

Paper Survey Administrator Instructions

Classroom Packet should include:

- Enough questionnaires for each student
- Enough scantron answer forms for each student
- Enough pencils for each student
- A script to read when administering the survey
- Classroom-Level Sample Information Form

If there are any documents missing, or not enough questionnaires and scantron answer forms provided, please contact your School Coordinator immediately.

On the day of the survey:

1. Clearly display School ID and Class ID in a location that is easily seen by all students.
2. Complete (A) and (B) of the Classroom-Level Sample Information Form.
 - (A) Circle the predominant grade of the class. If the class contains equal numbers of students from more than one grade, circle all of these grades on the form.
 - (B) Enter the number of students who are currently enrolled in the class. Do not include students who have dropped the class, dropped out of school, moved away, been expelled, or are homebound (including virtual students) for the entire semester in which YRBS administration occurs.
3. Confirm the number of students who are currently enrolled in the class but will not be participating in the survey for the following reasons and enter the information on the Classroom-Level Sample Information Form.
 - (D1) Enter the number of students who cannot complete the survey independently. This might include students who cannot read English well enough or students with disabilities such as visual or dexterity impairments.
 - (D2) Enter the number of students who were absent the day of the survey for reasons such as illness, field trips, and suspensions, students who opted out of the because their parent/guardian refused permission, or students who refused to participate.

4. Spread students' desks throughout the classroom to minimize the chance students will see each other's responses.
5. Read the script provided to the students. The script will provide students with a brief background on the survey and directions to be followed. Remind students about the importance of the survey, that completing the survey is voluntary, that their responses are anonymous, and that their grade in the class will not be affected by whether they complete the survey.
6. Distribute a questionnaire, scantron answer form, and pencil to every student.
7. Finish reading the script and allow students to begin the survey.

WAYS TO ENSURE PRIVACY AND ACCURACY:

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.

Allow enough time for students to complete the survey without feeling rushed. About 45 minutes is recommended as a sufficient amount of time for students to complete the survey.

Do not look at the answers to the survey, students must be confident that their privacy will be maintained, and their participation will remain anonymous.

Respond to all student requests for question clarification with "Do the best you can and give an honest answer."

Encourage students to use an extra sheet of paper to cover their responses as they work.

Remind students not to write their name (or anything else) on the answer sheet.

After the survey is finished:

8. When all students have completed the survey, have students return their questionnaire and scantron answer form to Survey Administrator.
9. When all used surveys are returned, record the number of students who completed the survey on the Classroom-Level Sample Information Form.
 - (C) Enter the number of students in the class that participated in the survey. This number should be edited at a later date if make-up surveys were necessary.

10. The sum of the numbers entered in (C) + (D1) + (D2) should equal the number in (B). If it does not, try to resolve any inconsistencies between these numbers.
11. Place the Classroom-Level Sample Information Form in the Classroom Packet envelope. Return the Classroom Packet to the School Coordinator.
12. After the survey is complete, recycle all questionnaires.
13. If five or more students were absent on the day of the survey, the School Coordinator will administer makeup surveys. The same procedures will be enforced to ensure their privacy and the School Coordinator will make sure the Classroom-Level Sample Information Form is updated appropriately.