



thestudentexperience.org

## The Student Experience™ Survey Standardized Administration Procedures

All districts and schools participating in The Student Experience™ Survey should follow standardized administration procedures to ensure the survey yields reliable, trustworthy feedback. Battelle for Kids will use the results to refine the survey items, technology infrastructure, and other resources, as well as further our research around effective strategies to support educational improvement. These procedures include:

1. The Student Experience™ Survey is **designed for students in grades 4-12**. However, the school district may determine which grade levels will participate in the survey.
2. The survey must be administered and supervised according to standardized administration procedures **during the school day**.
3. Since students are providing feedback specific to a teacher and class period, **schools must develop a survey administration schedule** to ensure students do not take more than one survey a day. This will increase the likelihood that students are providing thoughtful feedback.
4. Students must be enrolled in a teacher's classroom **at least four weeks prior to survey administration**. This will increase the likelihood that the student can provide reliable feedback based upon sufficient time in their classroom learning experience.
5. A class must have **at least 10 students** to yield a survey report, or teachers may consider combining students across classrooms and having them take one survey with one access code.
6. Confirm that each participating class, or combination of classes, has at least **10 students** before administering the survey.
7. To ensure survey reliability, **students must be assured that their responses are anonymous** and will not be connected back to them as individuals. Survey administrators should stand at a reasonable distance from students taking the survey to ensure that students know and feel their responses are anonymous and cannot be observed.
8. Teachers must **not provide assistance with interpretation or clarification** of the survey items.
9. **Schools may choose to have survey items read aloud for students** who need additional assistance. An audio recording of each item is available by clicking the speaker symbol to the right of the statement. For students using the read aloud option, provide headphones so they may listen to the items read aloud without distracting others taking the survey.
10. Survey administrators should play the student video tutorial and **read the Survey Administration Script** to each group of students before they take the survey.

If you have questions about standardized administration of The Student Experience™ Survey, contact your district or school survey coordinator. You may also contact Battelle for Kids email at [TheStudentExperience@BattelleforKids.org](mailto:TheStudentExperience@BattelleforKids.org) or by phone at (866) 543-7555.