

School Questionnaire User Guide





Οδηγός Συμπλήρωσης Ερωτηματολογίου Σχολείου

Introduction

The PISA questionnaires gather information about students, their families, the schools they attend, and their teachers. This data offers valuable insights into the factors that influence student learning outcomes.

This user guide describes how to complete the PISA 2025 online Teacher Questionnaire. It also provides guidance on answering the different types of questions and how to troubleshoot problems.

The questionnaire delivery interface is compatible with the following web browsers:

| Internet Browsers | | | |
|---|---|---|---|
| Google Chrome | Mozilla Firefox | Microsoft Edge | Apple Safari |
|  |  |  |  |

It is recommended that the version of the browser that you choose to use not be more than 12 months old.

Logging into the online School Questionnaire

Using your web browser, type in the following URL: <https://pisa2025.org/locale/el-CY> to access the PISA 2025 School Questionnaire. The *PISA 2025 login screen* (Figure 1) will appear:

PISA 2025

Username

Password

LOG IN

Figure 1: PISA 2025 login screen


Using the login details that were provided by your National Centre, type in your *Username* and *Password*, and then click the *LOG IN* button to begin the questionnaire.

Understanding the different types of questions

There are several different ways you will answer questions in the questionnaire.

Select choices in a table

| | Choice 1 | Choice 2 |
|-------|-----------------------|-----------------------|
| Row 1 | <input type="radio"/> | <input type="radio"/> |
| Row 2 | <input type="radio"/> | <input type="radio"/> |
| Row 3 | <input type="radio"/> | <input type="radio"/> |

To answer this question: Select your choice. The circle will be filled in .

Select only one choice in each row of the table, but one choice should be marked in EVERY row.

To change your answer: Select a different choice.


Select one or more boxes

☐ Choice 1

☐ Choice 2

☐ Choice 3

☐ Choice 4

To answer this question: Select one or more boxes. A tick will appear in each selected box .

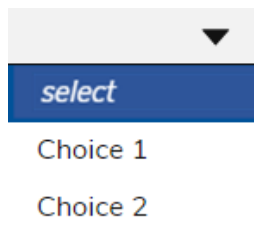
To change your answer: Select any box you have selected. The tick will erase.

Drop-down menus

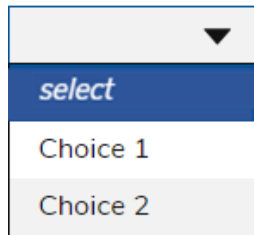
The drop-down menu will show the available choices.

▼

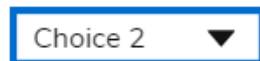
To answer this question: Click the mouse button on the drop-down arrow. The choices will display.



Move the mouse down and click to select a choice.



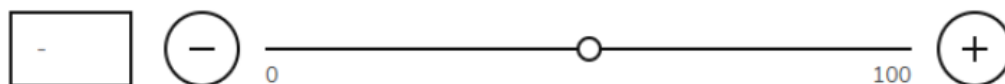
The choice you selected will display at the top of the menu.



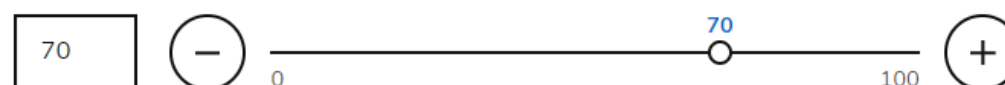
To change your answer: Repeat the steps above to select a different choice.

Sliders

Select and drag the slider to a location on the scale below.



To answer this question: Select and drag the slider to a location on the scale. When you drag the slider, the number will be shown above the slider marker and to the left of the slider.



Note: You must move the slider to a number to answer the question, even if you want to select zero as your answer. If you leave the slider in its original position, the question will not be marked as answered.

To change your answer: Select and drag the slide to a different number on the scale.

Type your answer

The text box appears as follows.

To answer this question: Click inside the box and type your answer.

To change your answer: Use the Backspace key to erase.

Understanding the questionnaire screen

All questionnaire screens have the following features:

PISA2025

1

3

With respect to the PISA test in your school, have you done any of the following?
(Please select one response in each row.)

| | Yes | No |
|--|-----------------------|-----------------------|
| I have shared information about the PISA test administration with the staff at my school. | <input type="radio"/> | <input type="radio"/> |
| I have shared information about the PISA test administration with the students at my school. | <input type="radio"/> | <input type="radio"/> |
| I have shared information about the PISA test administration with the parents or guardians of students at my school. | <input type="radio"/> | <input type="radio"/> |
| I have spoken to teachers at my school about the importance of the PISA test. | <input type="radio"/> | <input type="radio"/> |
| I have spoken to parents or guardians about the importance of the PISA test. | <input type="radio"/> | <input type="radio"/> |
| I have encouraged the students at my school to do their best during the PISA test. | <input type="radio"/> | <input type="radio"/> |

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1 – *Progress bar* - which shows the user how far into the questionnaire they are at any given point. The black colouring in the progress bar shows completion of the questionnaire, while the white colouring in the progress bar shows the questionnaire that is still to be completed.

2 – *Back* [↶] and *Next* [↷] buttons, which allows the user to navigate through the questionnaire delivery interface. Selecting the *Back* arrow takes you back to a previous screen and selecting the *Next* arrow take you to the next screen. Each time one of these buttons is clicked, your responses are saved.

3 – Question and instructions. Depending on the question, the instruction may appear before the question.

