Student Educational Equity Development (SEED) Survey Administration Manual

2023-24 School Year

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, religion, sex, sexual orientation, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction with the Oregon Department of Education.

Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310
(503) 947-5600
http://www.oregon.gov/ode

Dr. Charlene Williams, Director of the Oregon Department of Education

Dan Farley, Assistant Superintendent, Office of Research, Assessment, Data, Accountability, and Reporting.

SEED Survey Administration Manual Contributors

Andrea Lockard Director, Assessment & Student Reporting	*Mason Rivers* Special Education Assessment Specialist	*Tony Bertrand* English Language Arts Assessment Specialist
Andy Byerley Mathematics Assessment Specialist	*Isabella Jacoby* Operations and Policy Analyst	*Beth Laduca* NAEP State Coordinator
Ben Wolcott English Language Proficiency Assessment Specialist	*Kathryn Torres* Supporting Oregon Educators Program Coordinator	

All or any part of this document may be photocopied for educational purposes without permission from the Oregon Department of Education and distributed for the cost of reproduction.

Table of Contents

Introduction

The Student Educational Equity Development (SEED) Survey gathers information about the educational experiences of students in Oregon. This information helps the Oregon Department of Education (ODE) to develop appropriate and targeted resources and supports for districts in Oregon. Responses to this survey will also inform ODE research and provide key insights from students that schools and districts can leverage to improve local education experiences.

The SEED Survey gathers data from students statewide, in grades 3-11. The content of the survey varies by grade level. The survey measures student perceptions in four core constructs:
- Access to learning resources
- Opportunity to learn
- Self-efficacy
- Sense of belonging

The middle and high school versions of the survey also include questions pertaining to extracurricular engagement and career and technical education. High school versions of the survey further include questions around post-graduation planning. A [full list of survey items](#) is available online.

The survey is available in multiple languages. The same accessibility supports are available for the SEED survey as on statewide summative assessments.

In 2020-21, 2021-22, and 2022-23, schools and districts chose whether to offer the SEED Survey to their students. Beginning in 2023-24, in compliance with [HB 2656](#), districts must make the SEED survey available to all students in grades 3-11 who are enrolled in Oregon public schools or programs.

Guiding Principles

Additional versions of this manual may be released, addressing technical and implementation questions and needs as they arise. While detailed guidance may not yet be available for all areas of concern, these are the overarching guiding principles under which future direction and decisions will be made.

- **Student voice.** Every reasonable effort should be made to ensure that students have sufficient time to express their thoughts and fully respond to each item as they wish.
- **Student privacy.** Students should have a secure and private environment in which to respond to survey items, free from observation. Schools and districts should not attempt to capture individual student responses or identify individual students based on aggregated and suppressed response data.
- **Student autonomy.** Students should freely consent to participate in the survey and may be excused from the survey without penalty if they (or their parent/guardian) do not wish to participate. Students may also indicate that they do not consent when presented with the first survey item. The survey will end, and their school will not be able to tell whether they responded to any other items. Students may furthermore

choose to skip any individual survey item, at any time, for any reason. When a student's consent to participate in the survey is unclear, ODE recommends that schools and districts use their judgment, but err on the side of excusing students from participation.

- **Student safety.** In rare cases, a student response to the survey will indicate that the student may be in crisis. The school or district will be notified of the crisis so that they may act to protect the student. This process is described in detail in the [Test Administration Manual](#) Section 2.6 and Appendix D.

Requirements for Oregon Districts

[House Bill 2656](#), passed during the 2023 Oregon Legislative session, enacted specific requirements for school districts related to the SEED Survey.

Requirement: Districts must make the SEED Survey available to students.

The SEED Survey must be made available to students in grades 3 through 11. The Alternate SEED Survey is available for students who participate in extended assessment in grades 3 through 8 and 11.

Districts must provide sufficient time during the school day for students to complete the SEED Survey. Per [OAR 581-022-0102(30)(b)(B)](#), "instructional time" includes administration of the SEED Survey. Do not schedule whole-class survey administration sessions concurrently with periods of significant instruction and graded student work. Sufficient instruction- and classwork-free time should be set aside each year to provide every student with a reasonable opportunity to complete the SEED Survey. It is permissible to provide additional opportunities outside of school time for students to complete the SEED Survey, whether for student preference or to make up for a missed administration opportunity. Consider providing multiple opportunities within the administration window (3/5/24 - 6/14/24) for students to complete the SEED Survey.

