



FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is the “TELL Kentucky” survey?

The TELL Kentucky Survey is a biennial survey that offers every certified educator in Kentucky the opportunity to provide input on teaching conditions that can be used to inform school, district, and state improvements.

2. Why is it important to complete the TELL Kentucky Survey

The New Teacher Center provides a [growing body of research](#) connecting positive teaching conditions to student learning and teacher retention.

3. Who can participate in the TELL Kentucky survey?

Any certified educator who meets the following criteria is invited to participate in the TELL Kentucky survey:

- Is currently working in a Kentucky district school, state-operated program, or eligible facility
- Is a certified teacher/educator (full and/or part-time)
- Is a school principal, assistant principal, or other building-level administrator

4. Do central office certified personnel participate in the TELL Kentucky survey?

No. Only school-based certified educators are eligible to participate.

5. How long does it take to complete the survey?

The survey takes approximately 30 minutes to complete and must be completed in one session.

6. How do I take the survey?

Once you receive your anonymous access code from your school representative:

- Visit www.tellkentucky.org
- Enter your anonymous access code
- Complete the survey

The survey is available 24 hours a day from March 1-31, 2017, from any Internet-enabled device.

7. How will teachers and administrators receive their anonymous access codes?

- Each school’s KEA TELL Representative will receive a packet containing TELL Kentucky instructions and letters with individual access codes.
- The representative will work with the school administrator to conduct a faculty meeting prior to the start date of the survey to:
 - ✓ Share key information about the TELL Kentucky Survey
 - ✓ Disseminate the letters with access codes

8. What if I (or my school TELL representative) misplace and/or never receive the anonymous access codes? Select from the following actions:

- Contact your school based KEA representative immediately
- Visit www.TELLKentucky.org and click on “Need Help?”
- Call: 1(866)-301-2454, ext. 15, between 7:30 a.m.-4:30 p.m., Mon. – Fri., during the survey window
- Send an email: helpdesk@tellkentucky.org



9. Do administrators and teachers receive a different set of access code letters?

- No. Both will access the same type of code and survey provided by the New Teacher Center
- Both will enter the anonymous access code found on the letter
- Participants will be prompted to select school position: teacher or principal
- The principal will receive many of the same questions as teachers plus an additional bank of questions designed for administrators

10. How will I know my responses were submitted successfully?

- When your responses are received, you will see this message: "Thanks! Your survey is completed"

11. How can I be sure the survey is anonymous?

- No questions refer to an individual educator or administrator
- No questions ask about specific subject areas or grade levels
- School report data (for all schools that reach 50% response rate with a minimum 5 teachers) do not indicate any teacher or administrator in a school or district
- The answers to demographics questions are reported only at the state level, not at district or school level
- No teacher or principal can be connected to a particular response

12. What if I'm the only new teacher or the only one in my role? How will my responses be anonymous?

- School level reports require a minimum sample size of five (5); unless at least five teachers within their first three years of teaching provide responses, no data will appear on the school report for the "New Teacher"
- It is not possible to view response data by role, years of experience, or any other demographic information at the school or district level
- Demographic data is only reported at the state level

13. How can I know when a school reaches the minimum 50% response rate needed for school-level data?

- Visit www.tellkentucky.org; click 'Response Rate' tab
- Click on any school, district, or the state
- View a response rate tracker in real time!

14. When will the results be ready? How can they be viewed?

- All data will be available on www.tellkentucky.org approximately 5 weeks after the survey window closes
- State results will be analyzed and reported in Fall, 2017
- Results show answers to every question by school* and district (**for schools reaching the minimum threshold for response*)

15. How are the administrator results reported?

To ensure anonymity of all respondents, administrator responses are reported at state level.

16. How can I view real-time results and access other TELL Kentucky resources and information?

Visit www.tellKentucky.org or the [Kentucky Department of Education's TELL webpage](#).