



Ministry of  
Education and  
Child Care

2024/2025 STUDENT LEARNING SURVEY (SLS)  
ADMINISTRATION MANUAL

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<b>GENERAL INFORMATION</b>	
Administration Dates:	January 6, 2025 – May 2, 2025
General Information:	<a href="https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-learning-survey">https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-learning-survey</a>
Online SLS Login Page:	<a href="https://www.awinfosys.com/SurveyFull1/central/main/access.asp">https://www.awinfosys.com/SurveyFull1/central/main/access.asp</a>
Report Access:	<a href="https://www.awinfosys.com/SurveyFull1/central/main/results.asp">https://www.awinfosys.com/SurveyFull1/central/main/results.asp</a>
Data Access	<a href="https://www.awinfosys.com/SurveyFull1/central/main/results.asp">https://www.awinfosys.com/SurveyFull1/central/main/results.asp</a> Public data: <a href="#">Student Success</a> or <a href="#">Data BC Catalogue</a>

<b>KEY CONTACTS</b>	
Technical & Administrative Support	A Willock Information Systems (AWIS) 1-866-558-5339 or <a href="mailto:support@awinfosys.com">support@awinfosys.com</a>
Personal Education Number (PEN)	<a href="https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen">https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen</a>  Or contact the PEN Coordinator at <a href="mailto:PENS.Coordinator@gov.bc.ca">PENS.Coordinator@gov.bc.ca</a>
Ministry of Education and Child Care	<a href="mailto:EDUC.ReportingUnit@gov.bc.ca">EDUC.ReportingUnit@gov.bc.ca</a>

## **PREFACE**

The Student Learning Survey (SLS) Administration Manual was developed to support school administrators (principals/vice-principals, teachers, and/or other designated school staff members) with information on the tasks required to conduct the annual SLS for students in grades 4, 7, 10, 11, and 12.

Any standard or alternate BC school administrator with students eligible to participate in the SLS should refer to the manual to plan, organize, and administer the survey. This document also provides vital information regarding accessing the survey data, along with recommendations on how to utilize the data, especially when formalizing school plans to enhance student learning and success.

For questions related to the SLS, please email the Research and Analytics Engagement Team of the Ministry of Education and Child Care at [EDUC.ReportingUnit@gov.bc.ca](mailto:EDUC.ReportingUnit@gov.bc.ca). For questions related to technical support or administration, please contact AWIS at [support@awinfosys.com](mailto:support@awinfosys.com) or 1-866-558-5339.

# 1. BACKGROUND

## 1.1. What is the Student Learning Survey (SLS)?

The SLS is an annual province-wide census of students in grades 4, 7, 10, 11, and 12, their parents and guardians/caregivers, staff, and principals/vice-principals in schools. It has been administered every year in BC public schools since 2001. Prior to 2016/17, it was known as the Student Satisfaction Survey. The SLS provides data about student experiences in the school and classroom. It is the only source of province-wide information about students' learning experiences through the perspectives of students, parents/caregivers, school administrators, and school staff. The survey data helps to provide insights in key areas that support students in their growth towards becoming educated citizens.

The parents/caregivers' version of SLS is available to the caregivers of students in grades 4, 7, 10, 11, and 12. Many questions can be triangulated with the student survey questions, where parents are asked to provide their perceptions on the role of schools in supporting students' intellectual development, social and human development, and career development.

The principal/vice-principal version of the survey includes topics that identify strategies undertaken by the schools in implementing the K-12 curriculum, with an emphasis on how students are achieving and demonstrating competencies under varied contexts.

The staff survey is open to all staff members including teachers, teaching and educational assistants, non-enrolling professionals, and support staff. It asks questions regarding the school environment, teacher support, and their perceptions on how the school environment is supporting students towards improving their education outcomes.

### 1.1.1. Key Information

- The SLS is administered electronically each spring to all students and their parents in grades 4, 7, 10, 11, and 12, principals/vice-principals and staff in all BC public schools.
- The student survey is also available to students in independent and alternate schools.
- Participation in the survey is voluntary.
- The student survey has both closed and open-ended questions.
- Number of questions varies by grade. Lower grades have fewer questions compared to higher grades. Questions which are sensitive in nature are anonymous while general questions are identifiable by the students' Personal Education Number (PEN).
- Parent, staff, and principal/vice-principal surveys are anonymous.
- There are 64 questions on the Grade 4 survey, 75 questions on the Grade 7 survey, and 87 questions on the Grade 10, 11, and 12 surveys.
- Schools and districts can add their own questions to the student, parent, and staff versions of the SLS but cannot remove core questions off the SLS.

