**Teachers and Staff: Frequently Asked Questions**

1. **Q: When will surveys be administered?**

**A:** The survey administration window will be open from **February 3 through March 6, 2020**.

1. **Q: What is the purpose of the student engagement survey?**

**A:** The Cognia Student Engagement Survey collects direct feedback from students regarding their learning experiences; results for schools help leaders and teachers understand what students need for their success. The 2020 results will be used to calculate each school’s School Quality Indicator, which accounts for 10% of an elementary or middle school’s overall rating and 5% of a high school’s overall rating for the 2019-20 school year.

1. **Q: Which students are included in the survey administration?
A:** All students in grades 3-12 are expected to take the survey. Districts and schools may include additional students in attendance during the survey window.
2. **Q: How will students receive access to complete the surveys?**

**A:** The survey is administered online to students statewide. Each student will enter his/her unique login credentials to access the survey that was developed for his/her grade level. South Carolina district coordinators will provide school coordinators the unique login credentials for each rostered student.

1. **Q: How long is the survey and will students be asked demographic questions?**

**A:** There are 20 survey questions for students to answer. Students will not be asked any questions related to their gender, race, or religion.

1. **Q: What does the survey measure?**

**A.** The survey items are categorized under three domains of engagement types: behavioral, cognitive, and emotional). These domains are then broken down further by three components of engagement quality – committed, compliant, and disengaged.

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).

1. **Q: Is the student data safe?**

**A:** Yes, all students receive a unique identifier used solely for this survey administration. Survey results are not reported at an individual student level.

1. **Q: How will survey data be used?**

**A:** The data will be used to measure student engagement across schools and districts. These data will help inform professional development and continuous improvement at the school level. In addition, statewide data will be reported by the South Carolina Department of Education as an indicator of school quality as part of the state’s accountability system under the Every Student Succeeds Act (ESSA).

1. **Q: How can school and district personnel access the surveys?**

**A:** Authorized school and district personnel will access the survey administration site using a link and login credentials provided by Cognia and the South Carolina Department of Education.

1. **Q: In what language will the survey be written?**

**A:** The survey is available in English and Spanish. Students will need to choose which language they want to take the survey in after logging in.

1. **Q: Can teachers provide accommodations to survey administration?**

**A:** Yes, teachers should provide appropriate accommodations for students with disabilities in alignment with their IEP or 504, as well as support for English Language Learners. Specific guidance and accommodation recommendations are available to teachers and test administrators in the Survey Administration Guide on the SCDE [partner website](http://www.scde.onlinehelp.cognia.org).

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 if I encounter an issue during survey administration? Examples: a new student to district, a student moves out of district, or a teacher can’t access the survey.**

**A:** Contact your school administration who will then contact the school district. The district, in collaboration with the South Carolina Department of Education, has a process in place to obtain access for students.

1. **Q: What if a new student enters my classroom and he/she took the survey in another school or district?**

**A:** Each student will only take **one** student engagement survey. Because this is a statewide survey, if a student transfers from another South Carolina school where he or she already has taken the survey during the current administration window, they will not have access to take the survey again. If during the survey administration window, a student transfers from a school outside of the state, or he/she did not previously take this year’s survey while at another school/district within the state, they should take the survey. If this new student does not have access to the survey, inform your school administration and they will obtain access, through the district, for the student.

1. **Who do I contact with additional questions related to South Carolina Department of Education Student Engagement Survey?**

**A:** Contact your school administration first. They will obtain an answer for you or direct you to the appropriate district level personnel. School staff should not contact the Cognia Help Desk for policy-related questions.

1. **Who do I contact with inquiries about the survey system or student engagement surveys in general?**Please contact the Cognia Help Desk: eProve@cognia.org or 888-413-3669 ext. 5720.

Teacher Communication

Dear Educator,

This year, our statewide administration of the Student Engagement Survey will take place **February 3 - March 6, 2020**. The technology platform will be the same that was used in 2018-19 and continues to have a streamlined survey administration process that facilitates a positive student experience. Some details of the survey administration and resources are listed here:

1. Authorized school and district accountability coordinators will have access to view, download, and request updates to their secure student roster(s).
2. All students in grades 3-12, regardless of location or grade level (elementary, middle or high), will access their assigned survey through a secure Student Portal at: [www.eprovelearner.org](http://www.eprovelearner.org).
3. Students will use a unique assigned login ID to access the Student Portal, verify their identity, and complete their assigned survey.
4. Students will not be asked to provide any demographic information.
5. Authorized school and district administrators and test coordinators can monitor survey completion down to a student level, through new status monitoring reports.
6. A few days following the close of the survey administration window, authorized school and district administrators will be able to download a summary of survey results at the school/district level.
7. Improved training, guidance and communications will be provided to support the survey administration process at all levels, including but not limited to:
	1. Survey administration webinars and video tutorials
	2. Survey Administration Guide with step-by-step instruction and guidance, including topics such as, accommodations for students with disabilities, survey lexile levels, and technology requirements
	3. Sample survey administration scripts for teachers/survey administrators
	4. Sample parent communications
	5. Frequently Asked Questions (FAQ) documents
8. Focused professional development workshops will be available for teacher and administrators following the survey administration process with strategies to support increased student engagement.

An accompanying Frequently Asked Questions (FAQs) document is provided for additional information.

Should you have additional questions contact your school administration. They will obtain an answer for you or direct you to the appropriate district level personnel.