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Elevating Student Voice

Summer SEED Survey

Administration Guide for
Community-Based Organizations

Version 2.0

Summer 2023



ELEVATING STUDENT VOICE

Student Educational Equity Development (SEED) Survey



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What is the Summer SEED Survey?

The Summer Student Educational Equity Development (SEED) Survey is an optional student perception survey designed to help leaders better understand students' experiences in summer programs. The survey questions assess four areas of student engagement: accessible and engaging opportunities, co-creation and student interest, sense of belonging, and self-efficacy. These equity-driven constructs are foundational to high-quality summer programs and the basis of the ODE [Summer Learning Best Practice Guide](#) and [Companion Toolkit](#).

Key Information

Survey Window: **July 31st**, 2023 through **September 15th**, 2023.

Student Survey Link	Respondents	Length & Accommodations
Student Voice - Summer SEED Survey 	<p>Grade Level: All students entering grades 3-12 who are enrolled in a Summer Learning Program or Summer Camp.</p> <p>The Survey should be administered during the last week of the program.</p>	<p>Length of Survey: Approximately 10-15 minutes</p> <p>Languages Available: English, Spanish, Russian, Vietnamese</p>

What is the Purpose of the Summer SEED Survey?

The purpose of the Summer SEED Survey is to amplify student voice, refine program implementation, and shape decision-making. Summer programs are voluntary programs and the success of these programs depend on creating the contexts where students are likely to become engrossed in learning that matters and is meaningful to them. The findings from this survey have the potential to improve the quality of summer programs across Oregon.

How will Student Voice Data be Utilized?

The Oregon Department of Education will utilize survey data in the creation of reports and data briefs illustrating key impacts of summer learning from the student perspective. This information will determine technical assistance, professional development, and additional resources. [Here is a link to our Summer SEED Survey Report from 2022.](#)



Survey Overview

The following summarizes the basic survey administration procedures:

- **Access to Survey:** The summer camp point of contact will be sent the Summer SEED Survey materials via email. Organizations should send this guide and survey link to the programs/camps who will be responsible for survey administration at each summer program site. **Please make sure the staff administering the survey to students have easy access to this guide.**
- **Online Administration.** The survey is designed for online administration for convenience and prompt reporting of results.
- **Administration Period.** For the Summer SEED 2023, Community-Based Organization survey, the survey window begins on **July 31st**, 2023 and closes on **September 15th**, 2023.
 - ❖ **Note:** Student surveys should be completed during summer programming, ideally in the last week of the summer program.
- **Voluntary Survey Participation.** A request for students to participate should be made, but ultimately this survey is voluntary.
- **Privacy and Confidentiality.** The survey results are confidential. Only aggregated quantitative results are available.
- **Valid and Reliable.** To obtain a valid, reliable, and representative sample, programs should aim to gather as many surveys as possible.
- **Assistance.** ODE assistance is available to support you in planning and implementing the survey. Questions about administration of the survey or technical assistance should be directed to ODE.SummerLearning@ode.oregon.gov.
- **Accommodations.** Survey administrators must ensure appropriate accommodations for students, such as screen readers and pairing with an adult to read the questions aloud. This survey does not include any question types that are inaccessible or difficult to use for a screen reader (including sliders, drag and drop, image, etc.). As shown in the image below, this survey has received the highest accessibility score.





Survey Administration Tasks

The following is an overview of the major tasks to be completed to ensure survey administration success. Details follow in Task 2.



TASK 1 – MAKE ADMINISTRATION ARRANGEMENTS

The Summer SEED Survey is completed online using the Alchemer platform to simplify planning and logistics for programs administering the survey.

- For online administration, each participant should go to the webpage link and complete the survey (no login is required). The survey administrator should make sure the instructions are distributed to the appropriate summer learning staff and encourage a high rate of participation. Respondents can take the survey from any computer/device, at any convenient time during the survey window; they simply need the survey link.

Make sure this administration guide is available and easy to access for the staff conducting the survey.

Plan multiple opportunities during the last week of the summer program for students in grades 3-12 to take the survey. The survey takes approximately 10-15 minutes to complete.



TASK 2 – DISTRIBUTE AND ADMINISTER SURVEY MATERIALS

Important Note: Students will be asked on the second page of the survey to enter the **name of the summer camp, organization offering the camp, and the location (city/town)** of the summer camp they are attending.



The contacts that receive the survey information should be sure to communicate this information to all staff administering the survey.

Summer Student SEED Survey - CBO

About Your Program

An adult will share the information to enter for items on this page. Please be sure to ask for help if you have any questions.

