Administration instructions

This booklet provides you with a walk-through guide to setting up and accessing your PASS accounts and surveys. All the information needed for you to administer PASS successfully and seamlessly has been included. However, if you require any assistance please call the PASS team on 0845 602 1937 option five, or if you are experiencing any technical difficulties, contact the GL Assessment Technical Support team on 0845 602 1937 this time selecting option two, or alternatively, visit the FAQ section in your User Guide or the GL Assessment website (www.gl-assessment.co.uk/pass) for any general queries relating to this product.

Steps to PASS

The following flowchart depicts the main eight stages, from ordering PASS to completing student surveys and generating reports.

Before you begin

You will need to read through the following instructions well in advance of the survey session referring to the online Testwise manual for details on how to import student information (this includes a template CSV file).

It is strongly advised that you go to the Testwise website: www.testingforschools.com and click on ‘setup check’ where you will be able to run the ‘browser compatibility check’, which will confirm whether your system is compatible with the GL Assessment digital tests – this will ensure the smooth running of the test session.
**Survey timings**

PASS consists of 50 statements with four possible responses (primary, secondary and post-secondary), or 27 statements with two possible responses (pre-primary).

The survey times, with an approximation of the time needed for pre-survey instructions, are given in the table below.

<table>
<thead>
<tr>
<th>PASS online</th>
<th>Survey time</th>
<th>Approximate time needed for instructions and overview</th>
<th>Approximate length of survey session</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 (or 27) statements</td>
<td>15–20 minutes</td>
<td>5–10 minutes</td>
<td>20–30 minutes</td>
</tr>
</tbody>
</table>

Students are required to provide one response for each statement and cannot complete the survey until all the statements have been responded to. If a statement is missed, the student will not be able to move on to the next page until all the statements on that page have been completed.

**Survey environment**

Students should be informed that this is not a test, that there are no right or wrong answers and that they must answer as honestly as possible. The survey is designed to help them express how they really feel about the various statements.

Each student will need a computer or laptop with access to the internet, headphones and a mouse (if needed), and all equipment needs to be in good working order.

It is important that the administrator actively ensures that all students are working their way through the survey on their own and that there is no talking or opportunity to copy from another’s answers.

**Survey checklist**

Before a survey session begins you will need to:

- Perform the browser compatibility check to ensure the smooth running of the survey session.
- Familiarise yourself with these administration instructions.
- Allow approximately 25–30 minutes of time for the survey session.
- Provide a computer or laptop with internet connection, headphones and mouse (if needed) for each student. These are all to be in good working order.

You will also need to prepare the practical arrangements of the survey room by:

- Making sure the survey room is comfortable.
- Trying to forestall any interruption of the survey session by visitors or announcements. This could be done by simply placing a notice on the door to the survey room so that other members of the school who are not participating in the survey are aware it is taking place, for example, ‘survey – do not disturb’.
- Ensuring computers are set up in advance if your students are young or in need of help with this. In which case, it is advisable that a single password is used or the password requirement is ignored.

**Introducing PASS to the students**

We have provided you with a script you can use when introducing PASS to your students.

*The school is taking part in a survey about children and young people’s lives; how you feel about yourself and your school. A survey is a way of collecting some information about you.*

*Children and young people in other schools are also going to do the same survey, so the surveys can be put together to see what you all think. What children and young people feel about themselves and their school is important, and we would like to know what you think.*
Please take your time and read each sentence carefully. It is not a test and there are no right or wrong answers to these sentences. Just try to be as truthful and honest as you can.

While the students are taking the survey, the teacher should walk around to check that they are progressing appropriately; that they are not having difficulty with the methods of answering; and, importantly with digital surveys, that they have not rushed through any part of the survey without attempting to answer each question.

Younger pupils may need help in understanding the statements, but care must be taken to ensure that they are not led to certain responses.

It is possible to keep the Testwise register open on the teacher’s computer and thereby track progress through the survey. The register shows real-time information about whether a student is logged on, has started or completed a survey and which statement is currently ‘in progress’.

**Accessing PASS online**

Please visit the Testwise URL: www.testingforschools.com.

To access your account you will need to add your school’s customer ID, which will have been sent to you in the ‘welcome’ email confirming arrangements for the PASS Survey.

Once this has been filled in, students will be taken to the screen below:

Students should click the ‘take a test or complete a survey’ icon and type in the register ID or survey name. You can find this on the student register, which can be customised as required.

It may be more convenient to start the survey session(s) by including the school and test details at the end of the Testwise URL like this: www.testingforschools.com/#/schoolaccount/testname.

The school and test details can be found in the ‘welcome’ email that was sent to you.

Students will then be taken directly to the PASS survey register where they only need to select their names in order to begin the test:
Students should then double-click on their name and enter their password in the pop-up box if/when prompted to do so.

This will then take the student straight to the ‘welcome’ screen of the PASS survey.

The ‘welcome’ screen will appear with an overview and instructions on completing the survey:

Students must provide a response to all of the statements, there is no option to say ‘I do not know’, or to move on to the next screen before all the statements have been responded to. If students decide to exit the survey mid-way, their data will be lost and they will have to start the survey all over again.

Once a survey has been completed the results will be sent to Testwise:

Students must not try to exit the survey by clicking on the cross in the top right-hand corner and closing the window as this will result in all data being lost. All they need to do at this stage is to click on the ‘submit’ button to finish.

**Useful information**

For queries such as forgotten passwords and locked accounts please refer to the Testwise manual at www.testingforschools.com, or contact the GL Assessment Technical Support team on 0845 602 1937 selecting option two.