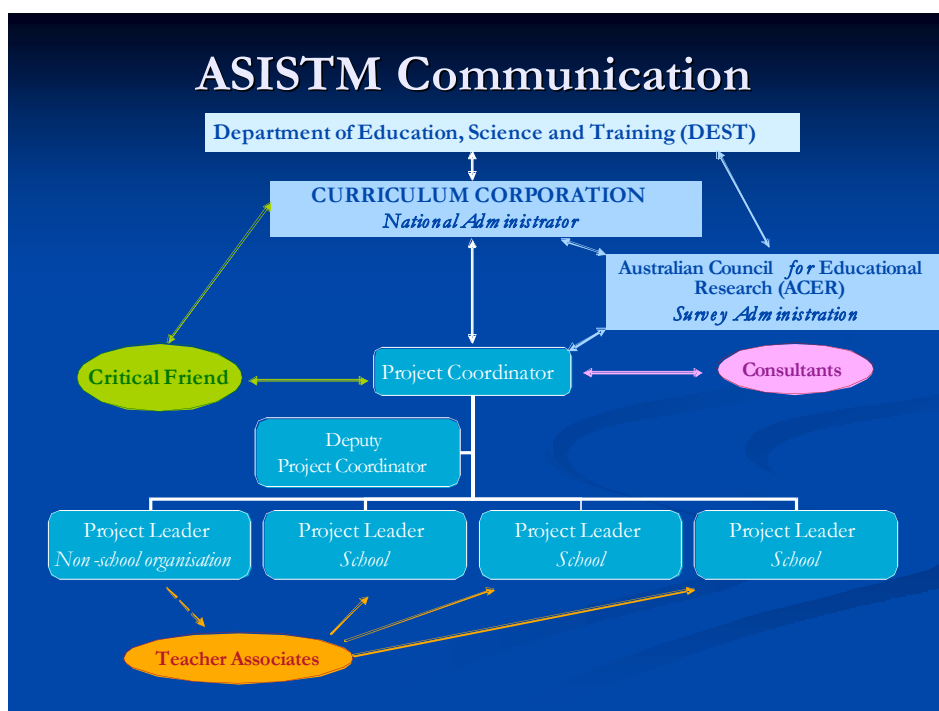


## PROJECT COORDINATOR INSTRUCTIONS

Welcome to the Australian School Innovation in Science, Technology and Mathematics (ASISTM) Project Evaluation and Online Survey System. Following is a guide outlining your role and procedures in the **post**-project survey process. Understanding this process will lay the groundwork for ensuring that all post-project surveys for your project are completed.



As Project Coordinator, you are responsible for administering the **online** pre- and post- project surveys.

This task involves providing adequate information and making satisfactory arrangements for the following project participants to take part in the ASISTM project surveys:

- teachers and school leaders;
- Teacher Associates and consultants;
- non-school project partners and non-school organisation leaders;
- Critical Friends involved in the project and;
- a random sample of 15 students at each school involved in the project.

Some of the actual tasks associated with this work can be delegated to your school or organisation, or to the Project Leaders within each partner school and organisation. You nonetheless retain responsibility for overseeing the survey process, including making all reasonable endeavours to ensure that full data is collected for your project for both pre- and post-project surveys for all relevant groups of participants.

## Post-project surveys

The post-project surveys involve:

- a random sample of 15 students per school involved in the project (guidelines for selecting the sample of students are available on the survey web site) (NB. If less than 15 students are involved in your project in any one school, **all** students involved in the project should complete the survey.)
- *all* teachers per school involved in the project
- *all* school leaders involved in the project
- *all* Non-School Organisation Leaders involved in the project
- *all* Non-School Project Partners involved in the project
- *all* Consultants involved in the project
- *all* Critical Friends involved in the project
- *all* Teacher Associates involved in the project.

All surveys should be administered either just before or immediately after the project concludes.

### Exceptions

Please note that personnel who will be involved in your ASISTM Project for less than 3 months should not participate in the pre- or post-project ASISTM surveys.

