2018-2019

Maryland School Survey Frequently Asked Questions

November 2018

Maryland State Department of Education
Division of Assessment, Accountability, and Information Technology
200 West Baltimore Street
Baltimore, Maryland 21201
410-767-0100
www.MarylandPublicSchools.org

MARYLAND STATE DEPARTMENT OF EDUCATION

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Justin M. Hartings, Ph.D.
President, Maryland State Board of Education

Larry Hogan
Governor

Carol A. Williamson, Ed.D.
Deputy State Superintendent
Teaching and Learning

Jennifer Judkins, Ed.D.
Assistant State Superintendent
Division of Assessment, Accountability, and Information Technology

Chandra Haislet
Director, Office of Accountability
Division of Assessment, Accountability, and Information Technology

This data collection manual was produced by the Maryland State Department of Education, Office of Accountability. The intended audiences for the manual are local education agency administrators responsible for general supervision of data transmission to MSDE and LEA information services and data processing staff who actually prepare the data for transmission, transmit the data, and verify the data.

Contents

Document Control 3
Document Information 3
Document History 3
Purpose 4
Relevant State and Federal Requirements 4
State Law 4
Federal Law 4
Subsequent Reporting 4
Contact Information 4
Timeline and Due Dates 5
Changes From the Prior Year 5
Introduction 6
General Questions 6
Q1. Are students required to participate in the survey? 6
Q2. Which grades will participate in the survey? 6
Q3. Do teachers take a Maryland School Survey? 6
Q4. Do parents take the survey? 7
Q5. Who can see the survey questions? 7
Reporting Questions 7
Q6. When will schools and districts receive the results from the survey? 7
Q7. What will be reported to schools and districts? 7
Design Questions 7
Q8. Who developed the survey? 7
Q9. What will the survey measure? 8
Q10. What types of responses will students need to provide? 8
Q11. What type of questions does the Maryland School Survey ask students or educators? 8
Q12. How many questions are on the survey? 8
Q13. How long will it take for students to complete the survey? 8
Survey Administration Questions 8
Q14. When is the survey administration window for the 2018-2019 school year? 8
Q15. How will students access the survey? 8

Q16. Does the survey have a timeout feature? 9
Q17. Who can administer the survey? 9
Q18. What applications (apps) will be used to administer the online survey? 9
Q19. How will students access the survey system? 9
Q20. What happens if a student transfers into a school during the survey window? 9
Q21. What if a student's login and password do not work? 9
Q22. Our school has mixed grade spans (e.g., 6-12 or 8-9). Do all students get the same survey? 10
Q23. Does the survey have error codes? 10
Q24. What days are allowed or not allowed for administering the survey? 10
Accessibility Features and Accommodations Questions 10
Q25. What accessibility features and accommodations are available on the survey? 10
Q26. Are students who take an alternate assessment for state accountability purposes required to take the survey? 10
Q27. Are first-year English Learners who are exempt from the state ELA assessment required to take the survey? 10
Appendix A 12
Appendix B 13

Document Control

Document Information

Title:	Maryland School Survey Frequently Asked Questions
Security Level:	Unclassified – For Official Use Only
Filename:	Maryland_State_Survey_FAQs_2019

Document History

Document Version	Date	Summary of Change
1.0	11.1.2018	Initial Document

Purpose

The Maryland School Survey frequently asked questions (FAQ) document contains answers to frequently asked questions about the Maryland State Survey that is administered by the Office of Accountability, Office of Assessment and in partnership with the Department of Information Technology.

This document provides answers to questions about reporting survey results, survey design, survey administration, survey accessibility features and accommodations, and general questions regarding the Maryland School Survey.

This document is to be used in coordination with other documentation including:

- Guidance for creating and submitting student records

The Maryland School Survey is used to support state and federal reporting requirements on:

- The Maryland Every Student Succeeds Act (ESSA) Consolidated Plan

Data for the Maryland School Survey is collected annually, in the spring, for accountability purposes for the academic year in which it is administered.

Relevant State and Federal Requirements

The Maryland State Department of Education is authorized to collect data by state and federal laws.

State Law

Annotated Code of Maryland
Education Article, §7-203.

Federal Law

Elementary and Secondary Education Act of 1965, 34 CFR § 200.1-200.79 (2015).

Subsequent Reporting

Data collected for the Maryland School Survey are published on:

Annual State Report Card
The Maryland annual report card is available at Maryland Report Card.

