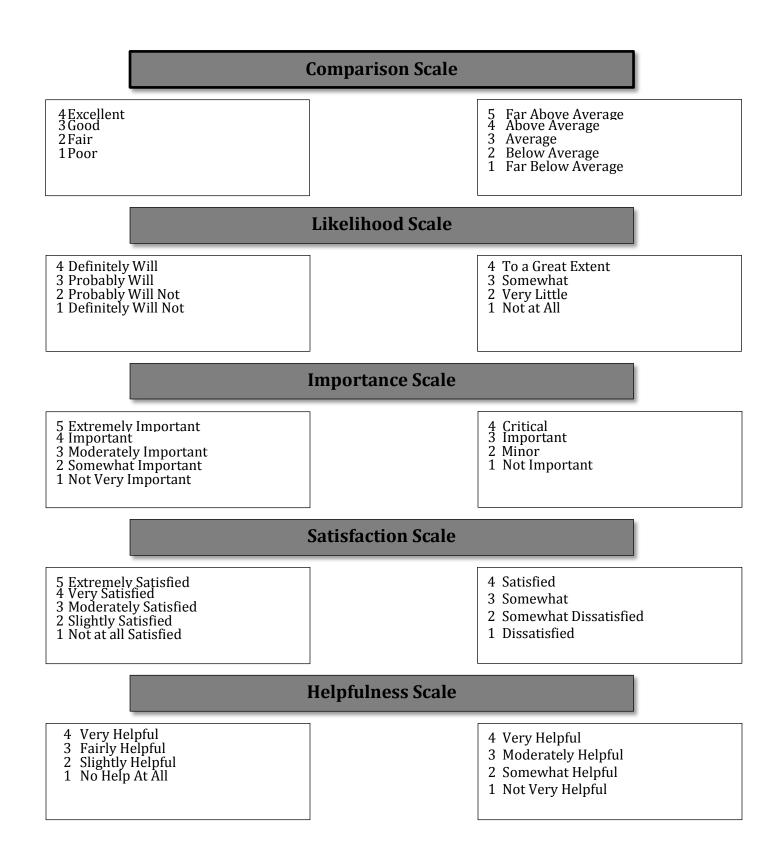
UC San Diego Student Affairs

Survey Response

| Scales | | |
|---|--|--|
| Competence Scale | | |
| 5 Outstanding Strength 4 Strength 3 Competent 2 Needs Improvement 1 Needs Significant Improvement | | 6 Outstanding 5 Very Strong 4 Competent 3 Underdeveloped 2 Not Developed 1 Does Not Apply |
| Performance Scale | | |
| 5 Far Exceeds 4 Exceeds 3 Meets 2 Meets Some 1 Does not Meet | | 5 Far Above Requirements 4 Above requirements 3 Meets Requirements 2 Below Requirements 1 Far Below Requirements |
| Frequency Scale | | |
| 6 Always 5 Very Frequently 4 Occasionally 3 Rarely 2 Very Rarely | | 5 A Great Deal 4 Quite a Bit 3 Somewhat 2 Very Little 1 Not at All |
| Agreement Scale | | |
| 6 Strongly Agree 5 Agree 4 Somewhat Agree 3 Somewhat Disagree 2 Disagree 1 Strongly Disagree | | 5 Stronglv Agree 4 Agree 3 Neither Agree nor Disagree 2 Disagree 1 Stronglv Disagree |
| Extent Scale | | |
| 5 Exactly Descriptive 4 Very Descriptive 3 Descriptive 2 Somewhat Descriptive 1 Not Descriptive | | 6 Completely True Description 5 Largely True 4 Somewhat True 3 Not Descriptive 2 Largely False 1 Completely False Description |



Tips for Survey Response Options

- When creating options for survey responses, make sure they are
- Mutually exclusive there is no overlap between the options
- Inclusive and exhaustive the list is complete. An "other" option is helpful if you are unsure
- Easy to understand
- Easy to distinguish from the question and response directions
- Categories used should depend on the purpose of the question. Make sure your respondents have an opportunity to answer the question you intended to ask. Check other surveys and studies for meaningful categories as references and adapt accordingly.
- When your options involve some form of scales (such as the examples above), make sure your responses are also:
- Meaningful make sense given the question, if your question is about satisfaction, a frequency scale wouldn't make much sense.
- Balanced two end points should be the opposite of each other and the intervals should be about equal
- The number of points on a scale depends on the question you ask and what you need but 4-5 options are most common. Use a neutral response category only if it makes sense to do so. Place undecided (e.g. Not applicable, no opinion) options at the end to separate it from the neutral options.