- The SLS takes approximately 30 – 45 minutes to complete. Additional school/district questions will take longer to complete and depends on the number of questions added by each school/district.
- Student, staff, and principal/vice-principal surveys are available in both English and French. The parent survey is available in 18 languages.
- Beginning in 2021/22, grade 3 students in K-3 schools are no longer required to participate in the grade 4 survey.
- New this year (2024/2025), grade 11 students are now included in the survey.
- Schools are welcome to administer the survey to other grades (e.g., in an 8-12 school, you may wish to have your grade 8 students complete the grade 7 SLS). Data from these additional grades will be available to the schools through the AWIS web portal but will not be sent to the Ministry.
- The survey can be accessed on any device (desktop computers, laptops, tablets, cellphones, etc.).

## 1.2. Revisions made to the SLS

### 1.2.1. STUDENTS:

The redesign of the Satisfaction Survey to the Student Learning Survey in 2015/16 coincided with the implementation of the redesigned curriculum. The conceptual framework of the Student Learning Survey at that time was based on the Educated Citizen and the updated curriculum.

In 2021, the student version of the survey underwent a review of its conceptual framework, which involved updating the questions so as to align them with the [Core Competencies](#) of the redesigned curriculum, [Policy for Student Success](#), and the [Ministerial Mandate Letter](#) objectives.

Revisions include:

- Questions indicating poor reliability and validity were removed.
- New questions added to align the survey to the new framework as well as incorporate relevant survey questions that multiple districts have added.
- Rewording of questions to improve readability for ease of understanding concepts, especially for grades 4 and 7 students. Concurrently, ensuring appropriate grade-level readability allowed capturing the more complex nuances for the higher grades 10, 11, and 12.<sup>1</sup> As a result, some questions that are measuring similar concepts are worded differently across the five grade groups (4, 7, 10, 11, and 12).
- Response scales for some questions were modified based on recommended Likert-

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<sup>1</sup> The Flesch-Kincaid readability tests were utilized to determine reading difficulty. The test comprises of two components: Flesch Reading-Ease score, and Flesch-Kincaid Grade Level. While greater emphasis was exerted on the Flesch-Kincaid Grade Level score, Flesch Reading Ease score was also utilized to determine the 'grade-appropriateness' of each question.

scale in reputable international journal articles. This allowed improvements in response distributions and question alignment.

- In place of text-to-voice option, browser readers are now used to read the survey aloud and is available for all grades.
- Pdf reports generated by the Ministry at the province, district, and school levels have been discontinued. In its place are HTML printable reports and excel data files are available in the [SharePoint for School Districts](#). Senior district staff can access SLS results through the [Power BI Dashboard](#), while four SharePoint designates from each district have access to historic pdf reports at the district and school levels generated by the Ministry (until 2020/2021) in the [SharePoint for School Districts](#) site. School principals can avail their reports with masked data from AWIS through their [Reporting portal](#).

Please note, due to the timing of the report generation, data provided through AWIS reports may differ slightly from standard Ministry SLS results. In general, AWIS reports are available in real time during the survey administration period. On the other hand, Ministry receives the data only after the survey administration is complete. The data undergoes further validation and processing, causing Ministry standard results to release at a further date. In the case of any discrepancy, Ministry reporting of SLS data takes precedence.

### **1.2.2. PARENTS:**

In 2018, in collaboration with the BC Confederation of Parent Advisory Councils (BCCPAC), the parent survey was revised to make it more useful for parents, guardians/caregivers, teachers, and schools. Parents are invited to complete one survey for each child attending a standard BC school in grades 4, 7, 10, 11, and 12. Participation is voluntary, and responses are anonymous. The child will not be identified as a result of the parent/caregiver's participation in the survey. Any personal or identifying information will be deleted before results are stored. No changes have been made to the parent survey since 2018.

### **1.2.3. PRINCIPAL/VICE-PRINCIPAL & STAFF SURVEY:**

The original anonymous staff survey was split into two in 2018. Working with the BC Principals' and Vice-Principals' Association (BCPVPA), the principal/vice-principal (PVP) survey was created and implemented in the spring of 2018, while all other staff continue to complete the original survey. No changes have been made to either the PVP or the staff survey since 2018.

## **1.3. Purpose of SLS**

The SLS provides an invaluable source of data on the experiences of students, parents and guardians/caregivers, principals/vice-principals, and school staff in the BC K-12 education system. Questions in the survey offers a way to gather perspectives on the BC K-12 education

system's contributions towards the intellectual, human, social, and career development of students. Furthermore, SLS is the only source of data that comes directly from the students where they can voice their experiences and contribute towards helping the Ministry in undertaking evidence-based policy practices targeted towards improving the support available to students as well as improving education outcomes. Over the years, SLS has proven vital in informing policy decisions within the Ministry of Education and Child Care, as well as in support of initiatives of other organizations such as the Healthy Schools' BC program in the Ministry of Health, advocacy work for at-risk youth by the Representative for Children and Youth, and student health monitoring at the provincial and regional level by the BC Centre for Disease Control.

