

Survey Administrator – Paper Action Checklist

AT LEAST ONE MONTH PRIOR TO SURVEY ADMINISTRATION

- Notify students of upcoming survey administration

TWO WEEKS PRIOR TO SURVEY ADMINISTRATION

- Remind students of upcoming survey administration
- Review and understand survey administration procedures
 - Students who need additional time to take the survey
 - Students who opt out of taking the survey
- Review the Survey Administrator Paper Instruction video for more in-depth instructions
 - Training links available on DHHS website
 - Contact your school coordinator immediately if any questions arise

WEEK OF SURVEY ADMINISTRATION

- Remind students of upcoming survey administration
- Receive your survey administrator packet from your school coordinator
- Review survey materials provided in your survey administrator packet
- Ensure you have reviewed survey administration procedures with your school coordinator
- Receive list of students who will not be participating in the survey
- Ensure you have reviewed the Survey Administrator Paper Instruction video

DAY OF SURVEY ADMINISTRATION

- Be in communication with your school coordinator in case any issues occur
- Write the PC Sample ID and Class ID on your white board/chalk board where it is visible to all students
- Create a test-like environment during survey administration
 - Do not wander around the room or talk while students are completing the survey
 - Ensure that other students do not talk or leave their seats
 - Do not look at responses to the survey to allow students to feel confident that their privacy will be maintained, and their participation will remain anonymous
 - Spread students' desks throughout the classroom to minimize the chance students will see each other's responses
 - Allow enough time for students to complete the survey without feeling rushed
 - Respond to all student requests for question clarification with "Do the best you can and give an honest answer."

- Accurately complete the “Classroom-Level Sample Information Form” document at the time of the survey
- Follow the instructions outlined in the “Survey Administrator – Paper Instructions” document and the “Survey Administrator – Paper Script” document to administer the survey

AFTER SURVEY ADMINISTRATION

- Organize the scantron answer forms to be facing the same direction and oriented in the same manner
- Review each scantron answer form and confirm that the PC Sample ID and the Class ID are correct
 - If the IDs are not correct, please erase the incorrect information and write in the correct ID number. The corresponding bubbles should also reflect the correct ID number.
- Verify correct information was inputted into the “Classroom-Level Sample Information Form” document
- Put the completed “Classroom-Level Sample Information Form” document and all scantron answer forms into the survey administrator packet
- Return the survey administrator packet to your school coordinator