

SURVEY DESIGN REQUIREMENTS

1. State purpose of the survey at the top of the survey
2. Data Protection Statement
3. Core areas to be included in Surveys
4. Guidelines and supporting documents
5. Online Survey Support

Purpose of the Survey

- a) the objective and purpose of the survey and how information will be gathered and used to improve the quality of the survey purpose
- b) state who is responsible for the survey being carried out
- c) state that the responses are voluntary and anonymous
- d) state how feedback will be returned
- e) state when survey will be closed
- f) thank respondents for their time

Data Protection Statement

Data Protection Statement must be included on all surveys.

Data Protection Statement: Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988 and the Data Protection (Amendment) 2003. The data collected in this questionnaire is being sought by the University and will only be used for the stated purposes.

Core areas to be included in survey

All teaching and learning questionnaires must comprise of five sections namely;

- organisation,
- teaching and learning,
- assessment,
- resources, and
- overall satisfaction.

Please refer to the [question bank of questions](#) available from the Quality Office website.

Online survey software help:

- [IS Services Training](#)
- [SurveyMonkey Help Center](#)
- [Blackboard College Support](#)