#### **1.4. How to access interim and final reports based on SLS data?**

**Schools:** Interim school reports using masked data are available through the secure AWIS portal as soon as all students in the school have completed the survey (see link on page 3). Final reports that allow comparison with district level data can only be obtained from AWIS after the survey administration is complete. Ministry final printable reports and excel raw data files are available through the secure district [SharePoint](#) portal. From 2021/2022, Ministry results at the school level are available through the [SLS Power BI dashboard](#). Contact your superintendent's office to access the reports in the SharePoint portal or the results from the Power BI dashboard.

**Districts:** Interim district reports are available through the secure AWIS portal during survey administration period. Final reports with masked data can be available through AWIS only after the survey administration is complete (see link on page 3). In addition, Ministry final printable reports and excel raw data files are available through the secure district [SharePoint](#) portal. From 2021/2022, the Ministry publishes results at the district (and school level) for all standard BC public schools through the [SLS Power BI Dashboard](#). Senior district staff having Power-BI Access can obtain their respective district's SLS results through the [Power BI Dashboard](#).

**Province:** Provincial-level reports using masked data are posted in the [Data BC Catalogue](#). Selected questions<sup>2</sup> are analyzed and results presented in the [Student Success](#) site. From 2021/2022, unmasked SLS data at the province level can be obtained from the SLS Power BI Dashboard. Historical provincial-level reports (until 2020/2021) are available in the secure district SharePoint site. The public release of data is subject to the [Freedom of Information and Protection of Privacy Act](#) and the Ministry's [Protection of Personal Information when Reporting on Small Populations policy](#); data for small student groups may be masked to protect student privacy.

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<sup>2</sup> The questions are selected in accordance with the [Enhancing Student Learning Reporting Order](#) and the [Ministerial Mandate](#) objectives.



## **2. GENERAL INFORMATION**

### **2.1. To prepare for the SLS**

#### **2.1.1. School/District Contact Information**

As an administrator, your contact information should be up to date in the [Ministry's School/District Contacts](#) site. School contact updates are now self-serve through the [Education Data Exchange](#). Districts or schools log into the site and update their contact information through the web application. If assistance is needed, email [educationdataexchange@gov.bc.ca](mailto:educationdataexchange@gov.bc.ca)

#### **2.1.2. How to add additional questions to SLS?**

In the fall of each year, A. Willock Information Systems (AWIS), the web survey provider of the survey, will use the [Ministry's School/District Contacts](#) site to reach out to the school and district contacts with information on how schools and districts can add questions to the SLS (student, parent, and staff versions). The Ministry recommends visiting the [SLS Information](#) webpage before adding additional questions to ensure you're not adding a question that is already on the survey. To add questions, contact AWIS at 1-866-558-5339 or by email: [support@awinfosys.com](mailto:support@awinfosys.com).

#### **2.1.3. How to get logon numbers for accessing the SLS?**

Students will use their Personal Education Number (PEN) to log in to the SLS. We recommend the school administrators to test the logon information before students access the survey. This can be done through the survey link provided (see page 3). If you experience technical difficulties during administration, please contact AWIS.

#### **2.1.4. Who can participate in the SLS?**

Students in grades 4, 7, 10, 11, and 12 from all standard BC schools are invited to participate. Participation is voluntary. Students registered as homeschoolers, and those enrolled in Online Learning programs, Alternate schools, Continuing Education schools, and other non-standard facility types are not expected to participate, however any school wishing to have students participate is welcome to contact the Ministry at [EDUC.ReportingUnit@gov.bc.ca](mailto:EDUC.ReportingUnit@gov.bc.ca). There is no cost for you to add additional facility types or additional grades.

Parents of children in grades 4, 7, 10, 11, and 12, along with staff and principals/vice-principals of standard BC schools are invited to participate in the parent, staff, and principal/vice-principal versions of the SLS.

#### **2.1.5. Confirming student PENs with current school enrollment**

All students enrolled in your school by September 30 of each school year should be able to access the survey through their PEN. Students who have come to your school after

September 30 will need to have their PEN manually added by AWIS to access the SLS. Please call AWIS at 1-866- 558-5339 to add a student's PEN.