Districts may administer the SEED Survey using any of the administration options outlined in the *Planning for SEED Survey Administration* section of this manual. The Alternate SEED Survey should be completed for all eligible students by an educator who is most familiar with the student's educational experience.

Requirement: Districts must provide notice of the survey to the parents or guardians of the students to whom the survey will be administered.

The district must provide notice at least five days prior to administering the SEED Survey. ODE has developed an annual notice, which is available on the [Test Administration webpage](#) under the *Forms* section. This notice:
- describes the SEED Survey,
- identifies the timeframe when the survey will most likely be administered, and
- explains a parent or guardian's right to decline participation in the SEED Survey.

Districts may communicate with parents and guardians using existing communication protocols, including but not limited to fall registration materials, parent conferences, electronic media, or letters home. Districts are not required to use the ODE-developed

notice, but their communications must include the elements listed above. The ODE-developed notice will be available in the following languages:

- English
- Spanish
- Chinese (Traditional)
- Chinese (Simplified)
- Vietnamese
- Russian
- German
- French
- Tagalog
- Japanese
- Korean
- Arabic
- Chuukese
- Somali

Requirement: Districts must provide an opportunity for parents or guardians to review the survey before it is administered.

The district must provide this opportunity at least five days prior to administering the SEED Survey to any student. All grades and currently available languages of the SEED and Alt-SEED Survey are available for review on ODE's [Student Educational Equity Development Survey webpage](#) under the SEED Survey Items section. The ODE-developed notice includes a hyperlink as well as a QR code to the SEED Survey webpage for parents or guardians to review the surveys.

Requirement: Parents or guardians must be allowed to decline, either verbally or in writing, to have their student participate in the SEED Survey.

The Oregon Department of Education has developed a participation form, available on the [Test Administration webpage](#), that districts may use to facilitate a parent or guardian's right to decline participation in the SEED Survey. Districts are not required to use the ODE-developed form, but a district developed form must match the language on the ODE-developed form. Parents or guardians may decline participation, in writing or verbally, at any point within the current school year. This includes after the SEED Survey may have been administered to a student. In the case where a student completes a SEED Survey for which the parent has declined participation, the District Test Coordinator will submit a testing impropriety, as outlined in section 3.1 of the [Test Administration Manual](#), to delete the survey record.

ODE recommends that schools and districts utilize the "uploading student test restrictions" process, as outlined in the [TIDE User Guide](#) on page 20, when a parent or guardian declines participation. This will allow schools and districts to block these students from accessing the SEED Survey and prevent any survey administration against the parent or guardian's wishes.

In the OR.K12Test.com system, users can access a dropdown menu in Student Details > Rostering, that has checkboxes for blocking tests in each of the content areas ELA, Math, Science, ORora, and Alt SEED. The system will record these blocks alongside the student record. The Testing App and Training Site Data Entry systems will update to block fields based on which categories have been blocked for a particular student.

Requirement: Students may decline, at any time and either verbally or in writing, to participate in the SEED survey.

There are many ways for students to decline to participate in the SEED Survey. Once a student logs into the survey they will be asked if they want to take the survey. The student may agree to participate and continue to take the survey, or they may decline to participate and be taken directly to the submit page where they will submit a blank survey. If students decline participation using this feature, they will be counted in the system as having completed the survey.

A student may also decline to participate in the SEED Survey prior to logging into the survey system, either verbally or in writing. Districts may offer or request that the student log into the system and decline in the manner outlined above, but may not require or compel them to do so. Districts may use the "uploading student restrictions" process to track student requests to decline participation.

Students may also skip, or decline to answer, any or all individual survey questions.

Training Requirements

Survey administrator training requirements depend on the method of survey administration. Test security training is not required to administer the SEED Survey.

Survey Delivery Format	Training Requirements
Assignment	• Review SEED Survey Administration Manual • Complete ODE Training Module 9
Secure Browser	• Review SEED Survey Administration Manual • Complete ODE Training Module 9 • Complete TA training requirements as outlined in the Test Administration Manual (TAM) section 1.5
Remote Test Session	• Review SEED Survey Administration Manual • Complete ODE Training Module 9 • Complete ODE Training Module 10 • Complete Remote Proctoring Certification Course • Complete TA training requirements as outlined in the Test Administration Manual (TAM) section 1.5
Alternate SEED Survey	• Review SEED Survey Administration Manual • Complete QA training requirements as outlined in the Test Administration Manual (TAM) section 1.5

Planning for SEED Survey Administration

Survey Environment Guidance

The SEED survey is not a secure assessment; all survey items are freely viewable online. Some considerations for statewide assessments, such as ensuring the correct survey and a distraction-free environment, are applicable to the SEED Survey, but others, such as ensuring supervision and security, are not. Select an administration environment that ensures students have a full opportunity to share their thoughts and feelings, without fear that their responses may be read or influenced by school staff or other students.

