

## SEED Survey Staff Communication and FAQ Template

The following text serves as a possible template for in-district communications. Districts are encouraged to modify this template to serve their communication needs.

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Dear staff:

This year, the Oregon Department of Education (ODE) is conducting the second year of a pilot student survey to find out more about student experiences in Oregon schools. Our district has decided to participate.

The survey is called the SEED (Student Educational Equity Development) Survey. This survey will ask students about what kinds of activities they did in school this year, what supplies they had to help with schoolwork, and how they felt about school and learning this year. The information gathered by the survey will be used by ODE to target and evaluate improvement of Oregon's educational system. Survey data will also be made available to districts for the purposes of system improvement.

The Alt-SEED Survey is designed for students experiencing significant cognitive disabilities. It measures the same 4 core constructs as the SEED Survey and captures similar information. The Alt-SEED is administered with the support of a qualified assessor.

We will develop a district plan for when and how to administer the survey, which can be completed either on site or remotely. In this pilot year, parents and families may decline to participate in the survey for any reason. There is no form to fill out, nor is there any need to document a parent decision to decline survey participation. We will contact parents and families to notify them that the survey will be taking place, and give a brief explanation of the structure and purpose of the survey. However, we are not required to obtain parent consent before delivering the survey.

You can [learn more about the SEED and Alt SEED Surveys](#), and find copies of the complete survey for each grade level, on the [Student Educational Equity Development Survey page](#). You can find practice versions of the survey here: [Grades 3-5 practice form](#), [Grades 6+ practice form](#).

### Questions and Answers--All Staff

1. Is the SEED Survey a test?
  - a. No. The SEED Survey is administered during the statewide summative testing window, but it is not federally mandated, and there are no accountability consequences attached to the survey.
2. Can individual teachers or schools opt in or out of the SEED Survey?
  - a. Districts have the ability to customize SEED Survey participation. However, custom survey participation that does not include all eligible students should be carefully examined for possible equity impacts, intentional or unintentional (for example,

- purposeful exclusion of specific student populations would not be appropriate). [If necessary, detail district custom participation.]
3. Will we be able to see the answers for our school?
    - a. Yes. ODE will publish aggregated statewide survey data as part of a summary report in the Fall of 2021. ODE will share district and school level data with us for our internal uses (with data suppressed for n-size limitations, as required).
  4. Is the SEED Survey available in languages other than English or Spanish?
    - a. The pilot version of the survey is available in English or Spanish. A Russian version is in development and may be available for spring 2022 administration. A bilingual Test Administrator may also translate survey content for students.
  5. Is the SEED Survey available for students experiencing significant cognitive disabilities?
    - a. Yes. The Alt-SEED Survey is a teacher observation tool designed for use with students experiencing significant cognitive disabilities. It is estimated to take assessors 10-15 minutes per student to complete the Alt-SEED.
  6. How much time does the survey take to complete?
    - a. Students will need about 20-30 minutes to complete the Grade 11 SEED survey, which is the longest. Earlier grades have shorter surveys, which should take less time to complete.
  7. The Alt-SEED Survey is completed by Qualified Assessors and Qualified Trainers who would typically administer the ORExt Assessment during a given school year. Can we provide suggestions to improve the survey?
    - a. Yes. Please use this [Google form](#).

#### **Questions and Answers--District Test Coordinators and Test Administrators**

8. What kind of practice might students need for the SEED Survey?
  - a. The SEED Survey uses the same interface as state testing. Students who are new to the testing interface may wish to practice navigation or use of embedded tools and supports through one of the [OSAS Assessment sample and training](#) tests.
  - b. Students who are able to navigate the testing interface should be able engage with SEEDS effectively even on their first encounter with the survey.
  - c. Note that practice versions of the survey are linked above.
9. Is there such a thing as a testing impropriety on the SEED Survey? What do we do in the case of a mistake (wrong login, wrong accommodations, etc.)?
  - a. The following guidelines are provided in order to protect the accuracy of the data; there are no accountability consequences associated with improprieties on the SEED Survey.
  - b. All students should be provided with appropriate supports and accommodations on the SEED Survey. If the district becomes aware of incorrect settings *during* an uncompleted survey, the District Test Coordinator should submit an impropriety report requesting to reset the survey so the student can participate with the appropriate supports in place.

- c. If the district becomes aware of incorrect settings *after* a survey is completed, the District Test Coordinator should submit a test impropriety report requesting invalidation if the student needs to take the survey again (i.e. incorrect supports prevented the student from providing accurate responses). Otherwise, no impropriety report is needed. Be sure to check district procedures to make sure the error does not reoccur.
  - d. If the district becomes aware that a student is completing, or has completed, the survey using the wrong login data (such as wrong SSID), the District Test Coordinator should submit an impropriety report requesting either to reset or invalidate the survey.
10. Since survey items are non-secure, can TAs help students with the answers?
- a. Some SEED Survey items ask students to evaluate their school experience, so it is important that students are provided with the privacy and independence needed to allow for personalized responses.
  - b. While it is inappropriate to try to influence student responses for the reasons mentioned above, it is permissible to help students better understand the question. For example, TAs may explain what a word means, how a given question applies to the school's local context, or listen to a student "talk through" a potential answer as their thinking crystallizes.
11. Can the SEED Survey be paused? What happens to partially completed surveys when the survey window closes?
- a. Yes, the SEED Survey can be paused, and student progress will be saved. The survey is short enough that multiple sessions should not be needed for completion. Since there is no scoring or accountability measure attached to the survey, we will include answers from partially completed surveys in our data.