### 2.1.6. Sending notifications to students, parents, and staff

- Before the survey administration begins, AWIS will contact you with details about administering the SLS.
- Two template letters are sent out: one is sent directly to school contacts for distribution to parents, and the other is sent out to superintendents, which can be distributed to schools and on to parents to let them know about the invitation for parents and caregivers to complete the Parent SLS.
- AWIS will also contact schools who have not yet started the SLS in the middle of the administration period to remind them about participating in the SLS.

### 2.1.7. Paper copies of the survey

Paper copies of the survey are no longer available. The survey is fully administered electronically through the Student Learning Survey website to ensure the privacy of responses on anonymous questions.

## 2.2. Getting ready for supervising the SLS

- Decide who will supervise students during the survey.
- Predetermine the date and venue for each grade participating in the survey and notify students and staff in advance.
- Print out a list of students' names and PENs and be prepared to distribute each name/PEN to the appropriate student so they can access the SLS. ***Students should not be given access to other students' PENs.*** Students who have come to your school after September 30 will need to have their PEN added manually by AWIS. Survey administrators can call AWIS at 1-866- 558-5339 to add a student's PEN into the survey portal.
- Schools are reminded to ensure all spaces and resources that are used to administer the survey have communicable disease prevention measures in place in line with their respective school district's communicable disease prevention plans (e.g., opportunities for hand hygiene, cleaning of frequently touched surfaces, etc.).
- SLS is **not a group task**. Please ensure each student will have their own device and sufficient space between them so they are working on their own.
- Students can be provided with headphones if they are using the browser reader "Read aloud" option during the survey to minimize disruption to those around them.
- Perform the "Pre-Administration Systems Test" on the computers (see Section 2.3. *below*).
- Place a shortcut on each desktop or bookmark the link of the SLS login page so it is easy to navigate to on the day of the survey. Alternatively, a direct link of the survey can be installed which does not require use of any browsers (such as Chrome, Edge, Firefox, Safari, etc.) but through internet connectivity, it can enable users to land on

the survey page with one click. The link is already setup and requires no additional settings (e.g., disabled popup blockers, enabled JavaScript and Cookies, or restrict caching). Please contact AWIS at [support@awinfosys.com](mailto:support@awinfosys.com) for instructions on installing the direct link.

- Plan to set aside an additional 10 minutes to get all the students logged in. The average survey completion time is 30-45 minutes. If your school or district provided additional questions, survey completion times could be longer.
- Call AWIS (1-866-558-5339) to troubleshoot technical difficulties.

## 2.3. How to Prepare Workstations?

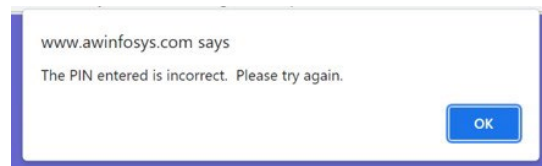
### 2.3.1. Pre-Administration systems test

Before students sit down to complete the SLS, test each workstation that will be used to administer the online SLS.

### 2.3.2. Minimum computer requirements to take the survey:

- Access to the Internet with basic bandwidth (56K bandwidth).
- Any modern web browser (e.g., Chrome, Edge, Firefox, Safari, etc.) that should be configured to open the survey login page.
- Basic memory (a minimum of 32MB RAM – 64MB is recommended).
- Hard drive space (at least 40MB).
- Verify popup blockers are disabled, Java version is up to date, and your browser settings are modified to disable Cache and accept Cookies.

If the survey window does not load or if the student receives an error message such as the one shown below, then the student should attempt to re-enter the correct Logon number (PEN). If the issue persists, contact AWIS at 1-866-558-5339 or [support@awinfosys.com](mailto:support@awinfosys.com) to resolve the issue.



### 2.3.3. Install a direct link or shortcut

Place a shortcut on each desktop or bookmark the link of the SLS login page (see page 3) so it is easy to navigate to on the day of the survey. If you have installed a direct link, then it does not require use of any web browsers, but does require internet connectivity; the link is already setup and requires no additional settings to disable popup blockers, enable JavaScript, or restrict caching. Please contact AWIS at [support@awinfosys.com](mailto:support@awinfosys.com) for instructions on installing the direct link.

## 3. DURING THE SLS ADMINISTRATION PERIOD

### 3.1. Important technical notes

- The survey can be accessed through a variety of devices (desktop computers, laptops, tablets, cellphones etc.).
- If your school experiences technical difficulties during survey session, contact your district technical support or AWIS by phone: (1-866-558-5339) or by email: [support@awinfosys.com](mailto:support@awinfosys.com).

