

# Maintaining Integrity of the Student Experience Survey

## Test coordinators must

### Required Practices

Do:

- ✓ Read this document (“Maintaining Integrity of the Student Experience Survey”).
- ✓ Sign the accompanying oath to comply with protocols.
- ✓ Read the survey administration protocols provided each spring to test coordinators during training.
- ✓ Use the administrator protocols to administer surveys.
- ✓ Allow students to answer the questions independently.
- ✓ Instruct students who do not understand an item to skip the item without responding.
- ✓ Sit quietly at the front of the classroom while students take the survey.
- ✓ Keep private (i.e., do not share with students) and do not use any vendor survey items.

### Prohibited Behaviors

Do not:

- ✗ Administer the student survey using instructions or processes that are not specifically outlined in administration protocols provided by the test coordinator.
- ✗ Discuss the content of vendor survey items or item responses with students at any time for any type of administration using vendor survey items.
- ✗ Ask or discuss with students how they plan to respond or did respond to survey items at any time.
- ✗ Prompt or otherwise assist students in selecting responses.
- ✗ Change any student response or direct a student to change a response.
- ✗ Access students’ personalized online surveys at the vendor website.
- ✗ Monitor students during an administration by walking in the aisles or looking at students’ surveys.
- ✗ Use any vendor survey items, or any altered items that are still recognizable as vendor items, in unofficial administrations after October 31.

### Irregularities

Engaging in the prohibited behaviors