



Québec Survey of Child Development in Kindergarten (QSCDK) 2022

Participation Procedure

The questionnaire login information can be found in your information letter.



What you have to do before completing the questionnaires

1. Give the parents or guardians of each 5-year-old kindergarten student in your class the information letter and pamphlet. The letter includes a refusal form that parents can fill out if they do not want a questionnaire to be completed about their child. Be sure to collect the refusal forms signed by the parents, if any, and return them to Statistique Québec in the prepaid envelope provided.
2. Familiarize yourself with the reference documents available on the “Teacher” page of the QSCDK website (statistique.quebec.ca/qscdk). This should take you about an hour.

On that same page, you will also find a section that provides answers to the questions most frequently asked by teachers.

3. Have on hand your list of students enrolled in 5-year-old kindergarten, including their:
 - Permanent code
 - Postal code
 - Date of birth
4. Review your students' documents (e.g., report card, student record, kindergarten enrollment form) that may provide the following information:
 - Child's first language(s)
 - Number of days absent
 - Repeated grade
 - Special needs
 - Childcare attendance in the year prior to starting kindergarten
 - Place of birth
 - Non-teaching professional services received at school
5. Make sure you know the temporary password sent to you by e-mail or through your school principal.

Note: If you are two teachers for the same group, the teacher assigned to a given student is the one who must answer the questionnaire for that student.

For which students must I complete a questionnaire?

All 5-year-old kindergarten students are included in the QSCDK. This means that you must complete a questionnaire for every one of them.

- If you have a multi-level class (more than one grade level), only fill out questionnaires for the students in 5-year-old kindergarten.
- Make sure you have a questionnaire for every student enrolled in five-year-old kindergarten. Add any missing student(s) to the list provided by Statistique Québec.
- If a parent or guardian refuses to let you fill out a questionnaire about their child, let us know at question 0 in the Demographics section and make sure you return the refusal form to Statistique Québec using the envelope provided.

If you receive a refusal form for a child after you have submitted their questionnaire, return the form to Statistique Québec anyway: the data will be destroyed upon receipt of the form.

Note: You must have observed a child **for at least a month** before filling out a questionnaire about them. If you haven't, please refer to the *Early Development Instrument (EDI) Guide*, question 15 in the Demographics section.

How can I access the questionnaires?

The questionnaires are completed on a web-based platform via Statistique Québec's secure site. If you do not have access to the Internet and have not received paper questionnaires for your group, please call Statistique Québec at the number indicated under "Questions or assistance" at the end of this document.

1. Make sure your web browser is up to date and go to the QSCDK website (statistique.quebec.ca/qscdk). Please note that the questionnaire was designed to be completed on a tablet or computer (do not use a phone).
2. Click on "Teacher" in the right-hand section of the home page. There, you will find everything you need to complete the questionnaires:
 - The Participation Procedure (this document)
 - The EDI Guide (explains the content of the questionnaire)
 - The Electronic Questionnaire User Manual
 - The Student Questionnaire in PDF format (as a reference)
 - The link to the electronic questionnaires ("Go to the questionnaires" button)
3. Click on the green button "Go to the questionnaires".
4. Enter your username, which can be found in the letter you received, and your temporary password, which was sent to you by e-mail or through your school principal.

5. Make sure that the “Student List” corresponds to your group. If this is not the case, please call Statistique Québec at the number indicated under “Questions or assistance” at the end of this document.
6. Click on each questionnaire (“” icon in the student list) to complete them.
7. Some of you have been selected at random to complete a **complementary questionnaire** on contextual elements related to the development of the children in your class. If so, you will see the “Complementary questionnaire” button under your student list, on the right-hand side of the screen.

Note: After 30 minutes of inactivity, your session will be automatically terminated. Don’t forget to save your answers regularly, especially at the end of each section and before exiting a questionnaire, otherwise they will be lost.

How do I fill out the questionnaires?

Ideally, you should fill out all of your questionnaires **at once**. The students do not have to be present when you complete their questionnaires.

- Validate the language of the questionnaires. The display language of the questionnaires is determined based on the language of your school, as defined in the EDI Guide, page 8. Some of the questions must be answered based on this language. If the assigned language is incorrect, please contact Statistique Québec.
- Verify the child’s permanent code, date of birth, sex, postal code, and any other information already entered in the questionnaire. Correct or add any missing or incorrect information.

Pay close attention to the permanent code. It is important that the right permanent code be listed for each student.

- Answer all the questions based on the information provided in the EDI Guide, the student’s record, and your observations of the child in everyday activities. Do not test the children.

In the questionnaire, “See Guide” refers to explanatory notes or detailed descriptions.

- Answer all the questions to the best of your ability. The answer “Don’t know” should only be used if you have not had the opportunity to observe a particular skill in the student.

For questions 3 to 58 of Section C, answer “Never/Not true” if you have not observed the given behaviour while around the child.

Note: Make sure you have completed all the sections of the questionnaire before submitting it. Once you have submitted a questionnaire, **you will no longer be able to modify it yourself**. If you want to change one of your answers later, please call Statistique Québec at the number indicated under “Questions or assistance” at the end of this document.

Security and confidentiality

You are the only one authorized to access the questionnaires for the students in your class.

- The information contained in the questionnaires must be protected at all times. It is confidential.
- Your identifier and password must be protected at all times and must not be shared with anyone. Contact Statistique Québec if you lose or forget either of them.
- Fill out the questionnaires in an appropriate place to ensure confidentiality.

Questions or assistance

If you need assistance or technical help or if you have any questions about the questionnaires, please contact Statistique Québec by telephone (1-800-561-0213) or by e-mail (egdem@stat.gouv.qc.ca), making sure to mention your file number, which can be found in the letter and begins with “E373”.

Our hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

You can also consult the “Frequently asked questions” section on the “Teacher” page of the QSCDK website (statistique.quebec.ca/qscdk).