



CPS Student Survey Proctor Instructions

1. Teachers cannot administer or assist in their own student surveys.
2. For the survey to be valid, a minimum of six (6) students must complete the survey.
3. Students must have an Electronic Use Agreement on file at the school before completing the survey.
4. Media Specialists will proctor elementary student surveys for grades 4 and 5.
5. Below is the list of acceptable proctors whom principals may utilize per their discretion for secondary student surveys:
 - a) Media Specialists
 - b) Guidance Counselors
 - c) Home School Communicators
 - d) Teachers when the students completing the surveys are not providing feedback for the proctor teacher.
NOTE: The use of this option will be reviewed for suitability before continuance in school years beyond 2017-18.
6. Secondary principals will name a campus liaison to manage the campus survey process including communications with Data Services.
7. Please ensure survey links and assigned tokens are visible at the survey location for all students to see.
8. If fourth (4th) grade students do not have access to 1:1 devices, the survey should be completed in the computer/mobile lab. Fifth (5th) grade students will be able to complete the survey on their I-Pad.
9. Sixth through twelfth (6th-12th) grade students can complete the survey on their 1:1 device. The CPS Office of Community Relations will be sending communication templates to campus leadership to use when informing parents and students to bring their devices. Only send reminders using the template provided by Community Relations.
10. The survey window will be from February 5-23, 2018, with campus site dates to be determined as follows:
 - a) *Secondary*—NEE Student Survey Campus Administrators are highly recommended (and it is preferred) to schedule campus surveys within the same calendar week of the survey window.
 - b) *Elementary*—Principals may schedule campus surveys for any date(s) during the survey window.
11. CPS Data Services will be providing a link and tokens to those administering the student survey.
12. Closing of student surveys for security purposes—When a campus has completed all student surveys, contact [Jennifer Mancuso](#) of Data Services to close the surveys for that campus. Any open surveys will be closed at 5 p.m. on February 23, 2018.