**Teachers and Staff: Frequently Asked Questions**

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

**A:** The survey administration window will be open from **January 15 through February 16, 2024**.

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

**A:** The North Dakota Department of Public Instruction (NDDPI) is determined to provide its schools and districts with better information about student learning to support their continuous improvement efforts and improve teaching and learning. 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 2023-24 results will be used to calculate each school’s School Accountability Index which accounts for 185 points (30%) of an elementary or middle school’s overall rating and 123 points (20%) of a high school’s overall rating for the 2023-24 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. North Dakota district coordinators will provide school coordinators the unique login credentials for each rostered student.

1. **Q: How long is the survey?**

**A:** There are 21 survey questions for students to answer.

1. **Will students be asked demographic questions?**

**A:** 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 the three engagement domains (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.

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

**A:** Yes, all students receive a unique identifier used for no purpose other than 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 North Dakota Department of Public Instruction 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 Cognia and the North Dakota Department of Public Instruction.

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

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

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 2023-24 Student Engagement Survey Administration Guide.

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 North Dakota Department of Public Instruction 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 North Dakota 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 go through a process with the district to obtain access for the student.

1. **Who do I contact with additional questions related to the North Dakota Department of Public Instruction 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.

1. **Who do I contact with inquiries about the survey system or student engagement surveys in general?**Please contact the Cognia Help Desk: clientcare@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 between **January 15 – February 16, 2024**. The technology platform will be the same that was used in 2022-23 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 administrators and test coordinators will have access to view, download and request updates to their secure student roster(s).
2. All students, 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, by looking at the “status column” in the student roster report.
6. Within 2 weeks of 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 Guide with step-by-step instruction and guidance, including topics such as, accommodations for students with disabilities, survey Lexile levels, and technology requirements
	2. Sample survey administration scripts for teachers/test administrators
	3. Sample parent communications
	4. 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.