**District Administrators and Accountability Coordinators:**

**Frequently Asked Questions**

*District Administrators and Accountability Coordinators are encouraged to return to this document regularly as updates will occur as questions are proposed and addressed.*

**Access to eProve**

1. **Q:** When will surveys be available in eProve?

**A:** Access to rosters will begin 1/20/20 in order to facilitate any student roster changes, but the surveys will remain in a closed status until the official 2/3/20 administration start date.

1. **Q:** Where do I login to eProve?

**A:** On the [MyJourney login page](https://myjourney.advanc-ed.org/login), existing users can select to reset password and receive an email with directions. If difficulties obtaining access continue, contact Cognia Customer Care at eprove@cognia.org or 888-413-3669.

As it relates to an account with PII access, all heads of institution and designated district accountability coordinators have been assigned PII permissions by Cognia (as directed by South Carolina Department of Education). All users with Administrator permissions can add or edit users to their respective institutions, as well as grant PII permissions. Users requiring PII permissions outside of the state-provided list must contact their heads of institution to grant this permission.

1. **Q:** When was the eProve login information sent to the district contacts?

**A:** Users can access the surveys via [eProve Surveys](https://eprovesurveys.advanc-ed.org/surveys/#/signin) or via their [MyJourney login page](https://myjourney.advanc-ed.org/login). There are not different links for individual schools.

1. **Q:** At the district level, is there the ability to download the complete roster for each school?

**A:** A comprehensive roster for the entire district can be downloaded in eProve surveys. Within the roster the district may filter by institution to see just the students for a specific school.

1. **Q:** Can heads of institutions give rights to access the roster to others to manage?

**A:** Heads of institutions have the ability to assign PII permissions from the Manage Users tab in eProve surveys. Once PII permissions are granted, the user will be able to access and download the student roster.

**Student Rosters**

1. **Q:** Will rosters of students be just one grade level per school?

**A:** Rosters will be for all grade levels for the school.

1. **Q:** Is there a provided means for schools to distribute the login information to students, or do districts/schools have to generate those themselves?

**A:** Student rosters can be downloaded by users with PII permissions from either the district or school account in eProve surveys. If downloaded from the district account, the student roster report will show login information for students from all institutions within that district. If downloaded from the school’s account, the student roster will show login information for the school.

1. **Q:** Are the last three letters of the last name case sensitive as part of the login process for students?

**A:** The entry of the first three letters of the last name on the Student Login dashboard is not case sensitive.

1. **Q:** If schools administer surveys to all students, how are those IDs and name rosters generated?

**A:** The school’s survey coordinator should contact the district accountability coordinator to add/update students to the school roster. Student roster change requests will only be processed by Cognia when received from district accountability coordinators. Please contact your district accountability coordinator to update your school roster as needed.

**Student Participation**

1. **Q:** Does the student have to be in attendance on the first day of the survey or anytime during the administration of the survey?

**A:** The student can take the survey any time during the administration window.

1. **Q:** Which students within the state are to take the survey?

**A:** The South Carolina Student Engagement Survey for Accountability is to be administered to all students grades 3 – 12.

1. **Q:** What if a school has 6th grade in the elementary schools?

**A:** Upon logging into the survey, the 6th grade students will receive the middle school survey. If an elementary school has a 6th grade, they will see an elementary school survey for grades 3-5 as well a middle school survey to administer to 6th graders.

1. **Q:** Do CTE centers have to participate in the survey?

**A:** No. CTE students are being surveyed in their home schools.

**Student Accommodations for Students with Disabilities or Limited English Proficiency**

1. **Q:** Can the survey be translated into other languages?

**A:** The survey currently has an option to convert to Spanish.

1. **Q:** Where can information on special education accommodations be accessed?

**A:** Visit the [partner website](http://www.scde.onlinehelp.cognia.org) where there is an administration guide that includes a section on recommended student accommodations.

1. **Q:** Can the surveys be administered via group read aloud using headphones?

**A:** The Student Engagement Survey is intended to be read individually by students, but administration procedures similar to other accountability instruments and administration should be followed. In those situations where an individual student has a read aloud accommodation for classroom instruction in his or her IEP, it would be valid to provide read aloud accommodation for the Student Engagement Survey. If students are grouped according to individually-determined needs for read aloud accommodation, mass administration would also be valid. If a read aloud accommodation is not in the student’s IEP, the survey should not be administered via headphones either individually or in groups. However, if an individual student needs assistance with parts of a question or answer, a teacher may assist that student (even if read aloud is not an accommodation in the student’s IEP).

1. **Q:** What special education accommodations are available for students who take the SC alternative assessment?

**A:** The students should participate in the survey with appropriate accommodations as outlined in their IEP. The administration guide on the [partner website](http://www.scde.onlinehelp.cognia.org) also provides support information for accommodations. Discussions are ongoing to provide additional supports in the future for students with disabilities that take the SC alternative assessment.

**Data, Results and Reporting**

1. **Q:** Are survey items secure (like test items on state assessments)?

**A:** All answers by the student are aggregated for reporting and kept private. No single student’s answers are shared with the school or able to be traced back to individual students on any available reporting. Only aggregated data is reported to schools, districts, and the state. Furthermore, on reports by demographics, where a demographic group has fewer than 20 students, there is no reporting for that group in order to ensure the privacy and confidentiality of those students. The minimum student size of 20 was set by SCDE.

1. **Q:** Will students taking the middle school survey at an elementary school (example, grade 6) have their data disseminated by grade or will it be in one file for the school?

**A:** At the district level, three reports will be provided, grades 3-5, 6-8, and 9-12. At the school level, where there is a grade 6, two reports will be provided, grades 3-5 and grade 6.

1. **Q:** Will the report show completion status by student?

**A:** The student roster report will show assignment to each student and will update with a submitted status and completion date as students complete their individual surveys.

1. **Q:** If a student takes the survey at another location, will his/her results still be counted with his home school population?

**A:** The results will be captured under the school they are attached to in the roster file.

1. **Q:** Can student responses from the 2019 survey be downloaded?

**A:** The student responses from 2019 will not available for download.

1. **Q: Are the Cognia surveys research-based?**

**A:** Yes, the surveys are research-based with analysis to affirm validity and reliability of results. More information is available in the Survey Administration Guide on the SCDE [partner website](http://www.scde.onlinehelp.cognia.org).