering 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 only, 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 will help generate a report that educators can use to gain insights into teaching practice and support teachers' development. 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.

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 domains: Pedagogical Effectiveness, Classroom Climate, Classroom Rigorous Expectations, Classroom Engagement, and Teacher-Student Relationships.

How was the Student Perception Survey designed?

The NYCDOE will use the Panorama Student Survey instrument for this year's Student Perception Survey. 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 www.panoramaed.com.

PARTICIPATION

Which students take the survey?

Only students in grades 6-12 will participate in the Student Perception Survey. Students should be taught by the teacher for at least four weeks prior to survey administration to participate in the survey.

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?

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. Students should be taught by the teacher for at least four weeks prior to survey administration to participate in the survey. 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.

- SETTS, 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.

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 he or she prefers not to.

ADMINISTRATION

How will students take the survey?

Principals pre-selected whether their school will administer the survey online or on paper in February. Depending on what the school selected, students will be taking the survey online at www.studentperceptionsurvey.nyc 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). Teachers who don't teach 3rd period should have their survey given in the school's second-to-last period. Teachers who teach neither of those periods should have the survey given in whatever other period would be least disruptive.

- 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 respond separately about each teacher.

Can a teacher proctor their own class during survey administration?

To create an environment in which students feel safe responding openly and honestly to the survey, it is best practice for a different pedagogue or administrator other than the teacher who is the subject of the survey to proctor the survey administration. However, if the principal determines that, based on the school's scheduling, it is not feasible to implement this best practice then the school may administer the survey with teachers proctoring the survey for their own classes. 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.

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.

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

No. Students are assigned a unique survey access code and 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 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 may 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, June 17, 2016**.

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 <http://www.panoramaed.com/pickup>.

If you misplace the box or FedEx label required for returning your completed survey materials, email the Survey Initiatives Team at studentperceptionsurvey@schools.nyc.gov.

What is the deadline for completing the surveys?

Friday, June 17, 2016

ACCOMMODATIONS

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

Your school knows best how to empower students to provide feedback on the survey. If your school is able to provide reading, translation/interpretation, or other assistance, please do so, but it is imperative that your school staff be 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 ethical survey administration, please review the Survey Code of Ethics on the Student Perception Survey website at www.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. The survey is being administered for formative purposes only, and is not being administered as a part of *Advance*, New York City's system for teacher development and evaluation.

Who sees, handles 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. 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.

Other questions? Email studentperceptionsurvey@schools.nyc.gov.