While students should have the opportunity to complete the survey during the school day, they may also complete the survey from their home or other locations outside of school. District-supplied survey locations do not need to be fully private (i.e., each student in a room by themselves), but they should afford students the opportunity to enter their responses privately. Check the following elements:

- **Correct survey:** students access the correct version of the survey according to their grade level and primary language. Students access the survey associated with their own SSID.
- **Consent:** students do not access the survey if they or their parent/guardian has declined survey participation.
- **Room layout:** student screens are not visible to other students or to school staff. There is adequate spacing between students. Students cannot perceive or interact with each other's surveys.
- **Distraction-free:** the survey environment promotes free and full participation in the survey.
- **Minimal disruptions:** students do not talk or otherwise interact with other students while completing the survey. Interruptions are minimized.
- **Validity:** students have the freedom to honestly represent their own feelings, thoughts, opinions, and experiences, without influence from other students, school personnel, parents, or any other persons, and without fear of penalty or expectation of reward for any particular response.

If a student's survey experience has irregularities that may compromise the integrity of their responses, follow the guidance in the [Test Administration Manual](#), page 32, regarding investigating and reporting test improprieties.

For information on policies and requirements that will govern the provision of accessibility supports for students, reference the [Oregon Accessibility Manual (OAM)](#).

Selecting the Survey Delivery Format

Districts are required to provide a live administration of the SEED Survey, during school hours, free from other expectations for students. This live administration may be delivered via one of four methods.

- **Assignment:** The survey is delivered via a URL web address. The URL is generated by an authorized user (DTC, STC, or TA) and made available to students (via email, a learning management system, writing it on a white board, etc.). This survey session

may be proctored by any staff member who has reviewed this manual and training module 9. Schools and districts with an easy way to distribute a URL may find Assignment the most convenient of the four methods.

- **Secure Browser:** The survey is delivered on site, via a test session in the Secure Browser. Students use the Secure Browser and a test session ID to access the survey. This option requires a trained Test Administrator (TA) to proctor the survey session. Secure Browser may be useful for schools with no easy way to distribute a URL to students. Secure Browser mirrors how students access statewide assessments and may be familiar to, and work well for, younger students.
- **Remote Test Session:** The survey is delivered off site, via a URL and test session. The student accesses the survey with the URL and test session ID. This option requires a trained Test Administrator (TA) to remotely proctor the survey session. Remote Test Session may be helpful for remote or virtual students who would benefit from the supports provided through the remote testing platform.
- **Alternate SEED Survey:** The Alt SEED Survey is completed through the OR.K12test.com system. A Qualified Trainer or Qualified Assessor may complete the Alt SEED Survey based on their knowledge of the student's education experience. If the educator who is most familiar with the student's education experience is not a QT or QA, they may complete the paper/pencil version of the Alt SEED, available on the [SEED Survey website](#), and have a QT or QA input the responses into the OR.K12test.com system.

The table below summarizes the differences in these three administration methods:

Format	Who administers	Student access point	Notes
Assignment	Any educator	Web browser	Must be set up by someone with a TA, STC, or DTC account.
Secure Browser	Trained Test Administrator	OSAS Secure Browser	Surveys begun via Secure Browser may be completed using Assignment.
Remote Test Session	Trained Test Administrator	OSAS Secure Browser or Web browser	Surveys begun via Remote Test Session may be completed using Assignment.
Alternate SEED Survey	Trained Qualified Assessor (QA)	OR.K12Test.com system	Paper/pencil version available.

Language presentation settings must be made in TIDE prior to survey administration. For students using text-to-speech, ensure that the appropriate language voice-pack is installed on the student's device prior to survey administration. SEED Survey items are not secure, so districts wishing to administer the SEED Survey in languages not yet available in the Survey Delivery System may translate items into the target language and administer the Survey via the Data Entry Interface (DEI). Please see the [Data Enry Interface User Guide](#) for more information about the function and features of the DEI.

