**STUDENT VOICE SURVEY**

 DIRECTIONS FOR ADMINISTERING AND SCORING (Grades 6-12)

Materials needed:

 One (1) copy of the survey per student plus

 one (1) copy for the survey administrator

 One (1) pencil per student

 One (1) large envelope to hold the surveys

Intern Preparation for Administering the Survey

1. Identify the individual who will administer the survey (consult with your committee to identify the

 individual, The most appropriate person would be your resource teacher).

2. Set the date and time to administer the survey (survey results will be discussed during the Cycle 1 Committee Meeting).

3. If required by your district, send home the parent permission letters for the Student Voice Survey (This should be done two weeks before the date the survey will be given to ensure parents have enough time to respond. Be sure to keep an accurate record of the letters you receive back to identify the students whose parents do not want their child to complete the survey.)

4. Obtain enough surveys and pencils for the class to be surveyed. Place the surveys and the pencils

 in the large envelope.

5 Give the following materials to the individual who will administer the survey:

* A list of the names of the students whose parents do not want them to complete the survey.
* Copies of the survey and pencils,
* A copy of directions for administering the survey.

 This should done so there will be time for the individual to look over the materials and become familiar

 with the procedures for administering the survey before the date the survey will be given.

Administering the Survey

1. Have an alternative activity in another classroom for those students (if any) whose parents do not want

 them to complete the survey.

2. Distribute a copy of the survey to each student. Be sure each student has a pencil.

3. Tell the students they will be completing a survey consisting of series of statements about their

 classroom and their learning. After reading each statement carefully, they should circle the number

 of the choice that best describes how they feel about the statement.

4. Review the five choices.

5. Tell the students when they have finished to turn the survey face down on their desk so you will

 know they have finished. Have the class begin the survey. Circulate around the classroom to monitor

 the process and provide assistance as needed.

6. When the class has finished, collect the surveys and the pencils. Place the surveys and pencils back

 in the large envelope and return the envelope to the intern teacher.

Intern Scoring the Survey

1. Go to the EPSB website and download the Student Voice Survey Worksheet.

2. At the bottom of the worksheet click on **Grades 3 - 5** or **Grades 6 – 12** to reveal the worksheet for

 recording the survey results for your class.

3. Record the student responses on each survey. It is suggested that you enter the responses

 for each survey and then check the entries for accuracy.

4. When all the responses have been entered on the worksheet, be sure to save the completed work sheet.

Click on **Grades 3 -5 Profile** or **Grades 6 – 12 Profile** at the bottom of the worksheet to show the Student Voice Profile for your class.