

Using Questionnaires Direct

Students can complete the questionnaire on the school computer network, rather than using paper questionnaires. This alternative is easy to manage, and there is less scope for errors in the completion of questions. *[The administration at COA is also more straightforward, so we will be able to get the reports printed and returned to you much faster]*

If you wish to use this method, just e-mail online@coa.co.uk to start the process. COA will then e-mail to you a blank spreadsheet on which you complete the following information:

- Names of students taking part;
- Their forms, tutor groups or houses;
- The staff academic forecast (SAF);
- Optionally, Date of Birth and Gender.

	A	B	C	D	E
1	Name	House/Form	Gender	DOB	SAF
2	Martin Wilkinson	RU5	M	10/05/1986	I/II
3	Christina Minogue	CF5	F	27/11/1987	I

You may be able to copy this information from your school's database. Return the information to COA as an e-mail attachment, it will then be uploaded and your students will be able to complete questionnaires online.

The Questionnaire

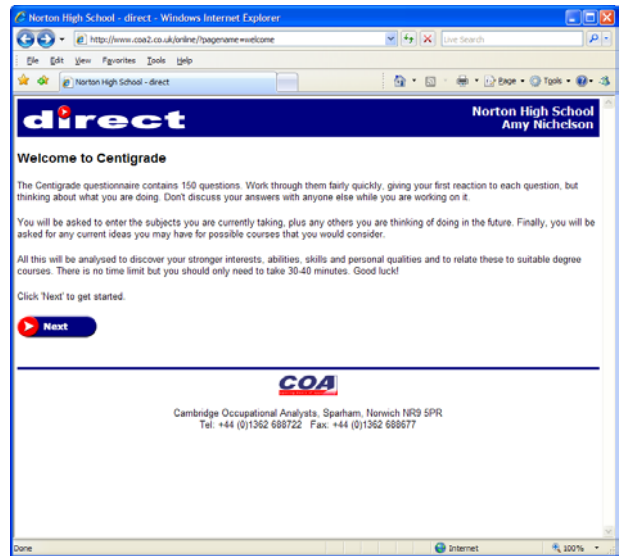
Students can log on to the system at any time, so you can ask them to do the questionnaire in their own time, take them to the computer lab in groups, or let them complete it in IT lessons. **Remember to give them a briefing before they start.**

These instructions use the Centigrade questionnaire as an example so some pages will not be applicable for other questionnaires, but in operation the system is very similar for the other questionnaires such as Preview, OASIS, EuroQuest etc.

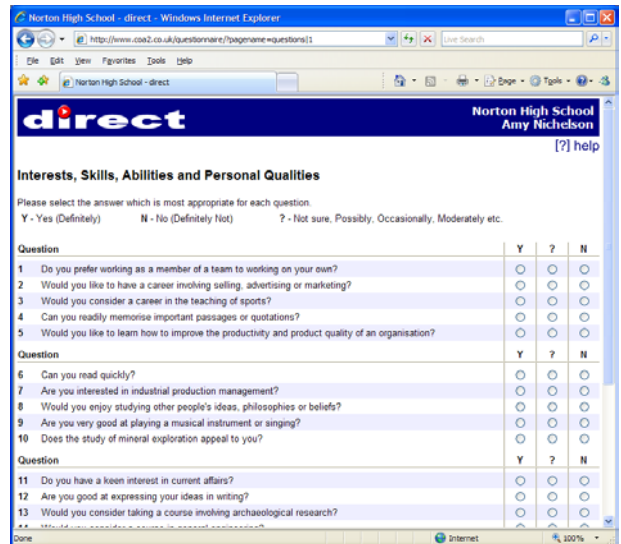
- Select their form/house from a pull-down menu.
- Select their name from a pull-down list of students in that group.
- Enter gender and date of birth if required.
- Choose and confirm their own password.