Administering the SEED Survey

Administration Method: Assignment
1. Log into the OSAS Test Administration site and select the *TA Interface* tile.
2. Select "Assignment" along the top bar.
3. Select "Schedule a session" on the right-hand side of the screen.
   a. Choose the dates during which the assignment can be accessed.
4. Provide students with the displayed URL link and Session ID.

Administration Method: Secure Browser or Remote Test Session
1. Log into the OSAS Test Administration site and select the *TA Interface* tile.
2. Select "Start a New Session Now" on the right-hand side of the screen.
3. Choose "Student Educational Equity Development Survey (SEED Survey)" from the menu on the left.
4. Select the survey(s) you wish to administer.
5. Select "in-person" or "remote" in the Session Settings box.
   a. **In-person:** Students participating in-person open the OSAS Secure Browser and use the in-person session ID.
   b. **Remote:** If administering the SEED Survey using the remote administration option, users will be presented with a session ID and or a URL.
      i. Remote Session ID (Secure Browser): Students participating remotely open the OSAS Secure Browser and use the remote session ID.
      ii. Remote Session URL (no Secure Brower): Students participating remotely without a secure browser can use the URL, which will navigate students to a student log-in site with the remote session ID prepopulated. *Note: Students using the URL must be using one of the following browsers: Firefox, Chrome, or Edge.*

Administration Procedure
1. Students open the required supported browser.
   a. Students participating in via **Secure Browser** open the OSAS Secure Browser.
   b. Students participating in via **Assignment** or **Remote Test Session** use a supported internet browser by entering the URL link provided. (Note that text-to-speech is available only in the OSAS Secure Browser, Firefox, or Chrome.)
2. Students enter the last name associated with their SSID, SSID, and Session ID.
3. Students verify their information on the *Is This You?* page.
4. Students select the appropriate survey from the *Your Tests* page.
5. For surveys taken via **Secure Browser** or **Remote Test Session**, the TA must review the student's accessibility supports and approve the student. Approval is not necessary for the **Assignment** option.
6. Students complete a *Text-to-Speech Sound Check*, if TTS has been enabled for an individual student
7. The survey proctor reads aloud the Survey Introduction Script. Students may optionally read or listen to these instructions.
8. Students complete and submit their surveys.
9. Students log out and/or close the browser.
10. The TA stops the survey session and logs out.

Survey Introduction Script

The following survey introduction script should be read to students prior to completing the SEED Survey, see step 7 above:

Today, you have an important opportunity to share your thoughts, opinions, and ideas about school. You'll be participating in a survey to help educators across the state learn from your experiences and improve your time in school.

Before we get started, let's go over some key points:

- *The survey is entirely optional. You can participate, or not, as you like. Your responses won't be graded or affect your grades.*
- *Once you begin the survey, you can choose to take it, or choose to go directly to the submit page without answering any questions. You can also start the survey and then skip any questions you do not want to answer.*
- *This survey will ask about your school experiences, activities in your classes, and your thoughts on the school environment, staff, and your fellow students.*
- *While you probably will not get a direct response to your comments, the Oregon Department of Education will use them to help improve schools across Oregon.*
- *The Oregon Department of Education will publish a statewide summary of survey results. Our district will get a summary of results from students in our district.*
- *No one at our school will know how you responded to any question unless your response makes us worried about your safety or someone else's safety.*
- *The survey takes about 10 to 20 minutes. You can ask questions or ask for help at any time.*
- *To help others concentrate, please stay quiet and focused during the survey.*
- *If you cannot complete the survey today, or if you want to finish later or at home, you can pause and return when you are ready.*

Thank you for your input and participation. Your voice will help us to improve the educational experience for students across the state of Oregon.

Please select "Begin test now" when you are ready.

Navigating the SEED Survey

The survey interface is very similar to the interface used on Oregon's summative tests.
- Survey pages have one question, multiple questions, or questions that consist of multiple parts.
- Students may navigate among items by using **Next** and **Back**. Students may skip any item.
- After completing the final item, students will select **Next** to proceed to the survey review screen. When they are ready to submit the survey, they will select the **Submit Test** button at the bottom of the review screen.
- Students may review and change previous answers any time prior to submitting the survey. After submitting the survey, answers are locked and cannot be reviewed or changed.