### 3.2. Administration checklist before beginning survey

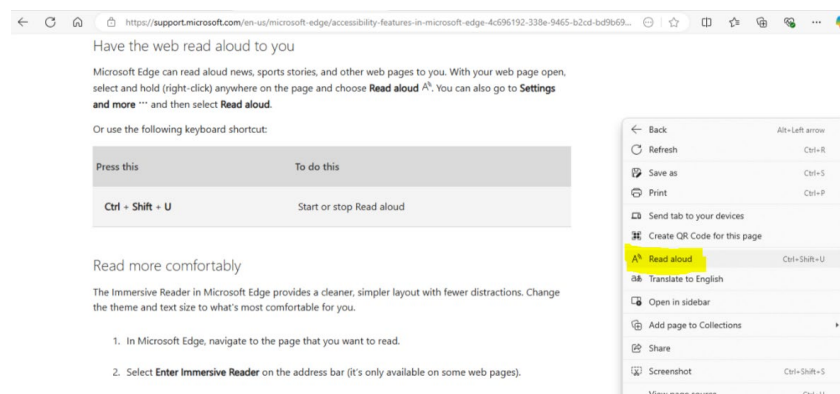
- Conduct the pre-administration systems test on each device (see section 2.3).
- Verify no popup blockers, outdated Java version, or browser cache is preventing access to the logon page.
- Have each student's name and PEN printed, ready to distribute to students.
- Have the resources to accommodate needs of students (e.g., headphones for using browser readers; other supports available as needed).

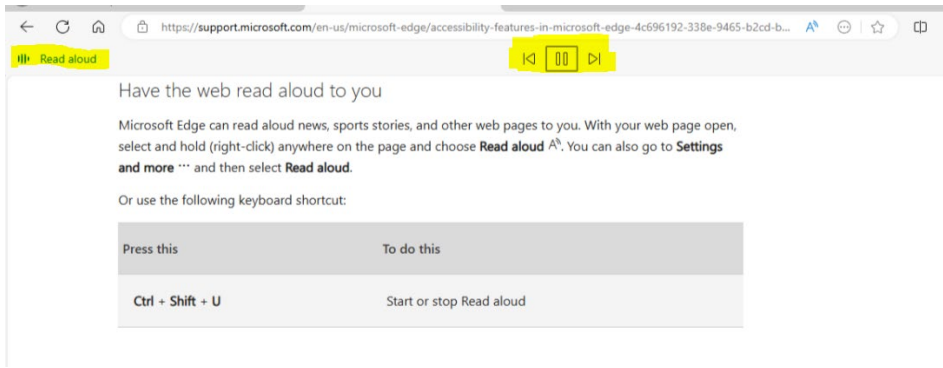
#### 3.2.1. Other General information

- Let students know their work will be saved if there is an interruption during the online session and it will be restored when logging back in.
- Students with extenuating circumstances (e.g., a family emergency or lengthy illness) may be excused.
- Parent responses are anonymous, and their child will not be identified because of the parent/caregiver participating in the survey. Any personal or identifying information will be deleted before results are stored.

### 3.3. Accommodations

The browser reader can be used to respond to the SLS for all grades in English (not currently available in French). Students can hold (right-click) anywhere on the page and Select "Read aloud" which will then show a Read aloud bar on the top page as shown in the screenshots for Microsoft Edge below.





### 3.4. How to access the survey?

**3.4.1. Students:** If you have installed a direct shortcut to the login page, access the survey by clicking on the link or by going to the link below. Students will need their nine-digit Personal Education Number (PEN) to access the survey and will need to know their district number as well. Students can access the survey in English or French.

1. Go to: <https://www.awinfosys.com/SurveyFull1/central/main/access.asp>. Access the Students section:

**Students**  
A logon number from your school is required in order to access the appropriate online survey.

**Parents**  
Please complete one survey for each child. Direct (logon-free) Access.

**Staff**  
Direct (logon-free) Access.

**Administrators**  
Direct (logon-free) Access.

2. Students will need to select or enter:

a. School District - select your school district from the drop-down list

**Student Learning Survey**

**Take the online survey**

The survey is available online from January 6th to May 2nd. Please contact your school if you have difficulty using the online survey.

**Students**  
A logon number from your school is required in order to access the appropriate online survey.

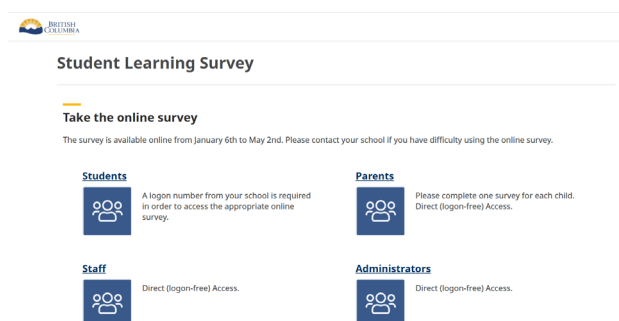
District: [Blank]

Logon #

- b. Logon #: enter the student's Personal Education Number (PEN).
- c. Language – select English or French.
- d. Click on the Log On button.

