European Survey of Schools: ICT and Education (ESSIE)

SCHOOL COORDINATOR MANUAL

European Schoolnet

Service d'Approches Quantitatives des faits éducatifs

Table of Contents

European Commission
Information Society and Media

The views expressed in this work are those of the contributors and do not necessarily reflect those of the European Commission.

This study has been commissioned by the European Commission, Directorate Information Society and Media.

© European Commission 2011

Introduction

This manual is intended to guide the School Coordinator (SC) through the two main tasks in the schools taking part in the European Survey of Schools: ICT and Education (ESSIE):
  (1) Identifying respondents and
  (2) Organising data collection.

The objective of the ESSIE is to assess progress made in Information and Communications Technology in education across 31 European countries. We will administer online questionnaires on the availability, use, and attitudes to educational technology to school head, teachers and – only at secondary level – students.

In order to compare progress in ICT across countries, it is very important to obtain quality samples of schools and people in each country. Only correctly selected and representative respondents can yield internationally comparable findings.

The ESSIE study will collect data at three levels:
  1. School level,
  2. Classroom/teacher level, and
  3. Student level (not in Year 4, primary schools).

It is very important that you follow all the procedures specified in this manual in order to obtain valid international comparative data. You will be supported by your National coordinator if needed.

Thank you very much for your cooperation.

1. OVERVIEW OF THE STUDY'S ORGANISATION

This study will collect data from schools (via the school heads), classrooms (via the teachers), and students at Year 4 (primary level), Year 8 (lower secondary level), Year 11 (general upper secondary level) and Year 11 (vocational upper secondary level). For practical reasons, no student questionnaires will be administered at year 4 (primary level).

The study's general organisation for the European Survey of Schools: ICT in Education (ESSIE) is shown in Table 1. Your school has been sampled for one (or maybe more) level(s) of education. Please focus only on the level(s) of education for which your school is selected. For instance, focus only on the Year 4 (primary level) column if your school is selected for this level.

!

Please note: the target grade is the third digit of the ID sent by email to you

1:	**«ISCED level 1»**	**Year 4 (primary level)**
2:	**«ISCED level 2»**	**Year 8 (lower secondary level)**
3:	**«ISCED level 3 academic»**	**Year 11 (general upper secondary level)**
4:	**«ISCED level 3 vocational»**	**Year 11 (vocational upper secondary level)**

For example: *ID:17**2**03102*   *→2*   **Year 8 (lower secondary level)**

Table 1. Overview of the Study organisation

ISCED level		ISCED1	ISCED2	ISCED3 academic	ISCED3 vocational
Year		Year 4 (primary level)	Year 8 (lower secondary level)	Year 11 (general upper secondary level)	Year 11 (vocational upper secondary level)
Schools[a] **within countries**	Schools	Number=300 by country (all schools)	Number =300 by country (all schools)	Number =300 by country (all schools)	Number =300 by country (all schools)
Who respond?	School head				
On which instrument?		School head questionnaire	School head questionnaire	School head questionnaire	School head questionnaire

Classes[b] within schools	Classes	Number =all	Number =1 by school	Number =1 by school	Number =1 by school
Who respond?	Teachers	Number=all	Number=3 by school	Number=3 by class	Number=3 by class
On which instrument?		Teacher questionnaire	Teacher questionnaire	Teacher questionnaire	Teacher questionnaire
Students within classes	Students	Number =0	Number =all students in the sampled classroom	Number =all students in the sampled classroom	Number =all students in the sampled classroom
Who respond?					
On which instrument?		*No student questionnaire*	Student questionnaire	Student questionnaire	Student questionnaire

In[a] small countries, two classes may be sampled in order to increase the amount of data.

Table 2 provides you with more details regarding the types of questionnaires to be filled out at each level of education, and who will have to fill them out.

Table 2. Descriptions of the questionnaires to be filled out, according to the level of education

---

Year 4 (primary level)

There are 2 kinds of online questionnaires to fill out.

The School head online questionnaire is completed by the school. The school head may be supported by the schools' ICT coordinator (or equivalent) for completing questions about technical aspects if needed.

The Teacher online questionnaire will be filled out by the teacher who has the main responsibility of the sampled classes in Year 4 (all classes will be sampled). If more than one teacher has the main responsibility, then one of the teachers will be randomly selected (see later, description of Task 2).

There are no student questionnaires.

Year 8 (lower secondary level)

There are 3 kinds of online questionnaires to fill out.

The School head online questionnaire is completed by the school head. The school head may be supported by the schools' ICT coordinator (or equivalent) for completing questions about technical aspects if needed.