- If a student submits a partially completed survey, the responses they entered will be preserved.
- Students can pause the survey at any time. Pausing a survey logs the student out. To resume, students must repeat the sign-in process.
  - To pause a survey, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.
- Students working on Chromebooks should pause the survey before closing the lid of the Chromebook. If the lid is closed before the survey pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and potentially modify student responses).
- Students can listen to questions, and answer options using Text-to-Speech (TTS) options available in the selected element's context menu. This support is available to students as outlined in the Oregon Accessibility Manual.
  - Students may listen to their responses to constructed response items using TTS.
  - If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud.
  - TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

Monitoring Survey Session Progress

For students participating via **Secure Browser** or **Remote Test Session**, a TA can monitor the student's progress, approve a student's print request, and pause a student's survey if necessary. Monitoring a Survey Session is not available with the **Assignment** option.

- At the start of the survey, all students in the session are listed in the **Test without issues** table. If the Online Testing System detects that a student requires assistance, such as a pending print request, or a paused survey, a **Test with potential issues** table appears at the top listing the students who need intervention.
- The TA must view and approve student requests for printouts (Print on Request). The request notification appears in the **Test with potential issues** table.
  - Print on Request prints at the TA's location, not the student's. A student participating via **Remote Test Session** or **Assignment** may print to a local printer via the web browser print options; they do not need the Print on Request tool.
- The TA can pause a student's survey if necessary. In the Action column of the table(s) for monitoring student's progress, select for the student whose survey you wish to pause. Select **Yes** to confirm. The Online Testing System logs the student out.
- When all students finish, the TA should stop the session.
  - Stopping a session before students finish automatically logs out all the students in the session and pauses their surveys.
- The TA should log out of the TA Site only after stopping a session, to avoid disrupting surveys in progress. Navigating away from the TA Site also logs the TA out. To access another application while administering the surveys, open it in a separate browser window.
- SEED Survey opportunities do not expire in the test delivery system. Any incomplete and not submitted surveys at the end of the survey window will auto-submit.

Monitoring Survey Completion

Districts may monitor SEED survey completion through the Test Information Distribution Engine (TIDE). Please refer to pages 31-36 of the TIDE User Guide for options on how to monitor survey completion. District can also use the view/edit/export student test settings and tools module with the advanced search field to monitor student who have the SEED survey as a "blocked" subject.

ODE Monitoring and Reporting

At this time, there is no established goal for SEED survey participation, and districts will not be expected to submit test administration codes or other data quality corrections via the Assessment Record Updating Application (ARUA). All students in surveyed grade levels, irrespective of English learner status, disability status, tuition status, and any other focal group members, must be afforded the opportunity to participate in either the SEED or Alt SEED survey if they are enrolled during the survey window.

ODE may release participation rate estimates as part of public reporting or in response to legislative or public records requests, and may contact districts with exceptionally low participation in the SEED survey to offer technical assistance towards the goal of representing the voices of all Oregon students.

ODE will release aggregated and suppressed SEED survey results to schools and districts through the Achievement Data Insight (ADI) application, and on ODE's public website.

User Support

For information and assistance in using the Online Testing System for the SEED Survey, contact the OSAS Helpdesk. The Helpdesk is open Monday-Friday 7:00 a.m. to 5:00 p.m. PT (except holidays or as otherwise indicated on the OSAS portal).

Oregon Statewide Assessment System Helpdesk

Toll-Free Phone Support: 1-866-509-6257

Email Support: osashelpdesk@cambiumassessment.com

Chat Support: https://osasportal.org/contact.html

Please provide the Helpdesk with a description of your problem, as well as the following:
- Test Administrator name.
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11).
- Information about your network configuration, if known:
  - Secure Browser installation (to individual devices or network).

- o Wired or wireless internet network setup.

For information and assistance in using the OR.K12Test.com system for the Alternate SEED Survey, please contact the ORExt helpdesk at orextended@k12test.com.

Change Log

Change	Date
Added a note correcting that TTS is not available to all students by default. It is a designated support as outlined in the OAM and needs to be turned on before administration for students who need TTS. (p. 12)	12/21/23
Added a sentence to clarify that Text to Speech Check will only be for individual students who have that setting enabled (p. 10)	12/21/23
Added a note about ensure that appropriate language voice-packs are installed on student devices if the student is accessing text-to-speech (p. 9)	12/21/23
Updated ORK12Test.com to OR.K12Test.com throughout the manual	12/21/23
Added information about blocking the Alt SEED Survey in the OR.K12Test.com system (p. 7)	12/21/23