The screenshot shows a web browser window displaying the 'direct' questionnaire system. The page title is 'Norton High School - direct'. The main heading is 'direct' with 'Norton High School' to its right. Below this is a 'Personal Details' section. A note says: 'Please select your house/form, then name. If you have already started a questionnaire you will need to enter a password, otherwise choose and verify your password.' The form fields are: School/College: Norton High School; House/Form: Rufus (dropdown); Name: Amy Nicholson (dropdown); Gender: Male Female; Date of birth: Day 10 / Month 05 / Year 1989; Password: [masked]; Confirm password: [masked]. A red 'Next' button is at the bottom left. The footer has the COA logo and text: 'Cambridge Occupational Analysts, Sparham, Norwich NR9 5PR, Tel: +44 (0)1362 688722 Fax: +44 (0)1362 688677'.

The questionnaire welcome screen briefly explains the questionnaire to the student.

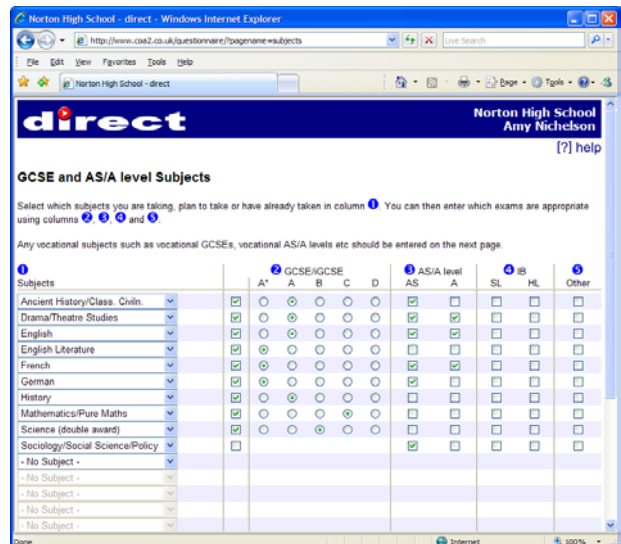


Students complete the questions themselves; there are 15 questions per screen. They are not able to move on until they have completed all questions on a screen. Students can go back and change their answers at any time.



Note that most pages have a help button at the top-right which provides more details on filling in the information on the page.

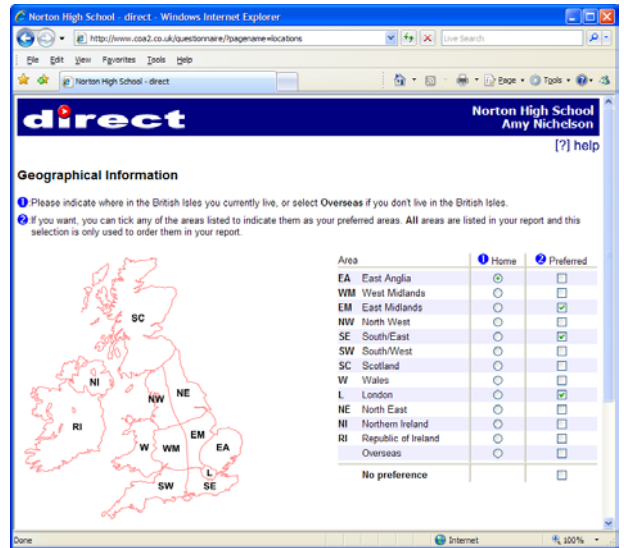
Select the academic subjects they have taken, taking or planning to take.