The Teacher online questionnaire will be filled out by three teachers (a Science, a Mathematics and a "Main language of instruction" teacher) of the selected classroom. If there are more than one Science and Mathematics teachers, only one of the Science and Mathematics teachers will be randomly selected (see later, description of Task 2).

However, it will first be necessary to define the concept of a class as students might move from one class to another depending on the subject in lower secondary education (see later, description of Task 1).

The student online questionnaire will be filled out by all students in the sampled classroom.

Year 11 (general upper secondary level)

There are 3 kinds of online questionnaires to fill out.

The School head online questionnaire is completed by the school head. The school head may be supported by the schools' ICT coordinator (or equivalent) for completing questions about technical aspects if needed.

The Teacher online questionnaire will be filled out by three teachers (a Science, a Mathematics and a "Main language of instruction" teacher) of the selected classroom. If there are more than one Science and Mathematics teachers, only one of the Science and Mathematics teachers will be randomly selected (see later, description of Task 2).

However, it will first be necessary to define the concept of a class as students might move from one class to another depending on the subject in upper secondary education (see later, description of Task 1).

The student online questionnaire will be filled out by all students in the sampled classroom.

Year 11 (vocational upper secondary level)

There are 3 kinds of online questionnaires to fill out.

The School head online questionnaire is completed by the school head. The school head may be supported by the schools' ICT coordinator (or equivalent) for completing questions about technical aspects if needed.

The Teacher online questionnaire will be filled out by the three teachers that have the most instruction hours with the selected class (see later, description of Task 1).

However, it will first be necessary to define the concept of a class (see later, description of Task 1).

The student online questionnaire will be filled out by all students in the sampled classroom.

2. RESPONSIBILITIES AND TASKS

Your responsibilities are:
1) to provide information on teachers, classes, and students within your schools. This information will allow the system to select automatically who will participate in the survey.
2) to manage the survey administration.

In the following chapters, we will 1) explain to you which information we need and how to enter it into the website and 2) guide you step by step in how to organise the survey administration and follow-up.

Table 3 gives you an overview of the tasks you will have to accomplish for this study.

Table 3. Overview of the school coordinator's tasks

	Name of the Task	Description of the Task	Timeline (depending on the start of the school year)
Task 0	Enter the survey website	Log in to the survey website	August-October

Task 1	Sampling of the class(es)	List all the classes in the target year	August-October
Task 2	Sampling of the teacher(s)	Determine which teacher(s) will have to fill out the questionnaires	August-October
Task 3	Survey administration	- Send a letter to the parents, if needed - At the secondary level only, organise student sessions to allow them to fill out the questionnaires - Give IDs (user names) and Passwords to teachers and school head to allow them to fill out the questionnaires	October-November
Task 4	Survey follow-up	Ensure that all participants have completed their questionnaires	October-November

3. CONTACT INFORMATION

If you have any questions concerning the sampling of teachers and classes, please do not hesitate to contact the National Coordinator.

Your National Coordinator is

Name	E-mail address	Telephone number
Modestina Modestou	modestou.m@cyearn.pi.ac.cy essie-cy@eun.org	22-402456

4. TASK 0: ENTER THE WEBSITE AS A SCHOOL COORDINATOR

Go to the ESSIE website and log in with the identity and password sent by email to you as a school coordinator.

If your school is selected for more than one year, please ensure that you use the correct ID and password for the corresponding year (they are different for each year). If you are school coordinator for more than one year, you need to do the tasks for each year separately.

5. TASK 1: SAMPLING OF THE CLASS(ES)

For the sampling of the classes, first specify the number of eligible classes in the target year and after fill out the online "class listing form".

Table 5 shows an example of an empty class listing form. In order to fill out this form, you need to:

a) Give the class name (column 1)
b) Provide the number of students within the class (column 2)
c) If appropriate, provide the number of excluded students (column 3)

Table 4. Example of an empty "class listing form"

Class Name	Total number of target students	Number of excluded students

Sampling   Back

a) COLUMN 1 'CLASS NAME'

Column 1 will contain the list of all the classes in your school in the year that will participate to the study. Follow the instructions below according to the education level you are in charge of.

Year 4 (primary level)

1. List all classes within schools that contain students at Year 4.
2. Provide each of them with a unique class name that allows you to identify them.

Year 8 (lower secondary level)

Students might move from one class to another depending on the subject. Therefore, we need to define the concept of a class. For this study, **we define the class as the learning group of students for the "Main language of instruction" in this school**.

1. List all the "Main language of instruction" classes within schools that contain students at Year 8.
2. Provide each of them with a unique class name that allows you to identify them.

