

The Annual Return is required to be completed as a condition of Certification and is sent out in about September each year in the form of an online questionnaire. There is no 'save and return' facility in the form and it is not possible to see what information is required before embarking on a response. This is particularly difficult for newcomers and the problem has been reported to RI.

The RI response was that because so many different groups (multidistrict v districts) and different roles complete the survey there is a great deal of complex branching of question order that makes it difficult to provide the full text of the survey to respondents prior to their completion. Ultimately each respondent's survey questions are customised, and some of the questions about exchange trends and issues may change from year to year.

The following points note the data that respondents may like to gather before starting the survey. Once respondents have this information at their fingertips, they should be able to complete the survey in one sitting. Aside from basic identifying information, these are the only questions that are currently required in order to submit a response.

RI has agreed to include the bullet points in survey communications in future and are willing for them to appear in the Manual for training purposes:

*The number of long-term exchange students hosted by the district, and whether this number has increased or decreased from the previous year.*

*The number of short-term exchange students hosted by the district, and whether this number has increased or decreased from the previous year.*

*The number of one-way exchange students hosted by the district and whether this number has increased or decreased from the previous year.*

*For each of the exchange programs, the number of exchange participants hosted by the district that were sent home early.*