

Maintaining Integrity of the Student Experience Survey

This handout is a guide for any Dallas ISD employees affiliated with administration of the Student Experience Survey. These instructions must be reviewed by all staff members involved in survey administration, who then must complete the *Oath to Comply with Student Experience Survey Protocols*. Campus test coordinators must securely retain completed oaths on campus.

Required Practices

Do:

- ✓ Read this document (“Maintaining Integrity of the Student Experience Survey”).
- ✓ Sign the accompanying oath to comply with protocols.
- ✓ Read the survey administration protocols provided each spring to test coordinators during training.
- ✓ Use the administrator protocols to administer surveys.
- ✓ Allow students to answer the questions independently.
- ✓ Instruct students who do not understand an item to skip the item without responding.
- ✓ Sit quietly at the front of the classroom while students take the survey.
- ✓ Conduct read-aloud sessions *only* for small groups of struggling readers in elementary schools.
- ✓ If using vendor survey items, whether in whole or in part, complete the unofficial administration before October 31. (If the vendor’s survey items are altered with the intention of using them after October 31, changes must be so significant as to make them unrecognizable as the vendor’s survey items.)
- ✓ Keep private (i.e., do not share with students) any results obtained during unofficial administrations that use any vendor survey items.

Prohibited Behaviors

Do not:

- ✗ Administer the student survey using instructions or processes that are not specifically outlined in administration protocols provided by the test coordinator.
- ✗ Discuss the content of vendor survey items or item responses with students at any time for any type of administration using vendor survey items.
- ✗ Ask or discuss with students how they plan to respond or did respond to survey items at any time.
- ✗ Prompt or otherwise assist students in selecting responses.
- ✗ Change any student response or direct a student to change a response.
- ✗ Access students’ personalized online surveys at the vendor website.
- ✗ Monitor students during an administration by walking in the aisles or looking at students’ surveys.
- ✗ Use any vendor survey items, or any altered items that are still recognizable as vendor items, in unofficial administrations after October 31.

Irregularities

Engaging in the prohibited behaviors listed above constitutes an irregularity and must be reported to Evaluation and Assessment using the *Survey Irregularity Reporting Form*. If you have questions about whether you need to report an incident please contact studentsurvey@dallasisd.org for clarification.