

# Administration Protocols for Paper Student Perception Surveys

Thank you for participating in the 2016 Student Perception Survey! **Please remember that the Student Perception Survey is not being administered as a component of Advance, and that the results of this survey will be used for formative purposes only (i.e. to guide practice).** This document describes the administration protocols for the Student Perception Survey, including background notes and step-by-step instructions for leading students through the survey process. **Please read this entire document prior to administering surveys to your class.**

## Overview of Survey Administration

Students will take surveys on paper. Each student will receive one survey about this class. You should have received a package with enough surveys for all participating students in your class. If you do not have enough surveys, please contact your school's survey coordinator.

Your school's survey coordinator will also provide translated copies for the survey for students who will not be able to complete the survey in English. Translated versions of the survey are available in the 9 official DOE languages: Arabic, Bengali, Chinese, French, Haitian, Korean, Russian, Spanish, and Urdu. The students will be able to use the translated copy side by side with the English version of the survey to help them complete the survey. **Please ensure that students bubble in their responses only on the English version of the survey.**

If you are administering the survey to students with disabilities, please confirm any accommodations or special instructions with your school's survey coordinator prior to administration.

### Creating an appropriate survey-taking environment:

We encourage teachers/proctors to explain that the survey is an opportunity for students to help the teacher make class better. Students should be reminded that their responses are confidential and entirely voluntary. Students' answers will be combined with those of other students in their class and their school. The read-aloud directions that follow include language to help remind students about these important details. In addition, teachers should reinforce the confidentiality of the survey for students. For example, teachers should make sure to give students space while they are completing the surveys. Please reference the Student Perception Code of Ethics for additional information to ensuring an appropriate survey-taking environment.

## Survey Administration Instructions: Paper Student Surveys

### **Proctor Preparation:**

1. Distribute surveys to all students in the class. Confirm that the top of each survey includes the teacher's name.
2. Distribute translated versions of the survey to students with language accommodations. Please ask students what their primary language is and give them the appropriate version of the survey.
3. Distribute 1 envelope per student. Students will place their survey in the envelope and seal it when they have completed their survey.
4. Pencil is recommended so that students can erase stray marks, but the scanning machine will also read dark pen (black or blue ink only).

**Proctor Script:** *Text in italics is for you, the proctor of the surveys.* **Text** is what you should read to students.

1. **Today, you are being asked to answer questions about your experience as a student in one of your teacher's classes. We are asking you to take this survey because your teachers want to hear from you.**
2. **Your survey should have Mr./Ms. \_\_\_\_\_'s name at the top of the page. Please check to make sure you have the correct survey. If you do not have the correct survey, please raise your hand.**
3. *For students with language accommodations, students should have a translated version of their survey in their primary language. If you have a translated version of the survey, please place the translated version next to the English version. As you take the survey, you will need to bubble in your answers on the English version of the survey. You can use the translated copy of the survey to help you understand the questions and the answer choices.*
4. **Please listen carefully while I give you some more directions. As you are taking the survey, there are a few things that are important for you to remember:**
  - a. **Read each question carefully and think about the answer choice that best matches what you know and think about your experiences. This is not a test and there are no wrong answers.**
  - b. **Fill in the bubble next to your answer choice. Fill the bubble in neatly and completely.**
  - c. **Remember that the purpose of the survey is to help us all improve your learning experiences in school, so please be honest. No one will ever be able to track your answers back to you. Your answers will be combined with those of other students in your class and at your school.**
  - d. **Please answer as many questions as you can but if you feel that you cannot answer a question on the survey, or would prefer not to, you can leave the question blank.**

- e. **As you take the survey, please think only about this class and this teacher [not your other classes or teachers].**
5. **Please raise your hand if you need help, or if you have any questions during the survey. I cannot provide you with answers, but I can help with any words or directions you don't understand.**
6. **When you complete your survey, please place your survey in the envelope provided to you and seal it. Only include the English version of the survey with your answers in the envelope. Do not include non-English, translated versions of the survey and do not fold the survey as you put it into the envelope.**
7. **You should have a book to read or some work that you can do quietly at your seat in case you finish early. Please do not open your book or do independent work until you have completed your survey.**
8. **Are there any questions?** *Answer student questions.*
9. **Once you have completed your survey, you may read or work silently until all of your classmates have finished.**

### **Survey Return Instructions: Paper Student Surveys**

Once all students have completed the survey, please have one of your students collect all completed surveys and ensure that all individual envelopes have been sealed. Then, return the completed surveys to your school's survey coordinator.

You can discard or recycle all unused survey materials and translation guides or return the unused materials to your survey coordinator who will discard them.