Year 11 (general upper secondary level)

Students might move from one class to another depending on the subject. Therefore, we need to define the concept of a class. For this study, **we define the class as the learning group of students for the "Main language of instruction" in this school**.

1. List all the "Main language of instruction" classes within schools that contain students at Year 11.
2. Provide each of them with a unique class name that allows you to identify them.

Year 11 (vocational upper secondary level)

Students might move from one class to another depending on the subject. Therefore, we need to define the concept of a class. For this study, **we define the class as the learning group of students for the "Main language of instruction" in this school**.

If this definition is not possible because language learning is not a compulsory subject for vocational students in your school, the administrative unit of the class might be used, or an alternative agreed with your National Coordinator.

European Commission
Information Society and Media

European Schoolnet

Université de Liège

1. List all the "Main language of instruction" classes within schools that contain students at Year 11.
2. Provide each of them with a unique class name that allows you to identify them.

b) COLUMN 2 'NUMBER OF STUDENTS'

Enter the number students in each class. If there are multi-year classes, for example at primary level 3rd/4th year classes, only the 4th year students should be counted.

> **Year 4 (primary level)**
> Even though no student questionnaires are administered at this level of education, you still need to fill out the number of students within the classrooms at Year 4. The reason for this is that we will connect the data collected from teachers to the number of students.

Please include all the target year students in column 2 even those unable to fill out the questionnaires (see next section).

c) COLUMN 3 'NUMBER OF EXCLUDED STUDENTS'

You may decide to exclude a number of students within classes or whole classes for the following three categories of reasons:

1. **Non-native language speakers**: These are students who are unable to overcome the language barrier of the test. Typically, a student who has received less than one year of instruction in the language of the questionnaire should be excluded.
2. **Students with severe learning difficulties**: These are students who are considered, in the professional opinion of the school head or another qualified staff member, not able to complete the questionnaire due to learning difficulties.
3. **Physically disabled students**: These are students who are permanently physically disabled in such a way that they cannot fill in the questionnaire. You may of course choose to enable such students to participate by having someone to complete the questionnaire for them.

Please try to minimise the number of excludes students and classes.

In the third column of the class sampling form, fill in the number of excluded students.

Table 5 shows an example of a completed class listing form.

European Commission
Information Society and Media

European Schoolnet

Université de Liège

Table 5: Example of a completed class listing form

Class Name	Total number of target students	Number of excluded students
Class1	32	4
Class2	21	1
Class3	35	2
Class4	28	1

Sampling Back

Once you are sure that the list is accurately completed, please **submit the list for sampling, by clicking on the "SAMPLING" cell**. The online system will randomly pick a class and return it to you. The random sample of classes in each school is therefore done automatically by the online system. Be careful: **once you have clicked on the "sampling" button, you cannot return** and change the information you have entered, even if you have forgotten one classroom.

The sampled class will appear on the screen and will also be sent to you via email.

6. TASK 2: SAMPLING OF THE TEACHER(S)

For the sampling of the teachers, you need to fill out the 'teacher listing form'. This includes

1) identifying teachers, and

2) numbering eligible teachers.

a) IDENTIFYING TEACHERS

The identification of the teachers depends on the education level.

> **Year 4 (primary level)**
>
> You have to select the teacher who has the main responsibility of the selected class. If more than one teacher has the main responsibility of a Year 4 class, then both teachers have to be listed in the "teacher listing form".
>
> **Year 8 (lower secondary level)**
>
> Three teachers for the selected class will be selected to fill out the questionnaire: one mathematics teacher, one science teacher, and one "Main language of instruction" teacher.
>
> All mathematics, science, and «Main language of instruction» teachers who teach any student in the selected class have to be listed in the "teacher listing form"." Science includes chemistry, physics, biology, earth sciences, if taught separately.

Year 11 (general upper secondary level)

Three teachers will be selected to fill out the questionnaire: one mathematics teacher, one science teacher and one "Main language of instruction" teacher.

All mathematics, science, and "Main language of instruction" teachers who teach any student in the selected class have to be listed in the "teacher listing form"." Science includes chemistry, physics, biology, earth sciences, if taught separately.

Year 11 (vocational upper secondary level)

You have to identify the three teachers with the most instructional hours with the students. This means that there is no sampling at Year 11 and therefore, no 'teacher listing form' has to be completed.

b) NUMBERING ELIGIBLE TEACHERS

To ensure confidentiality, we do not ask you to write the teachers' names in the "teacher listing form" (as you did with the class). We just ask you to give us the total number of teachers identified in the previous section.

