User

The user needs to remain anonymous in their responses and the data should be anonymized. They should be able to open the survey on their phone/tablet/computer or whichever is their preferred device. The user should also have the ability to go back if they accidentally click the wrong button (such as selecting no when they meant to select yes). There should possibly be a check option/button to see if taking the survey is what they want to do. Sessions during the survey should be able to go back without losing the response and stored between each part of the survey form. Edge cases also need to be handled for those with disabilities such as those who are visually impaired

Admin

Opening the survey should be extremely user friendly to the proctor. The administrators should have the ability to open surveys to classes and reopen surveys if an accidental “NO” is clicked. The survey should also give feedback to the proctor such as when a survey is completed. It was suggested to use a simple counter, but if the proctor was to take 11 responses from a class, the proctor should expect 11 responses from that class, not 8 or 15 responses. I am not sure a simple counter would suffice to distinguish lack of or more responses than anticipated. There should also be a way to stop and start the administration of a survey.

Software

The survey needs to be mobile and website driven. It should also be able to deal with disability and edge cases (person who is visually impaired may need it in larger print). It was suggested that the software should start with a “YES/NO” opening page. Perhaps it would be better to start with an introduction to what the user will be doing and then add it is optional before asking yes or no. The survey data should be collected anonymously. Data needs to persist in a session all the way through the survey so the student can go back and change their answers before submitting. We may need to also consider having a review page of their answers in case they want to change anything. The survey may need to be stored like a template and may need to be revised in the future. We need to look for solutions so the developer does not have to be involved. The output of the survey for the administrators needs to be as close to the original format (XLS spreadsheet) as possible, and the current system is Watermark. We also need to make sure the Admin has secure access to the data, not the students. There have been these surveys online so we should look at existing solutions to see what is good and what is bad if we are replacing this.