



Proctor Guide for Online Student Perception Surveys

Thank you for participating in the 2025-26 Student Perception Survey! **Please remember that the Student Perception Survey is not being administered as a component of Advance, and that the results of this survey will be used for formative purposes only (i.e. to guide practice).** This document describes the administration protocols for the Student Perception Survey, including background notes and step-by-step instructions for leading students through the survey process. **Please read this entire document prior to administering surveys to your class.**

About Online Survey Administration

Students will take surveys online via Panorama Education's secure website. Each student will need an Internet-connected device to take the survey. The survey is accessible via any Internet connection and will run on any modern web browser. Students may use desktops, laptops, netbooks, Chromebooks, tablets and/or mobile devices to access the survey.

If you are administering the survey to students with IEPs, please confirm any accommodations or special instructions with your school's survey coordinator prior to administration.

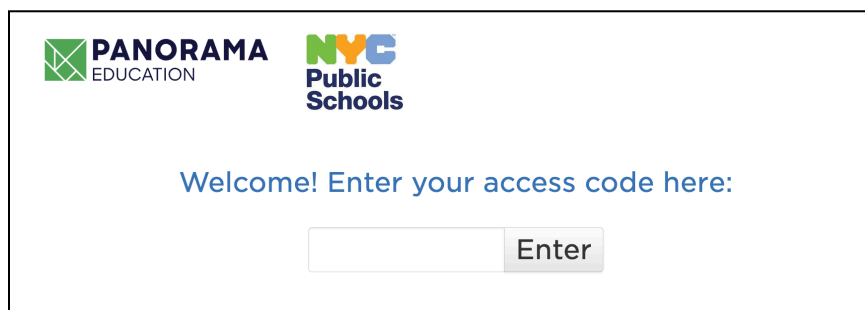
Creating an appropriate survey-taking environment

We encourage proctors to explain that the survey is an opportunity for students to help the teacher make class better. Students should be reminded that their response is confidential and entirely voluntary. Students' answers will be combined with those of other students in their class and their school. The read-aloud directions that follow include language to help remind students about these important details. In addition, proctors should reinforce the confidentiality of the survey for students. For example, proctors should make sure to give students space while they are completing the surveys.

The Student Survey Experience

Each student who takes a survey will be assigned a unique, ten-digit access code. You may have received two sets of student access code letters from your school's survey coordinator. **Do not** share access code letters from different survey packs across classes. Please note that each letter contains a different access code and all access codes can only be used to submit one survey: **the access code is automatically disabled after it is used to complete a survey.** Each unique code is linked to a specific teacher.

To complete the survey, students will visit the survey website, StudentPerceptionSurvey.nyc, click on "Take the 2025-26 Student Perception Survey online", and enter their access code as shown on the next page. After submitting the access code, students will be automatically directed to the Panorama survey landing page.



Students will see one button on the survey selection page for the class that they will be completing the survey about. Students will see either “Survey 1” or “Survey 2” on this survey selection page (only Survey 1 or Survey 2 will appear on the page, not both). Note that students can disregard this language and consider their experience with the teacher and class listed. To start the survey, students will click “Start Surveys.”

Welcome! Click "Start Surveys" to begin.

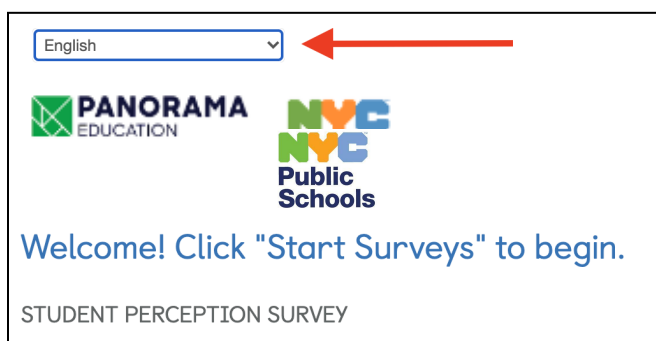
STUDENT PERCEPTION SURVEY (0/1 completed)

Start Surveys

John Doe - Survey 1 - Sample School

Taking the survey in a language other than English

The survey is available in the 13 supported NYCPS languages: Albanian, Arabic, Bengali, Simplified Chinese, Traditional Chinese, French, Haitian, Korean, Russian, Spanish, Ukrainian, Urdu, and Uzbek. After students enter their access code, they will be able to select an alternative language using the language selection button in the top left corner of the screen. (This button, shown below, lists the current language [e.g. “English”] with a dropdown arrow.)



Survey Administration Instructions: Online Student Surveys

Proctor Preparation

- ❑ 1. Please write the URL for the survey website on a chalkboard/whiteboard or pre-load the site onto each computer as a bookmark or homepage. The survey URL is: StudentPerceptionSurvey.nyc.
- ❑ **2A. Access Code Letters:** Each teacher should have two sets of access code letters, one for each class being surveyed. Please distribute one letter to each student before beginning the script below. (While each letter contains a different survey access code, the survey is anonymous, so it does not matter which student receives which code.)
- ❑ **2B. Access Code Lists:** Some schools may opt to use spreadsheets of access codes for each teacher, instead of access code letters. If your school has opted for this method, please defer to your coordinator's instructions for access code distribution. Consider using these sheets to send the codes to students via a Google Classroom assignment or email mail merge to students.