Federal Reporting
Data provided are reported to the U.S. Department of Education through EdFacts in this file:

- FS202 – School Quality or Student Success Indicator Status

Contact Information

For questions about this document contact:

Name: Matthew Frizzell
Title: Education Program Specialist II
Phone: (410) 767-0055
Email: matthew.frizzell@maryland.gov

Timeline and Due Dates

Date	Activity
Oct-Nov 2018	Maryland School Survey Field Test
Feb-Mar 2019	Maryland School Survey Operational Administration

Changes From the Prior Year

None

Introduction

The Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA) in 2015, provided states the chance to develop a new system to understand and evaluate school performance. Maryland created a new accountability system that includes academic achievement, academic growth, and other measures based on state standardized tests. The system also includes measures of "school quality and student success" that do not use tests.

One part of the school quality and student success indicator is a school survey of students and educators. The purpose of the survey is to provide the school, the district, and the state with valuable information about each school's learning environment. Information from the survey will ensure that schools across the state promote a climate that supports student learning, and that educators receive important instructional feedback. During the 2017-2018 academic year, the survey tool was developed with engagement from local education agencies, stakeholders, and researchers at Mathematica.

The survey will be tested in the fall of 2018 (October and November), and fully administered in the spring of the 2019. The spring results will be included in the accountability system, and a "school survey score" will be reported to schools and the public.

The survey will be computer-based.

General Questions

Q1. Are students required to participate in the survey?

A1. Yes. The Maryland State Department of Education (MSDE) wants to ensure that all students' input is heard. In addition, schools must be responsible for the experiences of all their students, not just some of them. It is very important that all students participate. Therefore, students must participate in the survey by logging in to the system. However, students are not required to *answer* questions, and may submit the survey without responding to some or all of the questions if they choose.

There are two participation exceptions detailed in [Q26] and [Q27] that apply to students with the most significant disabilities and English Learners.

Q2. Which grades will participate in the survey?

A2. Students in grades 5-11 will participate in the survey.

Q3. Do teachers take a Maryland School Survey?

A3. Yes. All instructional staff (educators) will take the Maryland School Survey this year during the same time period as students. The MSDE wants to ensure that all educators' input is heard. It is very important that all educators participate.

The MSDE recommends that all instructional staff including teachers, specialists, paraprofessionals, and guidance counselors complete the survey. Information from the survey

will ensure that schools across the state promote a climate that supports student learning and that educators receive important instructional feedback.

Q4. Do parents take the survey?
A4. The MSDE plans to implement a parent survey in the coming years. For the 2018-2019 school year, only students and instructional staff will participate.

Q5. Who can see the survey questions?
A5. Because schools are being held responsible for the results, it's important that the survey questions are confidential. Only Survey Administrators, Proctors, Accommodators, and School Test Coordinators who sign a Non-Disclosure Agreement will be permitted to administer or participate in the administration of the Maryland School Survey.

Reporting Questions

Q6. When will schools and districts receive the results from the survey?
A6. Results from the spring 2019 administration of the survey will be available during the reporting of school accountability results from 2018-2019 in fall 2019. The Maryland school survey is part of the school quality and student success indicator in each school's accountability report card. The purpose of the survey is to provide the school, the district, and the state with valuable information about each school's learning environment. Information from the survey will ensure that schools across the state promote a climate that supports student learning, and that educators receive important instructional feedback.

Because this is the first year the survey is being administered, the results from the fall 2018 survey will not be available until after a standard setting has been completed. The MSDE will share timelines for reporting and additional information once the standard setting process has been completed.

Q7. What will be reported to schools and districts?
A7. The purpose of the survey is to provide the school, the district, and the state with valuable information about each school's learning environment. The Maryland School Survey results from spring 2019 will be provided at the school level. All results will also be provided at the school level by student groups when the student groups are sufficiently large enough to ensure confidentiality.

Design Questions

Q8. Who developed the survey?
A8. The survey design was led by the Maryland State Department of Education in collaboration with experts at the Mid-Atlantic Regional Education Lab. A steering committee, which included a superintendent-designated representative from every local school system in the state, gave important direction and input at every stage in the design process.

Q9. What will the survey measure?
A9. The Maryland School Survey for students will measure four domains: safety, environment, engagement, and relationships. Each domain looks at topics and together the domains and topics will provide valuable information about each school's learning environment.