**3.4.2. Parents and Guardians/Caregivers:** Parents can complete the surveys from their home, work, or public library with an up-to-date internet browser. The parent survey is available in eighteen languages.<sup>3</sup> It takes approximately 30 minutes to complete. A student will not be identified as a result of the parent completing the survey. Parents are welcome to complete one survey for each child in grades 4, 7, 10, 11, or 12, recognizing that their children may attend different schools.

Parents need to go to: <https://www.awinfosys.com/SurveyFull1/central/main/access.asp>. Access the Parents Logon section:



Parents have *direct (logon-free) access* to the survey. After clicking on the “**Parents**” option, dropdown lists for district, school and language are available for selection. After making the selections, parents would be able to log in and start responding to the survey. For log in issues, support is provided by AWIS (1-866-558-5339; [support@awinfosys.com](mailto:support@awinfosys.com))

**3.4.3. Staff:** Staff are invited to complete the survey, including educators and all other staff in your school. The staff survey is available in English and French. Staff should visit <https://www.awinfosys.com/SurveyFull1/central/main/access.asp>. Access the Staff Logon section; same instructions as for parents (above).

**3.4.4. Administrators:** Each participating school's administrator (i.e., Principal/Vice-Principal) should complete the administrator (PVP) survey. The PVP survey is available in English and French. Administrators (Principals/Vice-principals) should visit <https://www.awinfosys.com/SurveyFull1/central/main/access.asp>. Access the Administrators Logon section; same instructions as for parents and staff (above).

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<sup>3</sup> The 18 languages are: English, French, Arabic, Chinese (Simplified), Chinese (Traditional), Filipino, German, Hindi, Japanese, Korean, Persian, Polish, Portuguese, Punjabi, Russian, Spanish, Urdu, Vietnamese.

### 3.5. Script for administrators

The Ministry recommends reading the following script to students prior to beginning the survey. You can modify the sample script below.

“Today, we are going to complete the Student Learning Survey. The Student Learning Survey is completed every year by students in grades 4, 7, 10, 11, and 12 in schools across British Columbia. The survey asks questions about your experiences in school, the learning environment, your health and well-being, and reflections about how you are improving as a learner. Your responses are used to improve the education system in BC.

There are no right or wrong answers.

The survey is not for marks and it is not timed.

Responses are encouraged but not required; you can skip any question that you are not comfortable answering.

There are mostly multiple-choice questions and a few fill-in-the-blank questions. You are going to log in with your nine-digit PEN, but there are a few anonymous questions on the survey where your PEN will not be recorded with your response.

Your responses are confidential and protected by the Freedom of Information and Protection of Privacy Act.

We are going to go to this website (*either by clicking on the shortcut link installed on your desktop, or by typing in the URL*):

<https://www.awinfosys.com/SurveyFull1/central/main/access.asp>.

Next, select your school district from the drop-down menu. Our district is district XX.

Then you enter your nine-digit Personal Education Number (PEN) which I have provided to you on the paper.

The survey is available in English or French.

*(Once logged on, there are some instructions and two practice questions you can go through with the students together. Show students how to use the “Read aloud” feature of the browser if needed. Show students how to navigate to the next page by clicking the arrow in the bottom-rightcorner.)*

If for some reason we get interrupted or the power goes out or we have technical problems, your responses will be saved, and we will come back to complete the survey later.

If you have any questions as you go through the survey, raise your hand and I can come help you.”