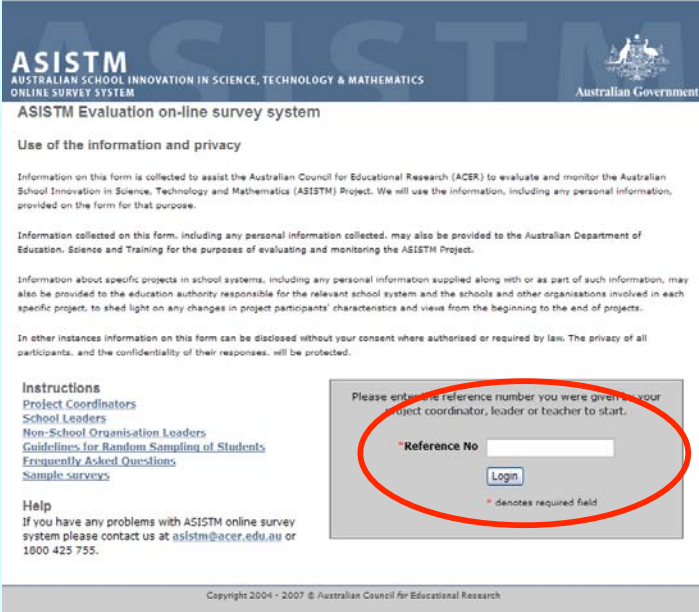
### Post project survey process

Part of your role as Project Coordinator is to generate and pass on login Reference Numbers to the appropriate personnel within your project. These login reference numbers will enable survey participants to access and complete the appropriate ASISTM survey online simply by typing in their login. This system was designed to simplify the task of selecting the correct survey for participants.

To generate Reference Numbers for project participants, login to the ASISTM Project survey website and follow these instructions.

The website is <http://asistm.acer.edu.au>

The website is also linked from the ASISTM website at <http://www.asistm.edu.au>



ASISTM  
AUSTRALIAN SCHOOL INNOVATION IN SCIENCE, TECHNOLOGY & MATHEMATICS  
ONLINE SURVEY SYSTEM  
Australian Government

ASISTM Evaluation on-line survey system

Use of the information and privacy

Information on this form is collected to assist the Australian Council for Educational Research (ACER) to evaluate and monitor the Australian School Innovation in Science, Technology and Mathematics (ASISTM) Project. We will use the information, including any personal information, provided on the form for that purpose.

Information collected on this form, including any personal information collected, may also be provided to the Australian Department of Education, Science and Training for the purposes of evaluating and monitoring the ASISTM Project.

Information about specific projects in school systems, including any personal information supplied along with or as part of such information, may also be provided to the education authority responsible for the relevant school system and the schools and other organisations involved in each specific project, to shed light on any changes in project participants' characteristics and views from the beginning to the end of projects.

In other instances information on this form can be disclosed without your consent where authorized or required by law. The privacy of all participants, and the confidentiality of their responses, will be protected.

Instructions  
Project Coordinators  
School Leaders  
Non-School Organisation Leaders  
[Guidelines for Random Sampling of Students](#)  
[Frequently Asked Questions](#)  
[Sample surveys](#)

Help  
If you have any problems with ASISTM online survey system please contact us at [asistm@acer.edu.au](mailto:asistm@acer.edu.au) or 1800 425 755.

Please enter the reference number you were given by your project coordinator, leader or teacher to start.

\* Reference No

Login

\* denotes required field

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- Your Reference Number is provided in the body of this email. The CO prefix indicates that this is a Project Coordinator Reference Number.
- Enter this Reference Number into the text box, EXACTLY as provided, and click on Login.

At the next screen, the Main Menu for your project, you will find a list of schools, non-school partner organisations and others who are contributing to your ASISTM school cluster project.

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ONLINE SURVEY SYSTEM

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Log Out

**Admin - Project View**

1000: Dummy Project (Post)  
Focus: Science Technology Mathematics

Leader Ref #	Organisation Name	Type	Pre	Post
LE-waesloph	<a href="#">12050-My Dummy Organisation</a>	Non-School Organisation	0/2	0/8
LE-daiphaer	<a href="#">12054-Some Organisation</a>	Non-School Organisation	0/0	0/0
LE-paebiase	<a href="#">12049-My Dummy School</a>	P-12 Schools	0/0	0/0
LE-sliaprio	<a href="#">12053-Some School</a>	P-12 Schools	0/0	0/0

OTHER PROJECT PARTNERS

Project Partners Role	Pre (Teach Assoc)	Post (All)
<a href="#">Other Project Partners</a>	0/0	0/0

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- Please ensure that the project status shown (in brackets) next to your project title is 'Post' rather than 'Pre' or 'Inactive'. Please contact ACER on 1800 425 755 or [asistm@acer.edu.au](mailto:asistm@acer.edu.au) if the wrong status is displayed.

Beside each of the school and non-school organisations on the page there should be a pre-generated Leader Reference Number displayed (beginning with the prefix LE).

### Student and teacher surveys

- You (or a delegated person) will need to email these Reference Numbers to the appropriate Leader in each school, so that teachers and the 15 randomly sampled students involved in the project in each school can login to the site and complete their surveys.
- Instructions for School Leaders can be found on the initial login page. If you are also a School Leader you will need to read these instructions and undertake the tasks described. To complete your own survey, log out as Project Coordinator, then login again using one of the assigned Reference Numbers. You will then be taken to the appropriate survey.

