

## Quick Reference Guide for Teachers

### 2017 Québec Survey of Child Development in Kindergarten

#### How do I fill out the questionnaires?

- You must have **observed the child for at least one month** before filling out a questionnaire for him or her. If you have not been able to observe the child for this length of time, consult page 10 of the Guide.
- Pay close attention to the **permanent code**. It is important that the right permanent code be listed for each child. If there are any errors in the code, please correct them.
- Confirm the child's date of birth, sex, postal code and **any answer already written** in the questionnaires. Correct them if necessary. Indicate if the child is new to your class.
- It is important you answer **question 7** (Special Needs) under the *Demographics* tab; otherwise, the questionnaire will not be retained for analysis.
- Ideally, you **should fill out all of your questionnaires at the same time**.
- The EDI is based on your **perception of a child's development**. The child does not need to be present when you fill out his or her questionnaire.
- Answer all the questions in accordance with the Guide, your students' school record and your observations of their day-to-day activities. This is not a test.
- If there are **two teachers in the same class**, the teacher assigned to a student is the one who must fill out the questionnaire for that student.
- Watch for "see Guide" messages, which refer you to the Guide for detailed information on the topic in question.
- Keep in mind that a large number of missing values or "I don't know" answers invalidate a questionnaire.

#### For which students?

- Fill out a questionnaire for each child enrolled in your **five-year-old kindergarten class**. If your **class comprises combined grades**, only fill out questionnaires for children in **five-year-old kindergarten**.
- If a child's **parents or guardians do not grant you permission to fill out a questionnaire for their child**, indicate this at question 0 under the *Demographics* tab.
- Add any **missing child**. Be sure you have filled out one questionnaire for each student registered in your five-year-old kindergarten class.

#### Online questionnaires

- To fill out the EDI questionnaires, go to the survey website ([www.stat.gouv.qc.ca/web/eqdem2017](http://www.stat.gouv.qc.ca/web/eqdem2017)). Enter identifier and temporary password.
- You must next pick a new password, which only you know.
- The questionnaires are provided in the **teaching language at your school**. If this language is not correct, please contact us.
- After 30 minutes of inactivity, your session will be automatically closed. Don't forget to **save frequently** as you fill out the questionnaires.
- Once the EDI questionnaire has been submitted, **you cannot modify it**. Be sure to fill out every section of the questionnaire and are comfortable with your answers before you submit it online. Contact us if you submitted a questionnaire by mistake.

#### Security and confidentiality

- Your password and identifier **must be kept secret**. Contact us if you lose or forget either of them.
- The information in the questionnaires is **confidential and must be kept secret**. In the interest of confidentiality, fill out the questionnaires in an appropriate location.

For any **technical assistance** or help with an EDI **question**, you may either:

- call **418-691-2404** or **1-800-561-0213** (toll-free); OR
- write to [eqdem@stat.gouv.qc.ca](mailto:eqdem@stat.gouv.qc.ca)



Thank you for your co-operation