## 3.6. How to Navigate the Online Survey?

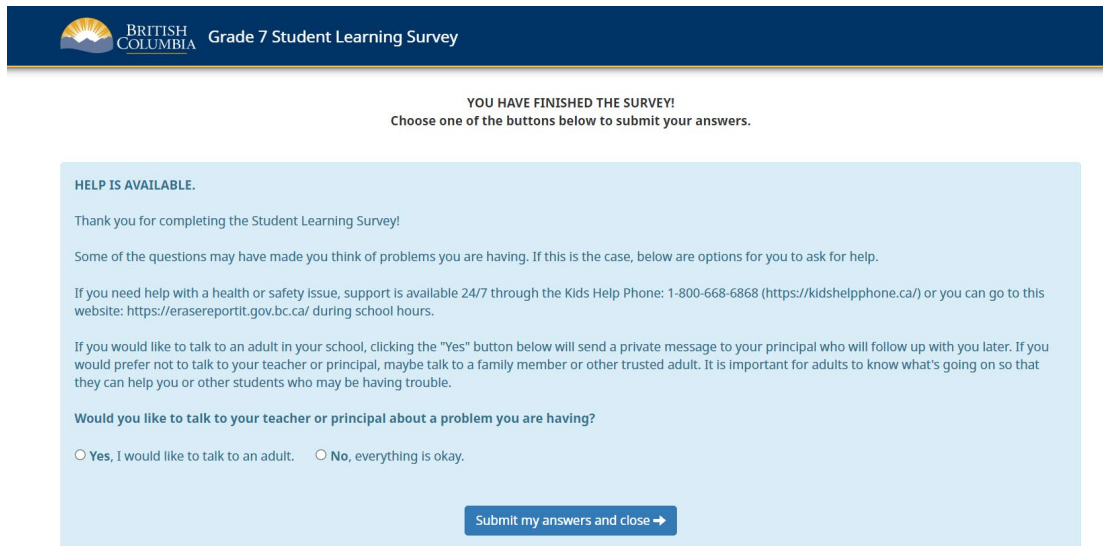
### 3.6.1. How to Navigate to the Next Page?

Students may move forward and backward through the online assessment using the arrows provided at the bottom right-hand side of the screen:



### 3.6.2. How to submit responses and exit the survey?

Once students have completed answering all the questions, they will be directed to the submission page:



BRITISH COLUMBIA Grade 7 Student Learning Survey

YOU HAVE FINISHED THE SURVEY!  
Choose one of the buttons below to submit your answers.

HELP IS AVAILABLE.

Thank you for completing the Student Learning Survey!

Some of the questions may have made you think of problems you are having. If this is the case, below are options for you to ask for help.

If you need help with a health or safety issue, support is available 24/7 through the Kids Help Phone: 1-800-668-6868 (<https://kidshelpphone.ca/>) or you can go to this website: <https://erasereportit.gov.bc.ca/> during school hours.

If you would like to talk to an adult in your school, clicking the "Yes" button below will send a private message to your principal who will follow up with you later. If you would prefer not to talk to your teacher or principal, maybe talk to a family member or other trusted adult. It is important for adults to know what's going on so that they can help you or other students who may be having trouble.

Would you like to talk to your teacher or principal about a problem you are having?

Yes, I would like to talk to an adult.  No, everything is okay.

Submit my answers and close →

Prior to submission, students must respond to the question regarding if they would like to talk to a teacher or principal. If students select the option 'Yes', an email will be automatically-generated in the system and sent to the school contact ([Ministry's School/District Contacts](#)). It is the administrator's responsibility to follow up with students promptly. The Ministry does not receive any details about these requests.

Only after students have answered the question towards talking to an adult, they can proceed to select the 'Submit' button, which will submit their answers and log them out of the system.

## 3.7. At the end of the survey

Once students in your school have completed the survey, school administrators can immediately access the interim reports by logging on securely to <https://www.awinfosys.com/SurveyFull1/central/main/results.asp>. Results are available at both the school level and grade level. The reports will include results of the questions added by your school/district. If you need assistance accessing these results, please contact AWIS at [support@awinfosys.com](mailto:support@awinfosys.com) or 1-866-558-5339.

## 4. AFTER COMPLETION OF SLS



AWIS will securely send the data to the Ministry after the survey administration. The Ministry will conduct quality assurance inspection and validation on the data before it is uploaded to the data warehouse. The [PowerBI dashboard](#), [Data BC Catalogue](#), secure district [SharePoint](#) portal, and [Student Success](#) sites will be updated accordingly and made available to the districts and public once approval for the release of the official provincial and district data has been granted by the Minister.

Responses to questions which were added by districts will not be sent to the Ministry. These would only be available to the districts and schools from the AWIS Survey Results website. Access to these websites are set up by AWIS and instructions are sent directly to the districts/school contacts. Responses to open-ended district added questions must be request from AWIS.

#### **4.1. How to access results from the Ministry of Education and Child Care?**

Ministry data on the student SLS are published in several formats with varying accessibility levels.