1. Enter the name of your summer camp.

2. Enter the name of the organization(s) offering the camp, if it is different from the name of the summer camp.

3. Where is your summer camp being held? Enter the name of city/town.



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- Write the **summer camp name, organization name, and location (city/town)** on a white board or place where all students can see it.
- Students who prefer to take the survey in Spanish, Russian, or Vietnamese can change the language using the dropdown located in the upper right corner of the electronic survey.



TASK 3 – MONITOR PARTICIPATION

A high level of participation should be encouraged to ensure that the data are representative and valid. Program leaders should employ strategies to ensure a higher rate of responses. These may include:

- Checking in with summer program staff at each site to ensure survey links were administered to students.
- Creating make-up opportunities for students to take the survey.
- Providing incentives (e.g., extra recess, ice cream on Friday, etc.) to encourage participation.

TASK 4 – REVIEW RESULTS

A state level report will be posted on the [ODE Summer Learning Resources webpage](#).

Program level and site specific results will not be available for Summer 2023.



Frequently Asked Questions

Q: Is the Summer SEED Survey required?

A: The Summer SEED Survey is optional.

Q: How was the SEED Survey developed?

A: The Summer SEED Survey is directly aligned to the [Oregon SEED Survey](#) for the regular school year. ODE researched a range of national and international educational surveys including NAEP, TIMSS, PISA, and others. Items on national and international surveys undergo rigorous review on a regular basis; however, ODE recruited Oregon educators from diverse backgrounds and regions to review all prospective items for the SEED Survey using an Oregon lens. The summer SEED Survey includes some additional items based on the core concepts of the ODE Summer Learning Best Practice Guide and Companion Toolkit.

Q: Is the Summer SEED Survey, CBO Version different from the school-based version?

A: The questions on the survey are the same, however some of the language varies slightly to align with terminology in community-based summer camps. To avoid confusion, **please do not use the school-based version** of the survey for community-based summer camps.

Q: Since survey items are non-secure, can teachers or parents help students with the answers?

A: Some SEED Survey items ask students to evaluate their summer program experience, so it is important that students are provided with the privacy and independence needed to allow for personalized responses. Adults may help students better understand survey questions. For example, teachers or parents may read a question aloud or explain what a word means.

Q: Can the Summer SEED Survey be paused? What happens to partially completed surveys when the survey window closes?

A: The SEED Survey can be paused. However, for a 10-15 minute survey, it is best to create a window where students can complete the full survey in the allotted time provided.



Example Survey Script

Summer programs may use this script to introduce the survey to students before they complete it.

INTRODUCING THE SURVEY

We want to know what you think about our summer camp. This survey is important because your feedback will help us improve the program by learning how we can better support you! It only takes about 10-15 minutes but there is no time limit. If you need a little more time, that's ok. A few things to note:

- 1. There are no right or wrong answers—this is not a test! We just want to know how you feel.*
- 2. No one will know what answers you give, so please answer honestly.*
- 3. Participation is voluntary, this means you don't have to take the survey or complete any questions that you don't want to answer. That said, we hope you will because your answers give us important information to help our program become even better.*



Anyone who does not wish to participate should tell me now.

Let's look at the first three questions together. For question 1, be sure to write the name of our summer camp. Our summer camp is _____. For question 2, you will write the name of the organization offering the summer camp (_____). For the next question, you will write the location (city/town) where the camp is located (_____). Please see these on the whiteboard.

Now you can complete the rest of the survey. Please read each item carefully and mark one choice for each item. If you prefer not to answer a question just skip it.

If you have any questions or need help reading the survey, please raise your hand. When you are done, submit your answers and exit the survey.

Thank you for taking this survey!



Key Messages for Educators and Program Leaders

- **Provides opportunity to hear directly from students.** The Summer SEED Survey gives students the opportunity to voice their summer learning experiences.
- **An equity tool that meets the moment.** The results of the survey give programs powerful information to create more equitable learning experiences based on the perceptions and lived experiences of students in their programs.
- **Designed to capture students' sense of belonging and experience during summer programs.** The survey asks students about their experience, their access to well-rounded opportunities, their choices in summer opportunities, and if they feel supported with a sense of belonging.
- **Flexible administration options.** The survey may be given in a proctored in-class session using the secure browser, or in a non-proctored 'assignment' that students may take online through a non-secure, web-based browser at any time within the selected window.
- **Takes 10-15 minutes.** A brief survey, with multiple choice questions for grades 3-12 and an additional three open-ended responses.