Instructions for issuing parent and staff surveys

The master copy of each questionnaire can be accessed at the following links:

[Parent Survey](https://forms.office.com/Pages/ShareFormPage.aspx?id=SSQzRY2fT0OpJmB_Xy63KARXYGCWSuFNusGynRFWkvxUM01aVVdETFNZOElLUUNXUVpCUlFJNUg0Qi4u&sharetoken=HEC3Szo72I30d0MkDVuB&wdLOR=c1E327463-88B3-4373-BA4B-A4F123313468) [Staff Survey](https://forms.office.com/Pages/ShareFormPage.aspx?id=SSQzRY2fT0OpJmB_Xy63KARXYGCWSuFNusGynRFWkvxUOEdOOUlCMzM0TUQwSVlST1lXSkFWTUpMRC4u&sharetoken=vBOIZPrgS7AbLJgzfBQ2&wdLOR=c3AD7569A-73FE-4BE4-BBC0-0B8810D67AFE)

**For each survey**, complete the following steps:

1. Click on the green ‘Duplicate it’ button in the top right-hand corner of the screen.

(N.B. you will be asked to sign-in to a Microsoft account, if you are not already. This is often what workplaces use for their emails, SharePoints, OneDrives etc. If you do not have a Microsoft account, you will be able to create one by clicking the link on-screen).

1. The survey will appear and will have been renamed to include “(copy)” at the end of its title. Click on the title and replace “(copy)” with the name of the school you are inspecting. It is important that you use the official name of the school, as respondents will see it.
2. Click on the three dots in the top right-hand corner of the screen and select ‘Settings’. From the options that appear, tick the ‘End date’ box and complete the time you want the survey to end (e.g. by 9am on Day 2)
3. Click on the green ‘Collect responses’ button in the top-right hand corner of the screen.
4. Tick the ‘Shorten URL’ box.
5. ‘Copy’ the URL. This is the URL that you need to share with the headteacher, who will then need to pass it onto parents and staff.

**To review the results** of the surveys:

1. Go to <https://forms.office.com> (you will be asked to sign-in if you haven’t done so already)
2. Click on the survey you want to review and select ‘Responses’ from the tab at the top.