



Instructions for users

What is *Evaluate*?

Evaluate enables the headteacher to understand how various groups feel the school is run. Users complete an online questionnaire about 11 characteristics associated with highly effective schools. This information is analysed, and a report is delivered to the headteacher.

This process of self-evaluation can be extremely valuable, especially in preparing for inspection.

Your privacy

Obviously, it is important to preserve the anonymity of the respondents in order to ensure accurate information. Hence, the headteacher is never made aware of who answered what to any question.

In addition, the responses that users give are never used as a profile. For example, the analysis never says “this anonymous person gave these responses”, so it is impossible to tell which responses were given by which person.

How do I complete the questionnaire?

Someone in the school (probably the headteacher or a member of the ICT team) will be administering the *Evaluate* questionnaire. They will give you the school code and a password so that you may access the questionnaire. Once you have these details, visit the *Evaluate* Web site at:

<https://evaluate.anspear.com/>

Enter the school code and your password into the boxes at the bottom of the screen and click on ‘start’.

You may be asked to fill in some information about you/your eldest child. You are then taken to a screen containing statements on some of the 11 characteristics. Select items from each of the dropdown boxes to match your opinion on each statement. If you are a parent who has more than one child at the school, please select responses that reflect your experience with regard to your eldest child.

Having selected responses for all the statements on the screen, click on ‘next’ to move on to the next areas.



If you are a member of school support staff, you will be presented with the option of not responding in some areas. This option is there in case you feel it would be inappropriate to comment on an area of the school with which you have little involvement. You should respond if you feel you have sufficient information to form a judgement.

When you have completed all 11 areas, you will be shown a summary of your responses. You may click on any of the 11 areas to return to the corresponding screen and modify your responses. When you are satisfied with your responses, click on 'finish' in the bottom right-hand corner to complete the questionnaire. Your data will then be submitted, and you will not be able to log on again.

Troubleshooting

If you lose your connection to the site, this may be because:

- 1 Your connection to the Internet was lost.
- 2 You accidentally closed your browser window.
- 3 The connection timed out because you had been inactive for over 30 minutes.

If this happens when you are first working through the questionnaire, all your information will be lost and you will need to start again. However, if you had reached the summary screen, then your data will have been submitted, but you will not be able to log on again in order to make amendments.

Please note that, if you close your browser window or use your browser's back button to return to the logon screen, you will not be able to log on again for ten minutes.