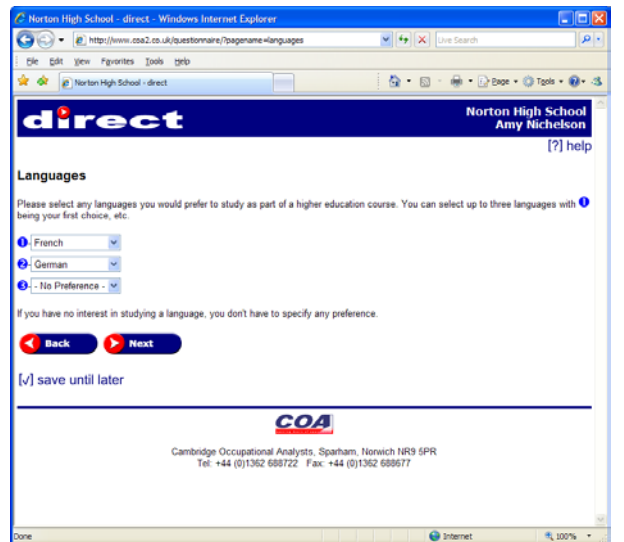
These will be appropriate for the questionnaire the student is completing, ie GCSEs and AS/A levels for English Centigrade, Preview or OASIS.

Vocational subjects, if applicable, are covered on the next screen.

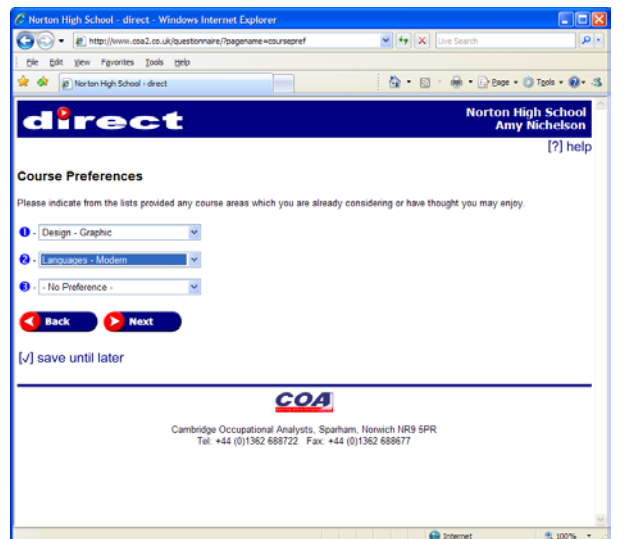
Students then complete their geographical information, choosing both their home location and any preferred areas.



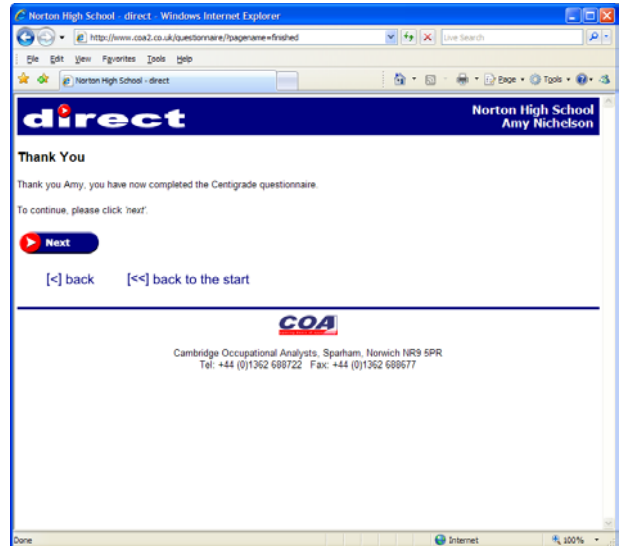
Students then select preferred languages, teacher training age groups, Key Skills and health/personal factors.



Finally students indicate up to three of their present career or course ideas.



The thank-you screen indicates the student has completed the questionnaire.



mySchool

As the member of staff in charge, you can manage your questionnaires and COA orders quickly and efficiently by logging on to the online management system <http://myschool.coa.co.uk>. By entering your user id and password you can:

- Monitor the progress of all students (fig 2)
- Select a student and view an overview of their questionnaire results (fig 3)
- Access and print a pdf copy of any of your students' reports.
- Check all your COA orders and check their status (including a link to their postal status)
- Update your details, and any other details of your school held in our database at COA.