Proctor Script

Text in italics is for the proctor of the surveys. Text in bold is what you should read to students.

1. **Today, you are being asked to answer questions about your experience as a student in Mr./Ms. _____'s class. We are asking you to take this survey because your teachers want to hear from you!**
2. **Please listen carefully while I give you some more directions. As you are taking the survey, there are a few things that are important for you to remember:**
 - a. **Read each question carefully and think about the answer choice that best matches what you know and think about your experiences in this class over the past month. This is not a test and there are no wrong answers.**
 - b. **Remember that the purpose of the survey is to help us all improve your learning experiences in school, so please be honest. No one will ever be able to track your answers back to you. Your answers will be combined with those of other students in your class and at your school.**
 - c. **Please answer as many questions as you can but if you feel that you cannot answer a question on the survey, you can skip the question.**
 - d. **As you take the survey, please think only about this class and this teacher, not your other classes or teachers.**

3. **Now, let's get started. Open your web browser. Type the URL on the board into your address bar and press enter. Raise your hand if your page does not load and you need help finding the website. Once the page has loaded, click on "Take the 2025-26 Student Perception Survey online."** *Help any struggling students get to the website.*
4. **You will see a box on the page that asks you to enter an access code. Type your access code into the box and click "Enter".** *Help any struggling students enter their access codes.*
5. **Once you have entered your access code, you will see the name of the teacher you are taking the survey about. Please raise your hand if you do not see this page or if you do not see the name of Mr./Ms. _____.** *Help any student who does not see this teacher. Students may see either "Survey 1" or "Survey 2" on this survey selection page. Note that students can disregard this language and should consider their experience with the teacher and class listed.*
6. *For students taking the survey in a language other than English. **After you have entered your access code, you can elect to complete the survey in another language. In the top left corner of the screen, you will see a button that says, "English." To switch to another language, please click that button. A list of languages will appear. Please select the language you would like to use from that list. Assist any students with language accommodations to determine the appropriate language in which to take this survey.***
7. **Click on the "Start Surveys" button on the page. You will now be taken to the survey.**
8. **After answering all of the questions, click the blue button at the bottom of the screen that says, "Submit."**
9. **Once you have completed your survey and see a final "Thank you" screen, it means you are done and can close your browser. Please read or work silently until all of your classmates have finished.**

Frequently Asked Questions

If a student enters his or her access code, and the browser freezes or crashes before the student can submit the survey, what should I do?

If a student starts taking the survey but encounters a technical problem that prevents the student from submitting the survey, please help the student close and re-open the web browser and access the survey website again.

If the browser closes before the student submits the survey, the student can simply log on again with the same access code and try again. Although every access code can only be used once, the code is only marked as “used” once the student completes the survey and clicks submit.

If a student accidentally submits the survey before he or she is finished, what should I do?

If a student submits a survey prematurely, please contact the survey team at StudentPerceptionSurvey@schools.nyc.gov with the student’s name, the teacher’s name, and the access code that the student used to submit a partial survey. The survey team will be able to exclude that partial response from the final survey reports. The access code can be reset so it can be used to complete and submit the survey but only if the specific access code is retained.

If you have additional unused access code letters, you may also provide the student with a new access letter so that the student may complete the entire survey. However, if you do this, please be sure to contact the survey team as described above, so that we can make sure that only the student’s complete response is counted. (Please take care to only provide “new” access code letters from the same set of access code letters that was used for the class period in question.)

If you do not have additional access code letters, the student will be unable to submit another survey response.

Ethical Guidelines for 2025-26 Student Perception Survey Administration

The goal of the 2025-26 Student Perception Survey is to provide teachers with students' feedback about their classroom experiences. To ensure ethical administration of the survey to each student, teachers, principals, and administrators should adhere to the following DOs and DON'Ts:

DOs	DON'Ts
DO encourage students to take the survey.	DON'T suggest to students that taking the survey is required.
DO make clear to students that they may skip any question they do not wish to answer.	DON'T make students feel like they will be penalized for incomplete surveys or not taking the survey.
DO provide directions for completing the survey and answer simple process questions.	DON'T influence students' interpretation of survey items.
DO provide translations support or explain the meaning of survey questions when asked.	DON'T complete the survey on behalf of students.
DO tell students that their responses will not be shared with anyone in the school.	DON'T ask, encourage, or force students to share their survey responses with anyone.
DO encourage students to answer honestly.	DON'T suggest that students answer in a particular way.
DO create an environment in which the students feel that they can take the survey without any influence over their responses from anyone.	DON'T make students feel that their survey responses are being monitored or reviewed by school leaders or other school personnel.
DO remain, as much as possible, at the front of the room to avoid the appearance of reading student answers or attempting to influence students as they complete the survey.	DON'T communicate with students while they are taking the survey unless necessary.
DO ensure that no one can tell which student answered which survey.	DON'T ask students to write their name, identification number, or any other identifying information on the survey materials.

School leaders, teachers, and other school personnel should avoid any breach, or the appearance of a breach, of these ethical guidelines. Contact StudentPerceptionSurvey@schools.nyc.gov with questions or for further guidance.

Please note: Results from the Student Perception Survey are not included in *Advance* Overall Ratings.