Thank you for choosing to use the ACER Social-Emotional Wellbeing Survey (SEW). As indicated at the time of ordering, the survey forms available for students from Prep to Year 12 are:

- **Early Years Teacher Survey** – for kinder to Year 2 students, this survey is completed by teachers or teachers aides on behalf of the students.
- **Primary Student Survey** – this survey has 53 statements, is shorter than the secondary one, with slightly easier language and is suitable for students in years 2 – 6, or older students with lower reading abilities.
- **Secondary Student Survey** – this is a 96 question survey which is for students in years 7 – 12, it has also been used successfully at years 5 and 6. It includes the additional elements of Home Life, School Life and Community Life.

An optional Teacher Perception Survey is also available for primary and secondary students. This Survey is normally used in addition to the student surveys.

- **Teacher Perception Survey** – this survey is completed by teachers usually on a portion of students in their classes and looks at how the teachers perceive the students’ social-emotional wellbeing to be. This allows for direct comparisons between student’s views of their own social-emotional wellbeing, and their teachers perceptions of the student’s wellbeing.

Please note that for all forms of the Survey, in order to maintain anonymity and to provide reliable data, there is a minimum requirement of 10 students per gender per year level surveyed.

### Before Administration

- Check the contents of your parcel against the packing slip to ensure you have received the correct number of survey forms.
- **Retain the packing slip**, as this must accompany the survey forms when they are returned to ACER.
- If you require additional copies of the Social-Emotional Wellbeing Surveys please contact Vicky Major on (+613) 9277 5323, or email surveys@acer.edu.au.
- The survey materials must be kept secure before and after administering the survey to students, until they are returned to ACER.
Administration of the Survey

- The Social-Emotional Wellbeing Survey is administered under un-timed conditions; however it should be completed comfortably within a forty-minute period.
- The front cover of the Survey has questions on the student’s age, gender and year level. This information is used to group the results and is not used to identify individuals.
- **It is very important that students fill in all the information on the front cover.** In particular gender and year level, if these are not filled in on a survey form, ACER will not be able to include that survey in the analysis and reporting.
- Students should be encouraged to answer all questions in the Survey. If they are unsure about a response, they can move onto the next question and go back at the end and complete any missed questions. Note that surveys with a large number of missing response have to be excluded from the analysis.
- The Survey forms will be electronically scanned, so please ensure the following:
  - Use a HB or 2B pencil;
  - Carefully fill in the ovals (or ‘faces’ depending on the survey form);
  - Do not crease the survey forms, as this will affect the scanning;
  - Fill in only one oval per response;
  - Students should erase completely any response they wish to change.

Instructions for Students

Before students start the Survey, please advise them of the following:

- This survey asks how you see things in your life. By answering the questions, you will assist us in understanding what things are important for you to have in your life.
- This is an anonymous survey, you do not need to record your name, no one at your school will know how you answered the questions.
- You should answer the questions as honestly as possible. There are no right or wrong answers, we want your opinion on how you see things.
- You should fill in an answer for every question in the Survey.
- If you are unsure how to answer a question, choose the response you feel most comfortable with and move onto the next question. You can go back and change your answers if you need to.
- If you want to change one of your answers you must completely erase your first answer before filling in another bubble.
- On the front cover of the Survey you need to answer some questions about your school, age, gender and grade. **It is very important that you fill in all this information.** You will not need to fill in your name.

(.... continued on next page)
• Each question in the survey asks whether you agree or disagree with a statement.

For the **Primary** Survey fill in either:

![Disagree Agree](image)

For the **Secondary, Early Years and Teacher Surveys** choose one of the following responses:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**After Completion of the Survey**

• Once all completed surveys have been collected from students and teachers, survey materials should be kept secure until they are ready to be returned to ACER.

• All surveys **both used and unused** must be returned to ACER.

• The school administrator should count the surveys and ensure that the number of **returned surveys tallies with the number of surveys sent to the school**. The number of returned surveys should be noted and initialed on the ACER packing slip which should be returned with the survey materials.

• Surveys should be packed between two pieces of cardboard to avoid the booklets being creased or damaged in transit.

**Return of Completed and Unused Surveys**

• All used and unused survey materials should be returned (with the packing slip enclosed) to the following address at your school’s cost:

  **Australian Council for Educational Research - SEW**  
  **Project Services**  
  **750 Springvale Road**  
  **Mulgrave VIC 3170**  
  **AUSTRALIA**

• To assist staff in tracking the return of your survey materials to our Mulgrave Operations Centre, please advise Vicky Major on +61 3 9277 5323 or **surveys@acer.edu.au** that materials are being returned. This assists us to follow up quickly if any problems occur in transit.
• You will receive the Survey Report within 10 business days from receipt of the survey materials at ACER. The report in pdf format will be emailed to the contact person, unless otherwise advised.
• An invoice will be sent to your school after the report has been supplied.

Contact Details
If you have any questions, or need to order any additional surveys please contact
Vicky Major
surveys@acer.edu.au
t: +61 3 9277 5323

Thank you for choosing to use the ACER Social-Emotional Wellbeing survey.

Best wishes with your surveying.