4 – Response items

As some questions may be larger than your screen size is able to display, you will have to use the scroll bar to see the entire question, and to reach the *Back* or *Next* navigation buttons:

PISA2025

To what extent do you agree or disagree with the following statements?
(Please select one response in each row.)

| | Strongly disagree | Disagree | Agree | Strongly agree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| The teachers at my school are respectful towards me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If I walked into my classes upset, my teachers would be concerned about me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If I came back to visit my school three years from now, my teachers would be excited to see me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel intimidated by the teachers at my school. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| When my teachers ask how I am doing, they are really interested in my answer. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The teachers at my school are friendly to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The teachers at my school are interested in students' well-being. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The teachers at my school see | | | | |

Scroll bar

Answering the questionnaire

General guidelines to help you answer the questionnaire:

- The questionnaire should be filled in by you only.
- You do not need to complete the questionnaire in one sitting. Your responses save automatically after each screen. You may log out and then return to the questionnaire later by logging in again with the same username and password.
- Some questions ask about certain facts that you may need to find elsewhere. It is possible to take note of these questions (e.g. on a list), collect this information from other sources, and return to the questionnaire to complete the questions at a later time.
- If you do not know an answer precisely, your best estimate will be adequate for the purpose of the study.

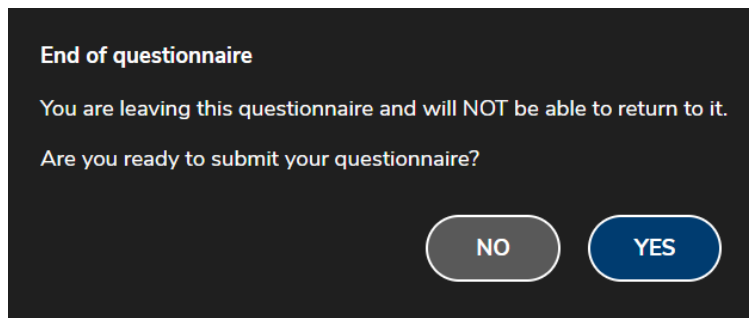
Please note: All answers will be kept confidential. They will be combined with answers from other teachers to calculate totals and averages in which no one teacher can be identified.

If you have any questions regarding the PISA 2025 Teacher Questionnaire, please contact your National Centre

Finishing the questionnaire

IMPORTANT!
Please do not submit your questionnaire until you have answered all questions.

At the end of the questionnaire, the following screen will appear:



End of questionnaire

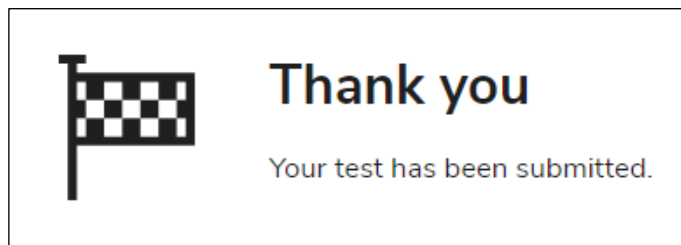
You are leaving this questionnaire and will NOT be able to return to it.

Are you ready to submit your questionnaire?

NO YES

If you have not answered all questions, please click *NO* to return to the questionnaire.

Once you have answered all the questions in this questionnaire, please click the YES button on the *End of questionnaire* screen and the *Thank you* screen will be displayed:



Exit the questionnaire by closing the browser window.

Troubleshooting technical issues

If for some reason you encounter a technical issue during the questionnaire, you can refer to the table below that provides a suggested course of actions for each error message.

| Error message | Possible causes | Suggested course of action |
|---|--------------------|--|
| Connectivity issues | | |
| No internet connection. Please check your internet connection. | Connectivity issue | Contact the IT support staff for assistance. |
| No connection to the server. | Connectivity issue | Contact the IT support staff for assistance. |
| Server availability issues | | |
| This page cannot be reached. Please reload the page or contact your IT support staff. | Request timeout | 1. Try to refresh the page, especially if this happens on wireless connection. 2. If the problem persists, contact the IT support staff to check the school connectivity. |

| | | |
|---|----------------------------|--|
| Service busy. The service is temporarily unavailable due to high traffic load. Please wait a few minutes and try again. | Server overloaded | <ol style="list-style-type: none"> 1. Wait a few minutes and refresh the page. 2. If the problem persists, contact the School Coordinator to escalate this issue to the National Centre. |
| Browser issues | | |
| This page was not found. Please reload the page or contact your IT support staff. | Page not fully loaded | Try to refresh the page. |
| Sorry, this action is not supported in the text editor. | Bug while using some tools | Try to undo the last action and redo it. |

| Error message | Possible causes | Suggested course of action |
|---|----------------------------------|--|
| URL access issues | | |
| “Access Denied” or “403 Forbidden” | URL may be blocked or restricted | <ol style="list-style-type: none"> 1. Contact the IT support staff to whitelist the URL. 2. If the problem persists, contact the School Coordinator to escalate this issue to the National Centre. |
| “Security warning” or customised error message preventing access to the URL | URL may be blocked or restricted | <ol style="list-style-type: none"> 1. Contact the IT support staff to whitelist the URL. 2. If the problem persists, contact the School Coordinator to escalate this issue to the National Centre. |

Refreshing the browser

If questions are not loading or are slow to load, refresh the browser. Try the basic refresh first. Use the hard refresh if the basic refresh does not resolve the issue. The instructions for each type of operation system and browser are:

| | | |
|-----------------------|------------------------------------|--|
| WINDOWS | | |
| Chrome/Firefox | Basic refresh: F5 | Hard refresh: Hold ‘Ctrl’ and press ‘F5’ |
| Edge | Basic refresh: F5 | Hard refresh: Press ‘Ctrl’ + ‘Fn’ + ‘F5’ |
| MAC | | |
| Chrome/Firefox | Hold ‘Cmd’ + ‘Shift’ + ‘R’ | |
| Safari | Press ‘Cmd’ + ‘Option’ + press ‘R’ | |

Thank you for your participation!