The *safety domain* has four topics and asks students if they feel safe from violence (physical and emotional), bullying, and controlled-substance abuse. The *environmental domain* has three topics and asks students about their instructional and physical environment, if school rules are clear and fair, and if good behavior is supported and rewarded. The *engagement domain* has two topics and asks students if they are treated equally and they have the opportunity to participate in all school activities, including those that occur outside of the regular school day. The *relationships domain* has two topics and asks students about the nature of teacher-student and student-student relationships and if their school has a culture of caring and respect.

The Maryland School Survey for educators will measure the same four domains and topics with additional questions on instructional feedback.

Q10. What types of responses will students need to provide?
A10. All responses will use the same four-point scale of "Strongly Agree," "Agree," "Disagree," and "Strongly Disagree."

Q11. What type of questions does the Maryland School Survey ask students or educators?
A11. Questions are about the way that the individual feels about the school. For example, a student might be asked if students at the school respect others who are different from them, but not whether they personally have been treated with respect (or whether they have personally mistreated others).

Q12. How many questions are on the survey?
A12. Elementary and middle school students in grades 5-8 take a survey with 55 questions. High school students in grades 9-11 take a survey with 56 questions. Educators take a survey with 73 questions.

Q13. How long will it take for students to complete the survey?
A13. The survey is untimed. Most students should complete the survey within 30 minutes once they have logged in to the system.

Survey Administration Questions

Q14. When is the survey administration window for the 2018-2019 school year?
A14. The Maryland School Survey will be administered from October 8th to November 9th for students and through November 12th for educators. The Maryland School Survey will be administered again in late February/early March of 2019.

Q15. How will students access the survey?

A15. Survey participants will receive a username and password which they will be prompted to enter at a login page. The username will be the student's state ID. The password will be assigned by the district and provided to the student at their school. A generic login will be available for students new to the building.

The results of the survey are part of the school accountability system; therefore, survey questions are confidential. Only Survey Administrators, Proctors, Accommodators, and School Test Coordinators (STC) who sign a Non-Disclosure Agreement will be permitted to administer or participate in the administration of the Maryland School Survey.

Q16. Does the survey have a timeout feature?

A16. Yes. For survey participants who leave the computer for a prolonged period of time or who forget to close the browser before leaving, the session will automatically log the participant out after 60 minutes of inactivity.

Q17. Who can administer the survey?

A17. While the Maryland School Survey is not an assessment, the MSDE requires that Survey Administrators be eligible to administer a state assessment. The Survey Administrator must be an employee of the school system and be trained by the STC. School principals and other school administrators cannot administer the survey. Staff serving as accommodators or proctors must be under the direction of an eligible Survey Administrator.

District-level personnel who hold a Maryland Teaching Certificate may support a school by administering the survey. They must be trained by the STC in the given school unless the District allows them to be trained by the Local Accountability Coordinator (LAC).

Note: Eligible Survey Administrators, proctors, and/or accommodators may not serve in the same room as a student who is a family member or resides within the same dwelling.

Q18. What applications (apps) will be used to administer the online survey?

A18. The survey is web-based and does not require any applications beyond a web browser.

Q19. How will students access the survey system?

A19**.** The survey is computer-based and students can access it through any internet browser on any device. Phones will not be used during the survey test in fall 2018. The grade specific surveys and educator survey will be accessible from links that are available from the MSDE website http://marylandpublicschools.org/marylandschoolsurvey. Each district may offer students and educators the ability to link from their county webpage.

Q20. What happens if a student transfers into a school during the survey window?

A20.If the student has not already taken the survey, the receiving school should provide the opportunity for the student to participate in the survey. A generic login will be available in the new school.

Q21. What if a student's login and password do not work?

A21. If, for some reason, a student's login and password do not work, the school should provide a generic login for the student.

Q22. Our school has mixed grade spans (e.g., 6-12 or 8-9). Do all students get the same survey?

A22. Students are given the survey based on their grade level. Grades 5-8 are given the Elementary/Middle School survey and grades 9-11 are given the High School survey. If a school has both middle and high school grades, each student should select the survey that is appropriate for his/her grade. ***If a student selects the survey that was not designed for his/her grade, the username and password will not work.***

Q23. Does the survey have error codes?

A23. The survey does not have error codes. Please follow reporting protocols as provided by the MSDE for reporting any technical issues related to the administration.

Q24. What days are allowed or not allowed for administering the survey?

A24. During the field test of the survey in fall 2018, students and educators may take the survey during any school day in order to provide as many opportunities as possible to participate in the survey. This is not an assessment so, therefore, you may offer the survey on any school day. Additional guidance will be provided prior to the spring 2019 survey administration.

