

APPENDIX A

Appendix A. CBE 360 Survey Toolkit Checklist

Survey Planning and Administration Task	When?	Who will be responsible?	Notes/Comments
Step 1: Decide if the competency-based education (CBE) surveys are right for you.			
1. Confirm that CBE surveys capture the CBE feature areas included in your district/school's CBE model.			
2. Confirm that CBE surveys are appropriate for your school or district's respondent pool, survey length, and number and types of courses.			
3. Confirm that CBE surveys are suitable for your district/school purposes (i.e., formative evaluative purposes).			
Step 2: Adapt the surveys and administration process to fit your needs.			
1. Determine which students and teachers you will invite to respond to the survey.			
2. Select the CBE feature areas and academic subjects you will include in your CBE surveys.			
3. Determine what additional demographic or CBE-related information or questions you will include in your CBE surveys.			
4. Determine timing and frequency of survey administration.			
5. Design your district/school customized CBE surveys.			
Step 3: Administer CBE surveys to teachers and students.			
1. Determine district/school requirements regarding respondent confidentiality and consent from families, students, and teachers.			
2. Distribute and collect family consent forms as required by district/school.			
3. Plan for ensuring respondent confidentiality. (If needed) Assign respondent survey IDs and system for protecting respondent IDs.			
4. Decide on survey administration dates.			
5. Prepare online survey (or paper version if necessary).			
6. Plan survey administration logistics (e.g., time needed, actual class periods, computer access, which staff will administer the survey, how you will send survey links).			
7. Orient and prepare staff for survey administration (e.g., sample script, do's and don'ts).			
8. Administer surveys to students and teachers, and thank survey respondents!			



Survey Planning and Administration Task	When?	Who will be responsible?	Notes/Comments
Step 4: Explore your survey results.			
1. Export survey data from your online survey platform into a suitable data analysis software program (e.g., SPSS, Excel) (or enter data from paper surveys).			
2. Summarize and examine survey responses to both individual items and sets of items using percentages, averages, and composite measures, as appropriate.			
3. Disaggregate survey responses by subgroups of teachers and students to compare results across groups.			
4. Organize survey results in tables and graphs to illustrate results. Be sure to protect identity of respondents!			
Step 5: Make sense of (and use!) your survey findings.			
1. Determine who, how, and when you will interpret your data.			
2. Plan your data interpretation approach (e.g., which comparisons you will make, which key questions you will pose to guide interpretation).			
3. Engage stakeholders in interpreting survey findings.			
4. Synthesize findings, plan next steps, and identify target audiences with whom to share results.			
5. Communicate (and use) your findings to improve CBE implementation in your school/district.			