

Survey dissemination guidance

General guidance and useful information

1. The **purpose of the questionnaire** is to help show the impact of higher education and university outreach activities that your students may have been involved with.
2. There are around **40 other schools and colleges** in the local area where students will also be filling in the questionnaire.
3. Some schools/colleges have decided to survey the whole year groups (Y9 upwards), whereas others will be just surveying those from HeppSY postcodes. **Please liaise with the HeppSY contact in your school or college** to find out what has been decided.
4. There is a useful video that you may want to show your students before they complete the questionnaire, which can be found at:
<https://extra.shu.ac.uk/heppsy/about/data-protection/>
5. There will be a **prize draw**, there will be a number of High Street Vouchers, first prize will be £100, anyone completing a questionnaire will be entered.

Electronic questionnaire distribution

1. Please use this link:
<http://survey.euro.confirmit.com/wix/p1859401378.aspx?c=13>
2. Be aware that if students do not give their **consent** on the initial web pages, then the survey will not let them continue any further - Make sure you tell the students the importance of reading and filling in the first two pages. Without their **consent** we will not be able to use their data for analysis
3. It is really important that students fill in their postcodes, and please stress to the students that they enter their **own home address postcode** of their main residence (the postcode that is logged with the school) and NOT the postcode of the school/college
4. If you are sending the link out to students via email addresses, it is important to follow it up with **reminders** (e.g. via email, text and/or social media)
5. You **may help students** if they are unsure about what a question means, this is not a test!

6. The data from the electronic version will be sent straight to CFE, the national evaluation team, who will also be analysing the data

Paper questionnaire distribution

1. There are two versions of the questionnaire, one for younger students (Year 9-11, or college level 2) and older students (Year 12 and above), please check the first question on page 3 to **make sure you have been sent the batch of questionnaires prior to the survey session**. If you have the wrong questionnaires please contact Lucy Clague l.clague@shu.ac.uk / tel 0114 225 3052 as soon as possible.
2. Make sure you tell the students the importance of reading and filling in the first two pages. Without their **consent** we will not be able to use their data for analysis. There are **two consent boxes to tick**, it is **very important to fill in their postcode, school name and date of birth**.
3. Let students know that some **answers** can have multiple responses, others just one, ask them to read the question properly
4. It is really important that students fill in their **postcodes**, and please stress to the students that they enter their **own home address postcode** of their main residence (the postcode that is logged by the school) and NOT the postcode of the school/college
5. Students may ask why the **numbering is not sequential**, this is because it's a national survey and local evaluation teams have been given the choice to pick different questions
6. You **may help students** if they are unsure about what a question means, this is not a test!
7. Let Lucy Clague know when they are ready for **collection** (so that she can arrange the best way to do this) l.clague@shu.ac.uk / tel 0114 225 3052.
8. Keep the completed questionnaires somewhere **secure** (e.g. a locked cupboard) until they are collected

Thank you for your support!