Year 4 (primary level)

This is usually only one or maybe two (e.g., part-time) teachers per class.

Year 8 (lower secondary level)

The number of teachers for three subjects ("Main language of instruction", science, and mathematics) should be listed separately (the number of teachers for the "Main language of instruction", the number of teachers for science and the number of teachers for mathematics). Note that science may include chemistry, physics, biology, and earth sciences.

Year 11 (general upper secondary level)

The number of teachers for three subjects ("Main language of instruction", science, and mathematics) should be listed separately (the number of teachers for the "Main language of instruction", the number of teachers for science and the number of teachers for mathematics). Note that science may include chemistry, physics, biology, and earth sciences.

Year 11 (vocational upper secondary level)

You should select the three teachers with the highest number of instructional hours. This means that there is no sampling at Year 11 (vocational upper secondary level) and therefore, no 'teacher listing form' has to be completed.

Table 6 shows an example of a teacher listing form for Year 11 general upper secondary level.

Table 6. Example of a completed teacher listing form

	Main language of instruction	Mathematics	Science
Sampled class: class 3			
Number of teacher(s)	1	2	2

Once you are sure that the list is accurately completed, please **submit the list for sampling, by clicking on the "SAMPLING" cell**. After the completed teacher listing form is submitted for sampling, the online system will send a letter. The sampled teacher (i.e. the one you will contact to ask him/her to participate) is the one whose first letter of the last name (family name/given name) starts with this sampled letter or starts with the next letter in alphabetical order. If there are two teachers whose last name start with the same letter, then the sampled teacher is the one whose last name comes first in alphabetical order.

Year 4 (primary level)

The system will send one letter.

Year 8 (lower secondary level)

The system will send three letters (one for the "main language of instruction", one for the science, and one for the mathematics teacher).

Year 11 (general upper secondary level)

The system will send three letters (one for the "main language of instruction", one for the science, and one for the mathematics teacher).

Year 11 (vocational upper secondary level)

The system will not send anything, since you already have identified the three teachers with the most instruction time with the selected classes.

Let us consider an example (see Table 6).

If class "class3" has been sampled at Year 11 general upper secondary level, then you should list the number of teachers for the "Main language of instruction", science, and mathematics subjects separately. Suppose that in class "class3" there is only one "Main language of instruction" teacher, there are two mathematics and two science teachers. After submitting the form, the system sends a letter for the science and mathematics teachers but not for the "Main language of instruction" teacher because no sampling is needed (see Table 7). The only "Main language of instruction" teacher is selected to fill out the Teacher Questionnaire. The sampled mathematics teacher is the teacher whose last name starts with an 'M'. If such a teacher doesn't exist, then select a teacher whose last name starts with an 'N'. If such a teacher doesn't exist, then select a teacher whose last name starts with an 'O' etc... If there are two mathematics teachers whose last name start with the letter 'M', select the teacher whose last name comes first in alphabetical order. A similar procedure applies to the science teacher.

Note that you do not need to sample school heads because there is usually only one per school.

Table 7. Example of a completed teacher listing form

Sampled class: class 3			
	Main language of instruction	**Mathematics**	**Science**
Sampled teachers	Only one	M	B

7. TASK 3: SURVEY ADMINISTRATION

After the sampling of the class(es) and teacher(s), you will receive an automatic email including IDs (identifiers) and passwords for the students, the teacher(s), and the school head who will participate to the survey. The system automatically generates IDs and passwords in order to ensure the anonymity of the data.

We estimate that the **online completion of the questionnaire will take around 15 to 20 minutes**.

The online system for administering the survey will be accessible during four weeks and it will close down at the end of November.

a) ADMINISTRATION TO STUDENTS (NOT AT GRADE 4, PRIMARY LEVEL)

Before organizing the online administration, you may want to distribute the 'Parental permission letter and form' (see Appendix A) or the 'Parental letter' (see Appendix B) to all the participating students a few weeks beforehand. In many countries it is either courteous or obligatory to inform parents about such surveys and/or gain their permission to participate. If in your country it is compulsory to ask for permission to participate, please use the 'Parental permission letter and form'. If it is either courteous or compulsory to inform parents about the study, please use the 'Parental letter'. Drafts of the form and the letter are included at the end of this manual. You may of course change the wording.

We advise you to organise a unique student session in order to reduce the loss of instruction time. However, organising several student sessions may be necessary if the number of computers with internet access is lower than the number of students in the class. Another reason why you may need to organise more than one student session might be that not all students were present at the time of administration due to illness or different instruction schedules especially in vocational programmes.

