



HOW TO SET UP AN ANONYMOUS ONLINE SURVEY (for inclusion in instructions to students)

- Work out [ten] questions related to your issue that you would like to ask participants
- Email me a copy of the questions ([lecturer's email]) and wait for approval before you put them online
- Use SurveyMonkey (or similar)
- Do not make any questions compulsory
- Make sure you turn on 'Anonymous Responses' before you commence the survey.

Template for online survey:

This survey is being conducted by [insert student name] as part of [a case study/an assignment] for the [name of college] subject, [name of subject]. Your participation is voluntary and the information you provide is anonymous [If applicable: unless you include any identifying information in the open responses]. Discomfort to participants is not anticipated because you will be only requested to give your opinion and knowledge of various topics.

There are [ten] questions and the survey should take less than [five] minutes to complete. You can answer as many or as few questions as you like. You may stop at any time – you do not have to submit the form.

By participating in this survey, you acknowledge that you are 18 years old or over.

Please contact the supervising faculty member, [name of faculty member] ([email address]) if you have any questions or concerns.