

Maintaining Integrity of the Student Experience Survey

The Student Experience survey is administered to students in grades 3-12 and is worth 15 percent of a teacher's evaluation under TEI. In order to ensure accurate and fair teacher evaluations, the integrity of the student survey results must be maintained. This handout is a guide for teachers, test coordinators and principals. It provides best practices as well as specifically prohibited behaviors, and it must be reviewed by all individuals participating in survey administration.

Best Practices

- Read the administration protocols and student survey integrity handout
- Sign the student survey oath
- Teachers who administer the survey to students before April must do so by October 31; these survey results should be used for the teachers' own information only and not discussed with students
- Use the administrator protocols to administer surveys
- During administration, teachers swap classrooms by grade to ensure that teachers do not administer the survey to their own students
- Survey administrators sit at the front of the classroom while students take the survey
- Allow students to answer the questions independently
- Students who do not understand a question are instructed to skip the question without answering
- Students put completed surveys back in the envelopes and seal these envelopes
- Read aloud sessions should ONLY be conducted for struggling readers in elementary schools
- Report all irregularities

Prohibited Behaviors

- Do not discuss the survey questions and answers with students
- Do not prompt or provide assistance to students in selecting specific responses
- Do not ask students how they plan to respond or did respond before, during, or after survey administration
- Do not change student answers after surveys are completed
- Do not open student envelopes (*Note: There is an exception for students who use large-print forms, and this exception will be described as part of training.*)
- Do not monitor students by walking in the aisles or looking at students' surveys while they are working

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.