**Guide to completing questionnaires for Ofsted visit to East Coast College**

Dear parent/employer/student

Thank you for taking part in this questionnaire as part of our current Ofsted inspection. Below is a step by step guide to completion. The questionnaire consists of 12 questions and should only take a couple of minutes to complete.

The parent questionnaire will be accessible during the inspection which commences on Tuesday 15th May 2018.

**Step 1.** Please select the appropriate link from the list below depending on your relationship with the college:

<https://parentview.ofsted.gov.uk>

<https://learnerview.ofsted.gov.uk>

<https://employerview.ofsted.gov.uk>

**Step 2.**

Click on the orange “jigsaw” piece saying “Give your views now”.



Click to Register using the link provided.

Register screen below:



Once registered, you will be sent a “one use only” link to re-enter the site.

Enter your email address again and password as instructed.



Click on “Give your views” and enter the URN: **130819** in the box provided or Lowestoft under location. East Coast College should appear as an option. Click on the college name to enter the questionnaire.



**Step 3.** Complete questionnaire as instructed

**Step 4.** Finish/submit

Thank you for sharing your views.