

Memorandum on survey for legal guardians within the scope of the audit

Dear Sir / Madam,

As the behest of the Directorate of Education, Culture and Athletics, every school in the Canton of Basel-Landschaft is subject to a forensic audit every four years. Purpose of the audit is to verify the school's quality and to provide data-based proposals for development. The implementation of the audit is under the responsibility of an audit team at the Pedagogical University FHNW.

The audit team surveys the legal guardians **in writing using questionnaires and orally in small groups or by telephone interviews:**

a) Written survey for legal guardian (questionnaire)

- Please complete the questionnaire **online** if possible. This facilitates anonymous and efficient analysis. If you do not wish to or are unable to do this, please use the **paper questionnaire**.
- If you have more than one child, you may fill in one questionnaire per child if you wish.

Online survey (for computers, tablets and smartphones)	Paper survey
<ul style="list-style-type: none"> • The survey can be completed in 12 languages. • Go to the Internet address printed on the paper questionnaire, and enter your access code in the field "TAN/password". • Answer the questions and finalise the questionnaire by clicking on "send". • Dispose of the paper questionnaire. 	<ul style="list-style-type: none"> • Please use a thin, dark pen to complete the questionnaire. • We would ask you to give the completed questionnaire to your son/daughter to bring into school, unfolded and sealed in the envelope, with no indication of your name. • The teaching staff will collect the sealed envelopes and pass them unopened to the evaluation team.

b) Oral survey for legal guardian

In addition to the survey using the questionnaire, oral interviews of legal guardians are also held. These are used to intensify our understanding of legal guardians' opinions and to better comprehend the results of the written survey. Thus, it is important that as many legal guardians as possible are available for an interview. And so, we would like to request that you use the attached form to schedule an interview.

We would like to thank you for your cooperation.

Yours faithfully,

Specialist department for school evaluation, PH FHNW