Accessibility Features and Accommodations Questions

Q25. What accessibility features and accommodations are available on the survey?

A25. The survey does not have individualized accessibility features or accommodations built into the online platform. Accessibility features and accommodations that are generally used in the classroom should also be used for the Maryland School Survey to ensure all students are provided the opportunity to participate.

Because the survey does not include a text-to-speech feature, students who normally use this feature on assessments may have the survey read to them in groups of no more than 10 students. The Survey Administrator will need a Generic Proctor Login.

For guidance on providing accessibility features and accommodations, see the *2018-2019 Maryland School Survey: Guidance on Student Accessibility Features and Accommodations*, Appendix A.

Q26. Are students who take an alternate assessment for state accountability purposes required to take the survey?

A26. During the spring 2019 administration of the survey, students who participate in an alternate assessment for state accountability purposes should have the opportunity to take the survey. Therefore, if it is practical for the student to attempt the survey with the same support given during instruction, then they should be given the opportunity.

Q27. Are first-year English Learners who are exempt from the state ELA assessment required to take the survey?

A27. During the spring 2019 administration of the survey, students who are English Learners who are exempt from the ELA assessment in 2019 should have the opportunity to take the survey. Therefore, if it is practical for the student to attempt the survey, they should be given the opportunity.

The MSDE is working on a Spanish-language survey instrument which will not be available for the field test fall 2018.

Appendix A

2018-19 Maryland School Survey: Guidance on Student Accessibility Features and Accommodations

The goal of the Maryland School Survey is to understand aspects of each school's climate. The Maryland School Survey should be administered so that all students have access to the survey questions using supports provided during instruction and assessment. Whenever possible, students should complete the survey independently without assistance from proctors or other school staff; however, in some cases, students may require or be eligible to receive proctor assistance while completing the survey. Students with Individualized Education Programs (IEPs), 504 Plans, and English Learner (EL) Plans are eligible to receive supports and accommodations to ensure they can access the same academic and non-instructional materials as their peers. Additionally, students who utilize accessibility features on state assessments may also benefit from specific supports. These accessibility features and accommodations, generally used in the classroom and/or on assessments, should also be implemented on the Maryland School Survey to ensure all students have the opportunity to participate. Schools should review this guidance to ensure the appropriate accessibility features and accommodations are implemented for students participating in the Maryland School Survey.

For information on accessibility features and accommodations please refer to the Maryland Accommodations Manual: https://marylandlearninglinks.org/wp-content/uploads/2018/02/Maryland-Assessment-Accessibility-and-Accommodations-Policy-Manual-2018_FINAL-1.pdf

Note: The Maryland School Survey will not have the technical ability to provide Text-to-Speech; therefore, students using this feature on other assessments may have a Human Reader to provide this accessibility feature/accommodation. For the administration of the Maryland School Survey, students may be placed in groups of no more than 10 to provide this accessibility feature/accommodation.

Appendix B

Sample Non-Disclosure Agreement

This form must be signed by all individuals who administer or participate in the Maryland School Survey. These individuals may include:

- **School Test Coordinators (STCs);**
- **Survey Administrators (SAs);**
- **Persons designated as Proctors;**
- **Instructional Assistants or other personnel who provide accommodations to students with disabilities and/or students who are English Learners (EL);**
- **Teachers or others who support the survey administration or who have access to survey materials;**
- **State appointed representatives participating in state approved development or review activities; and**
- **Anyone else with access to survey materials or involvement in administrations.**

Completed forms must be maintained on file as specified in COMAR 13A.03.04.03.

It is my understanding that the content of the Maryland School Survey is confidential. I agree to maintain the security and confidentiality of the survey just as I would for a Maryland State assessment as outlined in the attached COMAR 13A.03.04. As part of the COMAR regulations, I understand that I am:

- ***Not to duplicate survey materials for any reason except as authorized by the MSDE directly or through the Local Accountability Coordinator (LAC).***

- ***Not to make ANY TYPE of notes as a result of my access to the survey. This includes notes pertaining to topics, content, and/or the structure of the survey unless directly authorized to do so by the MSDE.***

- ***Not to provide any part of the survey for examination or other use by any other party.***

- ***Not to disseminate any of the survey materials to any other party.***

- ***Not to discuss the topics and/or specific content of the survey with any other party.***

I have read the above and agree to the terms as applicable.

Name: _____ ***Title:*** _____

LEA/School/Agency: _____ ***Project:*** **Maryland School Survey**

Signature: _____ ***Date:*** _____