Detailed help is also available onscreen, and COA staff will be happy to answer any questions you have, or listen to suggestions for improving the system.

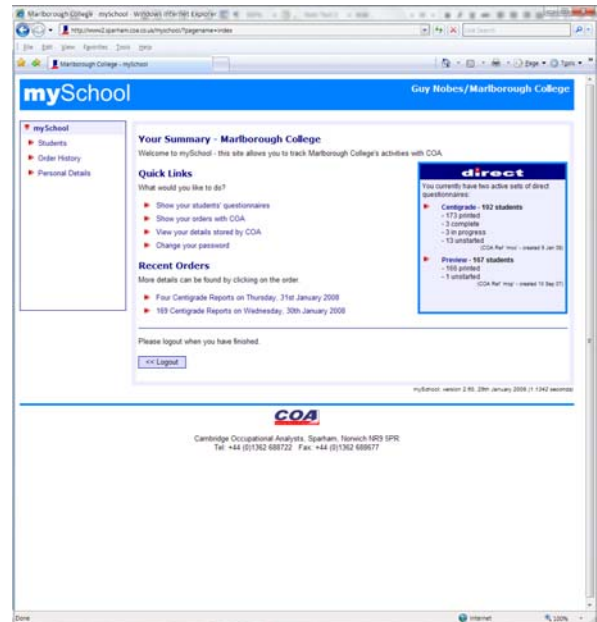


Fig 1: Choosing available subjects

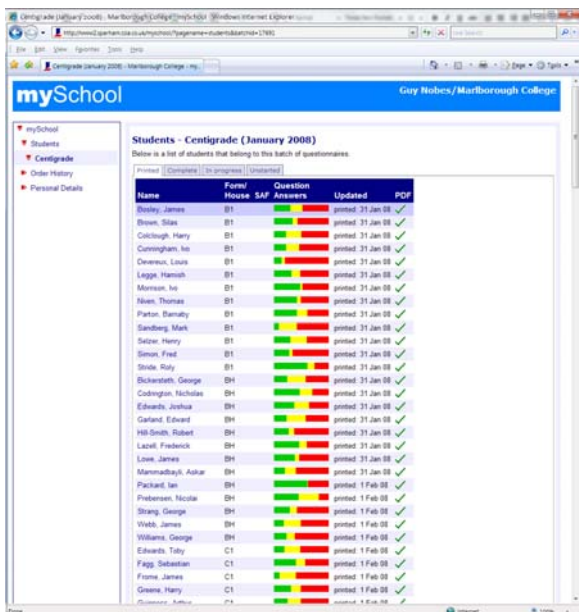


Fig 2: Students' progress

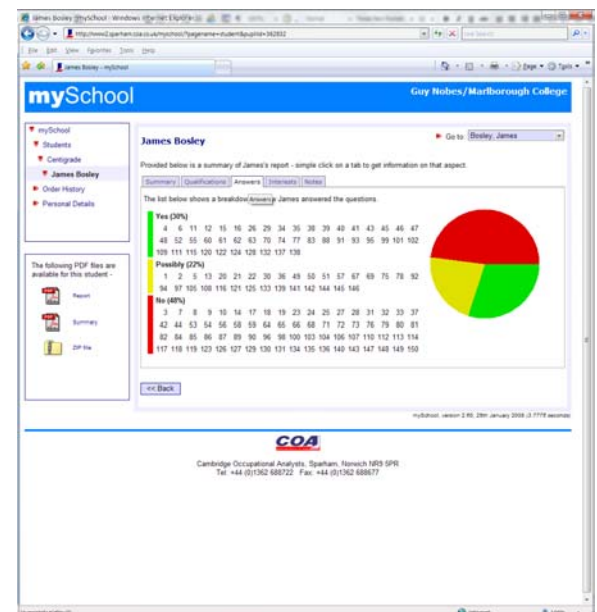


Fig 3: Overview of questionnaire results