

Kirkland Rowell Stakeholder Surveys

Guidance and Information

GL Performance

GL Performance is a leading provider of management tools and resources that are designed to maximise the impact of self-evaluation, school development planning and school improvement in primary, secondary, independent and special schools as well as schools with Academy status.

Our Kirkland Rowell stakeholder surveys form an important part of our portfolio, providing over 2,500 schools throughout the UK with an accurate statistical model of their performance as perceived by parents, pupils and staff.

Our Stakeholder Surveys

Our Kirkland Rowell parent, pupil and staff surveys generate management data on all of your school's activities, providing you with a self-evaluation system which satisfies all stakeholder requirements and helps you prepare for the inspection process.

After completion of your online questionnaire, the data is analysed to produce statistically reliable reports which monitor the changing perceptions of parents, pupils and staff. Uniquely, we weight your results against what stakeholders usually say in similar schools.

The outcome: a wealth of useful data at your fingertips to help you make decisions efficiently and with confidence.

Testwise

Kirkland Rowell Online Surveys are powered by a system called Testwise.

Testwise is a powerful online service developed by the Granada Learning Group to host its digital tests and surveys, and is used by over 500,000 children a year.

When you ordered your online surveys, your school will have been sent an email welcoming you to Testwise. This includes the following information:

- The type of survey(s) ordered (Pupil, Staff, Parent)
- The number of questionnaires ordered
- The distribution period and expiry date
- A unique URL link to your Testwise homepage
- Your customer ID
- Anonymous usernames and passwords for all users expected to complete an online survey

A separate email will also be sent detailing how you should setup your administrator password.

By clicking the link provided in your email, you will be taken to your Testwise homepage. The link will be along the lines of <http://www.kirkland-rowell.com/onlinesurveys.php?/12345>. From this screen you should click **GO TO MY SURVEY** and you will arrive at your Testwise homepage. Your Testwise homepage will offer you the option of entering Testwise to **Take a test or Complete a Survey**, or as the **Administrator**. Both of these options are explained in full further below.

Please note that if you are new to Testwise we recommend that you carry out the following steps:

1. On the login page, use the *Setup Check* button in the top right to carry out the following System Checks to make sure your system is compatible with Testwise:
 - Check Browser Compatibility (Flash version 10.2.0 or above)
 - Check Communication with Testwise Servers

If the results of running these checks show that your system is currently incompatible with Testwise, either take the appropriate actions to resolve them or contact Testwise Technical support for advice.

2. Print out and read the Testwise User guide, the Check your Setup document at <http://www.testingforschools.com/help/Testwise%20Check%20Your%20Setup.pdf> and the relevant help documents from the Help area.

If you require technical support with any of the above, please contact your school administrator or Kirkland Rowell Surveys on 0845 602 1937 Option 2.

Before Completing your Online Surveys

To ensure completion of your online surveys runs smoothly, we advise that users (pupils, staff and/or parents) are provided with the following in advance:

- A **shortcut to your Testwise homepage** or a copy of the link to take them there.
- The **Register ID**. This is shown underlined, in blue, near the top of the subscription list screen (see later for further explanation). The Register ID tells us which subscription you are logging into (you may for example also be subscribed to a number of GL Assessment tests, also delivered through Testwise).
- The unique **Username and Password** for each user. These details are generated by the Kirkland Rowell team for every individual user expected to complete an online survey. They will have been sent to you in your welcome email and should be given out to pupils, parents and/or staff members in advance of completing their survey.

Completing your Online Surveys

Let's walkthrough the experience of a pupil, parent or staff member completing a survey:

1. Click the button for **Take a test or Complete a survey** on your Testwise homepage.
2. Enter the **Register ID** and click **OK**.
3. Enter your **Username and Password**. In addition to entering your username and password, you should also select from the survey type drop down list by selecting either pupil survey, staff survey or parent survey. When all of this information has been entered, click **Login**.
4. You will now see your survey listed on screen, and should click the **Take Now** traffic light button to progress.
5. Your online survey can now be completed. It should take less than 10 minutes to complete and is entirely anonymous. To navigate between screens users should click the **Next** and **Back** buttons. On completion of the survey, you should click the **End Survey** button. You can now click **Logout** to leave the system.

Entering Testwise as an Administrator

There are various pieces of information that are useful for the administrator to view:

1. Click the button for **Administrator** on your Testwise homepage.
2. Enter your **Password** and click **OK**.
3. You will now see the main administrator screen. Your Kirkland Rowell Survey subscription will be shown in the panel on the left side of the screen. If you are also subscribed to any GL Assessment products, they will also appear here in your subscription list. Click **Kirkland Rowell Survey**.
4. The screen will update and show you a number of key details:
 - a. The **Register ID** that parents, pupils and staff require when they login is shown near the top of the screen, underlined in blue.
 - b. The **active subscription dates** for your survey are shown.
 - c. A **Survey Statistics Panel** for each survey type included in the subscription. If the survey type is active the panel will contain a **Pie chart** showing you how many of your pupils, parents and/or staff members have completed their survey, and how many are still to be taken, enabling you to track progress. If the survey type is awaiting approval before being made active the panel will be blank with a **Preview** button below it (see **Survey Previews**).
 - d. When you are happy that enough survey takers have completed one or more of your survey types you can request you can click the **Request Report** button. This will open the **Request Report(s)** dialog allowing you to choose the survey type(s) you would like to request a report for. Clicking **Process** at this point will send an email to the Kirkland Rowell team informing them that the selected surveys have been completed and you would like your reports to be created.

Survey Previews

If you are in the process of having a bespoke survey developed, there will be no pie chart displayed for that survey in 4c above. Instead, there will be a **Preview** button below the blank **Survey Statistics Panel**.

Clicking the **Preview** button will open the **Survey Preview** dialog which will allow you to:

- **Launch** the survey preview in a new browser tab.
- **Submit Feedback** on the survey preview. Any feedback entered will be used to update your survey, which will then be made available for you to preview again.
- **Approve** the survey preview. This indicates that you are happy for the survey to be made available. You will be sent the usernames and passwords for this survey and the pie chart will appear in the **Survey Statistics Panel**.

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