

North Dakota Student Engagement Survey (NDSSES) Survey Administration Scripts and Guidance

School Personnel Use Only:

- See the **Quick Guide: North Dakota Student Engagement Survey (NDSSES)** for more information on survey administration. Ensure:
 - Devices are charged and ready.
 - Students have login credentials.
 - Students have headphones available, if needed.
 - Adequate lighting and comfortable seating.
 - Screens are positioned to prevent viewing others' responses.
- Students cannot access or retake the survey once it has been completed.
- Provide appropriate accommodations identified in 504s, ILPs, and IEPs. Refer to the survey's **Accessibility Resources** for more information. If a student's IEP or 504 plan states that other accommodations are required, then apply those accommodations as stated for survey completion.
- Teachers or survey administrators can paraphrase instructions, questions, and/or the set of responses only for students with accommodations as allowed under their 504, ILP, and IEP plans, provided the actual meaning of the text remains true to its original intention.
- Students who have difficulty reading text may have the survey read aloud to them by a teacher, survey administrator, or other staff as designated and allowed on an individual basis.
- Maintain a quiet, distraction-free environment throughout the survey.
- Do not record or copy survey questions or student responses.
- Do not influence student responses or provide assistance that could bias answers.
- Ensure students cannot access phones or other devices during the survey and do not discuss, review, or share survey questions.

NDSSES Script

Good (morning, afternoon),

Today, you will be taking a survey on your (computer/laptop/iPad, etc.) to help us know how you feel about school. This is not a test, and there are no right or wrong answers.

(Read the corresponding paragraph for the appropriate grade level.)

Elementary (3-6): *You will be shown 33 statements, 3-5 questions at a time. You are offered four response options for each item. Choose the answer that best describes you from this list: almost never, sometimes, often, almost always. Check your answers before clicking "Next." Once you click "Next", you will not be able to return.*

Secondary (7-12): *You will be shown 43 statements, 3-5 questions at a time. You are offered five response options for each item. Choose the answer that best describes you from this list: never, rarely, sometimes, often, always. Check your answers before clicking "Next." Once you click "Next", you will not be able to return.*

Please be honest because it helps us understand how students feel.

All the questions need an answer, so be sure not to skip any of them.

Take your time and let me know if you have any questions!