



# NEE Data Tool – Student Survey Administration Instructions for the Proctor

## ADMINISTRATION INSTRUCTIONS FOR THE PROCTOR

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To encourage student participation, provide easy access to the Student Survey website. At the elementary school level where students most often take the Student Survey in a computer lab setting, consult with your Information Technology staff to place a desktop shortcut to the Student Survey website on the computers being used to administer the Student Survey. At the secondary level or in 1-to-1 settings, consult with your Information Technology staff to put the link in an easily accessible place on the school district or individual school website. Students can then be directed to the link to access the Student Survey using their individual device.

The Student Survey website is <https://nee-onlinemanager.missouri.edu/Student>.

When a Student Survey is created, a unique token is generated for each teacher. Students enter the unique token to begin a survey. Each school should assign a survey proctor that is someone **OTHER** than the teacher being evaluated. The survey proctor should read the script to students and provide the token for the survey.

### **Administration Instructions for the Student Survey Proctor**

1. Have students click the shortcut to the Student Survey website or provide instructions on accessing the link.
2. Read the following script to students.

*You are about to take a survey on the computer. The purpose of this survey is to help make your school better. This survey is very important to your school. Your teacher and principal will look carefully at the survey results to decide what aspects of teaching are good already and what aspects need to be improved. They value your opinion and ideas. Your responses will improve the quality of education for all the students who follow you. Please be careful and thoughtful when taking the survey.*

*The survey will ask about your experiences with your teacher [teacher's name]. Before you begin, listen carefully to these instructions.*

- *This survey asks what YOU believe to be true, not what other students believe. You should select the answer for how you HONESTLY feel.*
- *You must work alone. You shouldn't talk during the survey, or look at another person's answers.*
- *There are no right or wrong answers; the survey is about your opinions and feelings.*
- *You will not be graded on this survey.*
- **Your answers will be anonymous to your teacher and principal.** *This means that they will not know how you personally answered each question. Your teacher and principal will only see how all the students as a group answered the questions. Please be completely honest.*
- *Your participation in this survey is important, but it's also voluntary. You are not required to take the survey and you can also skip questions on the survey that you don't want to answer.*
- *Please read the questions carefully. If you do not understand a word, raise your hand so I can define it for you.*

**NOTE TO SURVEY PROCTORS:** *If asked, define what a word means to students, but please do not provide your interpretation of the question as a whole because this can influence the answer given by students.*

3. Give the unique token to students. **NOTE:** *It can be helpful to display the token somewhere.* Have students enter the survey token in the field. Click **Submit**.

A screenshot of a web form titled "Enter Survey Token". It features a text input field labeled "Survey Token" and a yellow "Submit" button below it.

- The **Student Survey** screen will appear.

Student Survey - Token: E7C15E

**Susie Teacher** Teacher | Fine Arts, Librarian

**Student Information**

Grade Level

Subject Area

**This teacher expects us to think a lot and concentrate in this class.**

0 - Not True

1 - Sort of True

2 - True

3 - Very True

I don't know or this does not apply.

**This teacher's lessons make us think deeply.**

0 - Not True

- Read the below to the students.

*Your teacher's name should be at the top of the screen. Please use the dropdown boxes to select your grade level and the subject area of your teacher. There are several answers for each question – Not True, Sort of True, True, Very True, and I don't know or this does not apply. Choose the response that best fits your opinion of this teacher. If you click on the wrong answer or change your mind, you can change your answer by clicking on a different one. Select the answer "I don't know or this does not apply" if you don't know the answer or the question does not apply to your teacher. The survey may take several minutes to complete, but there is no time limit. When you have finished answering all the questions, click the **Complete** button at the bottom of the page. Do you have any questions before we begin? If you have any questions at any time, please raise your hand.*

- Answer any questions students may have and have them begin the student survey. While students are taking the survey, be available for questions. Make sure all students click the **Complete** button when finished.
- After completing the survey, the **Thank You** screen will appear. **NOTE: Instruct students not to use the browser's back button as this will return them to the survey.**