



NZCER Me and My School survey

Reference Guide for Online Administration (Teachers) — Years 4 to 6

Dear Teacher

The following provides information on administering the Me and My School survey to students online. The survey takes approximately 20 minutes to administer (including instructions) and is completed anonymously.

What is the Me and My School survey?

Developed by researchers at the New Zealand Council for Educational Research (NZCER) the Me and My School survey provides a measure of students' emotional and cognitive engagement with their school. Research shows that high levels of engagement are associated with positive educational and health outcomes for students and that levels of engagement can be influenced by changes in school policies and practices. Some general questions have been added to the survey, such as how much time do students spend reading or watching television. This is intended as contextual information to put alongside the engagement data. The survey provides a systematic way of collecting data on student engagement. Results from the survey will give your school some sense of how students perceive their own levels of engagement in school and learning.

Administration instructions

Administering the survey involves setting some time aside (about 20 minutes); explaining what the survey is about, helping the students to navigate to the site, reading the instructions to the students, and helping the students to understand how to respond to the questions, review their responses, and submit the survey. A time of day should be chosen when the students are settled and interruptions are unlikely.

Navigating to the site

Students will need to navigate to <http://www.nzcersurvey.org.nz/jrmeandmyschool> to access the survey site. Your school's survey administrator may have set access up already, for example, as part of the school intranet, a shortcut on each computer's desktop or as a favourite or bookmarked within the internet browser.

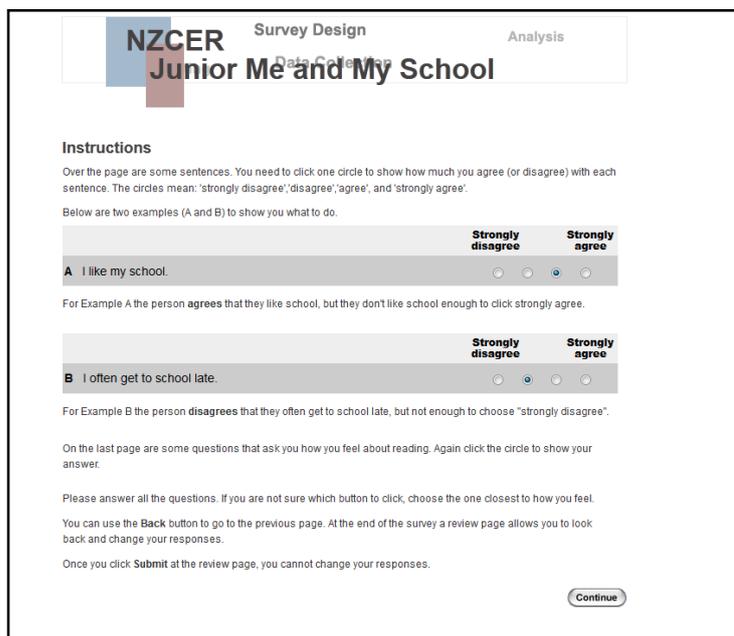
Entering the site and completing the survey

The school's survey administrator will provide you with a password for your class. Your students will need this password to enter the survey site and complete the survey. Ask the students to type in the class password and click "Login" to access the survey. Please inform students that the password is case sensitive. As the survey is anonymous students do not provide their name.

Once students have successfully logged into the survey site they will be provided with a brief introduction and asked to click "Continue". This will bring them to the instructions page as shown in Figure 1. We strongly recommend that you read these instructions to the students and explain how they can record their responses to the

questions. When you are satisfied that students understand the process of completing the survey they may continue at their own pace. **Please be aware there is required information on “About Me” section for students to answer. Without this information, it will not be possible to produce a full set of reports.**

Figure 1: Instructions page



When a student has completed the survey they can review their responses using the review page. This page allows them to return to the various sections by clicking on appropriate links. Once they are satisfied with their responses they can submit the survey by clicking on the “Submit” button on the review page.

Students should only complete the survey once. If a student is unable to complete the survey, for example, because of a network problem they can use the class password to re-enter the site and start again. Results will only be recorded for analysis when the student submits the survey on the review page.

It is important that the students are carefully briefed and provided with full instructions. There is no need to organise the room in any special way, however, students should be expected to work independently and **not** discuss their answers with their classmates. Each student will need direct access to a computer.

Introducing the survey

Below we have provided information that can be read to students to explain why they are being asked to complete the survey. The survey has been designed to be straightforward and non-threatening. If a student finds it difficult or unsettling to complete please use your discretion as to whether he or she should continue. Students are **not** asked to provide their name or their teacher’s name, please ensure that students are aware of this.

Information for students: Why should you complete the Me and My School student survey?

The Me and My School survey will help the school find out how much students like being at school and how involved and committed they feel about their learning. For example, whether the students feel safe and respected and look forward to going to school; whether they are interested in what they are doing in their classes; and whether they find it easy to meet deadlines and stay focused. A survey is one way of collecting information from a large group of people. By listening to what our students think the school can collect information that can be

used to make the school better for everyone. This survey is not a test and there are no right or wrong answers. You do not need to enter your name and no one else will be able to know how you answered each question.

Thank you for your involvement.