For time efficiency reasons, we advise you to open the individual sessions on each computer using the student logins and passwords before students enter the classroom. **Please do not distribute the student IDs and passwords to the students in order to avoid misuse. Students are not allowed to complete the questionnaires online at home or in any other place without the supervision of the school coordinator.**

We suggest you assist students during the administration should they have questions about items or their answers – this is not an examination! – or should there be a technical problem. The students should complete the whole questionnaire during the session because they cannot save their answers

and login at another time. Because this is not an achievement test, different students can complete the questionnaire at different time occasions. There is a period of four weeks for every student in the class to complete the questionnaire.

It is important to motivate the students for completing the questionnaire as much as possible. You could start by explaining the aims of the study to the students and by explaining them how important it is that they answer honestly and seriously to the questions asked, and saying that there are no right or wrong answers. Also assure them that if they have any questions or encounter problems filling out the questionnaire that you are there to help them.

b) ADMINISTRATION TO TEACHER(S) AND SCHOOL HEAD

First, you may want to inform teachers about the general aims of the study, and the very fact that this is a very short survey. A draft letter has been provided in Appendix CD.

Next, you can distribute the IDs and passwords to the school head and to the selected teacher((s). They may complete the questionnaire online at home if this is more convenient. Unlike students, they can save their answers and log in another time to complete or change responses if desired.

8. TASK 4: SURVEY FOLLOW-UP

Please ensure that all students, teachers, and the school head complete the questionnaire before the online system closes down (end of November).

The National Coordinator can monitor the number of questionnaires completed by the students in each school. They are there to support you so do not hesitate to contact him/her if necessary.

APPENDIX A: PARENTAL PERMISSION LETTER AND FORM

School address

Date

Dear parent or guardian

European Survey of Schools: ICT and Education (ESSIE)

I am writing to inform you that your child's class has been selected to take part in a survey organised by European Schoolnet on behalf of the European Commission. European Schoolnet is a network of ministries of education working to improve teaching and learning in schools.

The online questionnaire aims to gather up-to-date information on young people's use of technology for learning; it will be completed at school in the early autumn and takes about 15 minutes to complete. No individual or school can be identified from responses and no sensitive information will be collected.

The answers will be used to provide schools, ministries of education and the European Commission with valuable information to assist in providing high quality education for young people in the 21st century.

This school takes part in the survey as we believe the results will be of value to our students. I would therefore be grateful if you could complete and return the permission form below by DATE.

If you have any questions please do not hesitate to contact the school.

Thank you in advance for your support.

Yours faithfully

School Head

European Survey of Schools: ICT and Education (ESSIE)

Parental consent form

I give permission for my child to take part in the European Survey of Schools: ICT and Education (ESSIE).

Name of child:.................

Parent's signature:...............

Date: ....

APPENDIX B: PARENTAL LETTER

School address

Date

Dear parent or guardian

European Survey of Schools: ICT and Education (ESSIE)

I am writing to inform you that your child's class has been selected to take part in a survey organised by European Schoolnet on behalf of the European Commission. European Schoolnet is a network of ministries of education working to improve teaching and learning in schools.

The online questionnaire aims to gather up-to-date information on young people's use of technology for learning; it will be completed at school in the early autumn and takes about 15 minutes to complete. No individual or school can be identified from responses and no sensitive information will be collected.

The answers will be used to provide schools, ministries of education and the European Commission with valuable information to assist in providing high quality education for young people in the 21st century.

If you have any questions please do not hesitate to contact the school.

Thank you in advance for your support.

Yours faithfully

School Head

APPENDIX C: TEACHER LETTER

To: teachers taking part in the European Survey of Schools: ICT in Education (ESSIE)

Dear Colleague

For the first time, schools throughout Europe are to be systematically surveyed on the access, use and impact of information technology for learning. You have been selected to take part and we thank you in advance for your co-operation.

The European Survey of Schools: ICT and Education (ESSIE) is funded by the European Commission Directorate General Information Society and Media and supported by ministries of education. It is being undertaken by European Schoolnet and the University of Liège. It aims to benchmark progress in ICT availability and use in the 31 European countries. The survey is live from September to November 2012 and takes about 20 minutes to complete.

Information you provide will be used only for the survey and your privacy and the security of data are assured. No individual will be identifiable. The survey will produce findings of value for school planning and decision-making on the deployment, management and use of technology to be published in country and international reports in 2012. Your School Coordinator can provide more information, or please visit the survey web site: http://essie.eun.org.

Schools are busy places and every effort is being made to ensure that there is as little disruption as possible.

Your time and support are appreciated.

[[[SIGNED]]]