- i. Public SLS student data: Provincial and district level masked data sets are posted publicly in the [BC Data Catalogue](#) site. Additionally, selected questions based on the [Enhancing Student Learning Reporting Order](#) and the [Ministerial Mandate Letter](#) are posted publicly in the [Student Success](#) site.
- ii. Power BI Dashboard: Starting 2021/2022, the Ministry began publishing results using unmasked data through the [Power BI Dashboard for Student Learning Survey](#). The dashboard has been built using district level data from 2016/2017 onwards and can be drilled down to the school-level for more refined analysis. It also includes provincial data that would allow districts to compare their results with the overall provincial data. It does not report any student-level data. While the dashboard is currently restricted to senior district staff only, the Ministry is working to provide dashboards to school principals through onboarding them in the future. If a district staff requires access to their district SLS dashboard, please contact the Ministry of Education and Child Care at [EDUC.ReportingUnit@gov.bc.ca](mailto:EDUC.ReportingUnit@gov.bc.ca).
- iii. Pdf reports: Starting in 2021/2022, pdf reports created at the province, district, and school level have been discontinued by the Ministry as this was replaced with the PowerBI dashboard. Districts and school principals can, however, access interim and final reports developed by the SLS administrator AWIS in [here](#). Historical Ministry pdf reports (until 2020/2021) can be accessed through the district reporting [SharePoint](#) site. SLS Dashboard and pdf reports contain unmasked data that cannot be shared publicly. Please contact Education Analytics ([EDUC.ReportingUnit@gov.bc.ca](mailto:EDUC.ReportingUnit@gov.bc.ca)) for support in applying the masking policy to share your reports publicly.
- iv. Aboriginal How Are We Doing (Ab: HAWD) report analyzes selected questions from

the SLS that help to compare perspectives regarding sense of belonging between the Indigenous and Non-Indigenous students. These reports use province and district level unmasked data and are available in the secure [SharePoint](#) site. Provincial and district level masked data sets in Ab: HAWD report are also available to the public through the [Student Success](#) site.

## 5. HOW CAN WE USE SLS DATA?

This section is intended to guide schools on how to utilize SLS data to help make evidence-based decisions to support student success. This is not an exhaustive list, and application can vary depending on context. *SLS data is not to be used to determine school rankings.*

- SLS data can be used to support the development of goals for district strategic plans and school plans. Select SLS questions are included in the Enhancing Student Learning district annual reports.
- SLS data can be one source of evidence on equity gaps.
- SLS data can track responses of cohorts over time. How do students' responses change between grades 4 and 7 and 10, 11, and 12?
- Data from questions added at the district or school-level can provide feedback and support the evaluation of local initiatives and policies.
- SLS data can be triangulated with data from other sources to confirm insights (e.g., comparing SLS results on mental health-related questions to your district's McCreary Adolescent Health Survey results or MDI reports).

The following lists some of the ways the SLS data is currently used:

### **COHORT TRACKING and PREDICTIVE ANALYTICS:**

Individual student responses can be linked across grades, allowing for an understanding of how a student's responses change as they grow and develop.

Data is also being used by the ministry to augment predictive models of student success and to improve tools that identify "at-risk" students.

### **POLICY DEVELOPMENT and EVALUATION:**

- Schools and districts may use the SLS as evidence towards meeting goals in their school and district plans to improve student success.
- In accordance with the [Enhancing Student Learning Reporting Order](#), school districts report annually to the public and to the Ministry on select questions off the SLS.
- Districts may also use the SLS data to inform their mental health initiatives.
- Data from the SLS is included in the annual [Aboriginal How Are We Doing \(Ab:HAWD\)](#) report – a report providing data on education outcomes for Indigenous students in public schools.
- The Provincial Health Authority's BC Centre for Disease Control uses SLS data in their

[Community Health Profiles.](#)

- Support advocacy work for at-risk youth by the Ministry of Children and Family Development and the Representative for Children and Youth may refer to SLS data.

## **6. CONTACT INFORMATION**

### **6.1. Contact to report unforeseeable circumstances**

If extenuating circumstances prevent you from administering the survey in your school, please inform your superintendent. You should also contact AWIS at [support@awinfosys.com](mailto:support@awinfosys.com) or at 1-866-558-5339.

### **6.2. Contact for all other issues**

Contact AWIS at 1-866-558-5339 or [support@awinfosys.com](mailto:support@awinfosys.com) if you have questions about:

- Access to students, parents, and staff data corresponding to your school.
- Accessing data on school/district additional questions.
- Access to historical SLS reports at the district, school, and grade level.
- Technical specifications or questions about administration of the SLS.

Contact the Ministry at [EDUC.ReportingUnit@gov.bc.ca](mailto:EDUC.ReportingUnit@gov.bc.ca) if you:

- Need information about or access to the new SLS Power BI Dashboard.
- Want to learn more about SLS data or historical SLS pdf reports (until 2020/2021) at the school level through the Ministry's [SharePoint for School Districts](#).
- Want to make requests for ad-hoc reports.
- Have questions or concerns about the privacy and management of information collected through the survey.
- Are an Independent or alternate school wanting to participate in the SLS.