### Surveys for Non-School Project Partners, Consultants, Critical Friends and Teacher Associates

Non-School Project Partners, Consultants, Critical Friends and Teacher Associates will either be sourced from a Non-school Organisation, or be independent. A procedure is set out below for each circumstance. Where Non-School Project Partners, Consultants, Critical Friends and Teacher Associates are affiliated with a project partner Non-school Organisation, you may wish to delegate this task to the relevant Non-school Organisation Leader. Instructions for this purpose – paralleling those below in relation to Non-School Project Partners, Consultants, Critical Friends and Teacher Associates – are available for Non-school Organisation Leaders on the survey website (<http://asistm.acer.edu.au>).

To generate Reference Numbers for Non-School Project Partners, Consultants, Critical Friends and Teacher Associates, you (or a delegated Non-school Organisation Leader or other nominated person) will need to use the website to either:

1. allocate Non-School Project Partners, Consultants, Critical Friends and Teacher Associates to the Non-school Organisations (often universities) from which they have been sourced

and/or

2. specify Non-School Project Partners, Consultants, Critical Friends and Teacher Associates as other project partners if they are independent from the non-school partner organisations involved in your project.

1. If the Non-School Project Partners, Consultants, Critical Friends and Teacher Associates in your project are from a **non-school organisation**, as will usually be the case, click on the appropriate organisation (e.g. Edith Cowan University).

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ONLINE SURVEY SYSTEM

Australian Government  
Log Out

Admin - Project View

1000: Dummy Project (Post)  
Focus: Science Technology Mathematics

Leader Ref #	Project Name	Type	Pre	Post
LE-waerstoph	12050-My Dummy Organisation	Non-School Organisation	0/2	0/8
LE-daiphaer	12049-My Dummy Organisation	Non-School Organisation	0/0	0/0
LE-paebiase	12049-My Dummy School	P-12 Schools	0/0	0/0
LE-sliaprio	12053-Some School	P-12 Schools	0/0	0/0

OTHER PROJECT PARTNERS

Project Partners Role	Pre (Teach Assoc)	Post (All)
Other Project Partners	0/0	0/0

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**If your Main Menu already contains the required number of survey Reference Numbers for Non-School Project Partners, Consultants, Critical Friends and Teacher Associates you do not need to generate any additional survey Reference Numbers. You can simply forward and allocate the survey Reference Numbers to the appropriate participants.**

**If your Main Menu does not contain the required number of survey Reference Numbers for each participant category, then please follow the steps below.**

- On the next screen, click on the 'Create Survey Reference Numbers' link.

- On the next screen, enter the number of Non-School Project Partners, Consultants, Critical Friends and Teacher Associate(s) sourced from that organisation.

- Once you have clicked on 'Allocate Surveys' you will be brought back to a box with 'Participant Reference Numbers'. You should allocate these reference numbers to each of the Non-School Project Partners, Consultants, Critical Friends and Teacher Associates involved. Keep a record of this and email the Reference Numbers to the organisation or to the participants directly.
  - If your project involves Non-School Project Partners, Consultants, Critical Friends and Teacher Associates from other organisations as well, please repeat these steps for those organisation(s).
2. In instances where Non-School Project Partners, Consultants, Critical Friends and Teacher Associates involved in your project are not affiliated with a Non-school Organisation, please click on 'Other Project Partners' and repeat the process described above.

**Admin - Project View**

1000: Dummy Project (Post)  
Focus: Senior Technology Mathematics

Leader Ref #	Organisation Name	Type	Pre	Post
LE-waesloph	<a href="#">12050-My Dummy Organisation</a>	Non-School Organisation	0/2	0/8
LE-daiphaer	<a href="#">12054-Some Organisation</a>	Non-School Organisation	0/0	0/0
LE-paeblase	<a href="#">12049-My Dummy School</a>	P-12 Schools	0/0	0/0
LE-silaprio	<a href="#">12053-Some School</a>	P-12 Schools	0/0	0/0

OTHER PROJECT PARTNERS

Project Partners Role	Pre (Teach Assoc)	Post (All)
<a href="#">Other Project Partners</a>	0/0	0/0

The number of generated Reference Numbers should correspond to the number of Non-School Project Partners, Consultants, Critical Friends and Teacher Associates. Reference Numbers for Non-School Project Partners, Consultants, Critical Friends and Teacher Associates will be listed in blue to indicate that completion of a post-project survey is now pending.

**Following up surveys that have not been completed**

ACER will monitor the progress of survey completion for each project. Project Coordinators will be updated directly by ACER as to the level of completion of surveys, and they will be expected to remind participants of their obligations in this area.

**REMEMBER:** If you need any assistance, email the help line [asistm@acer.edu.au](mailto:asistm@acer.edu.au) or phone 1800 425 755.