



# TEACHER/PROCTOR USER GUIDE - 2016 ILLINOIS YOUTH SURVEY

## PAPER SURVEY ADMINISTRATION

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Thank you for administering the Illinois Youth Survey during your class. Your school has chosen to participate in this survey as a way of getting input from youth about important issues that affect them. Your approach to administering the survey will play a large part in determining whether students give sincere and valid responses to the survey questions.

### REQUIRED MATERIALS

Ensure that you have all required materials. Contact your school coordinator if anything is missing. You will need:

- A list of students (if any) to be excluded based on parental denial
- An alternative activity to be assigned to non-participating students
- Pre-sharpened pencils for each student, provided by CPRD
- The appropriate survey booklet for each participating student (see below)
- A survey collection envelope, with school identification numbers and a place for grade level(s) and language(s) printed on one side, to be completed by you
- A copy of the additional questions list for each participating student OR an overhead to be displayed (if applicable)

There are separate forms for middle school and high school students. Please be sure that the correct form is used for your students.

- All **middle school** students should have light orange forms labeled “Illinois Youth Survey 2016, 8<sup>th</sup> Grade” or “Encuesta Juvenil de Illinois 2016 para 8<sup>o</sup> Grado” for Spanish-speaking (ESL) students. *This survey form is most appropriate for 8<sup>th</sup> grade students but can be used to survey 6<sup>th</sup> or 7<sup>th</sup> graders if the reading level of the students will permit completion in one class period.*
- All **high school** students (10<sup>th</sup> and 12<sup>th</sup> grades) should have light red forms labeled “Illinois Youth Survey 2016, High School” or “Encuesta Juvenil de Illinois 2016 para Bachillerato” for Spanish-speaking (ESL) students.

### IDENTIFYING INELIGIBLE STUDENTS

The site coordinator of the Illinois Youth Survey at your school will provide you with a list of students to be excluded from surveying based on parental denial. In addition, if your classroom includes some students that are in grade levels that are **not eligible** (grades 6, 7, 9, or 11), these students should not participate in the survey. Only the results from students in eligible grade levels will be tabulated and included in your school report. *Please note that some schools choose to survey grade levels that are normally ineligible. If this is the case at your school, your site coordinator will inform you of the grades surveying and which form should be used.*

### CREATING AN EFFECTIVE SURVEY ENVIRONMENT

The survey should be administered to students in an environment that allows them to think seriously about each question and respond in an honest manner. Ensure your class seating is arranged so that others cannot see a student’s answers to the survey questions. If desired, students may use an extra sheet of paper to cover their responses as they complete the survey.

Please remain at the front of the classroom while students are completing the survey. It is important that the students feel assured that no one will see their answers to survey questions. Do not allow students to wander around the room.

Stress the anonymity of the survey, so students are assured that their responses cannot, and will not, be connected individually with them. Point out that names should never be written on the surveys so individual participants cannot be matched with their answers. Only data for the entire grade level will be summarized and individual answers will not be looked at under any circumstances.

The student survey may last an entire class period. Please reserve the whole class period on the selected survey date so that your students have time to finish the survey without feeling rushed.

## ADMINISTERING THE SURVEY

1. Identify students not completing the survey and assign them to participate in the alternate activity already established. Reasons for not surveying include ineligible grade level, parent denial, or student decision.
2. Distribute survey booklets, additional questions sheets (if applicable) and pre-sharpened pencils provided in your material packet. Do not allow students to use markers, pens, or colored pencils. The pencils provided in your material packet have been printed with a web address where students can go to reach crisis hotlines related to topics on the survey.
3. Read aloud the proctor script on the following page. Then, ask the students to silently and carefully read the instructions and then begin the survey.
4. Remind students to completely darken the circles on the survey. Any mistakes should be erased carefully and completely.
5. Based on your professional judgement, if students need assistance in reading survey items, you may read the items in a very even, non-suggestive tone to avoid influencing students' responses.
6. Answer student questions about survey items as suggested below:
  - **A student doesn't understand the question or a particular word:**  
*"If you are not sure what that means, just answer to the best of your ability."*
  - **A student is not sure if they know the right answer:**  
*"I want to stress that there are no right or wrong answers. Just answer the best that you can."*
  - **A student cannot find a response option that fits exactly:**  
*If you can't find an answer that fits exactly, choose the one that comes closest."*
  - **A student says the question doesn't apply:**  
*"If the question does not apply to you, you can just leave it blank."*
7. While students are completing the survey, please circle the grade level(s) surveying and the language(s) included on the front of your survey collection envelope.
8. When a student has completed surveying, he/she should take their survey to the front of the class and insert it into the survey collection envelope. Students should keep the pencils and work quietly at their desk when they are finished with the survey. Please be sure that the surveys are not bent or folded, as this impairs the scanning process. Only completed surveys should be put in the envelope – *no unused survey booklets*.
9. After all surveys have been deposited into the envelope, seal it. Return the sealed envelope containing the completed surveys to the designated school survey coordinator, along with any remaining unused surveys.

**Thank you for your assistance in making this survey a success!**

## PROCTOR SCRIPT

“Thank you for accepting the invitation to participate in this study for youth in Illinois schools. The questions ask you about your health behaviors, your community, your friends, your school, and your family. This is your chance to let state and community leaders know how many young people are concerned with and affected by each of the topics covered.

If this study is to be helpful and if you choose to begin the survey, it is important that you answer each question as thoughtfully and honestly as possible. Your answers will be kept strictly confidential. No one at school will see your answers. We ask that you respect the privacy of others and look only at your own screen. This study is completely voluntary, so you may skip any questions you do not wish to answer or stop the survey at any time.

We have some rules to protect your privacy during the survey. First, students and teachers will not be allowed to walk around during the survey. If you need to leave the room during the survey or if you have a question regarding an item in the survey, please let me know by raising your hand.

***[Proctor: If your school has decided to add any additional local questions, pass out a copy to each student now or display on a projector, and then finish reading these instructions, beginning here:]***

At the end of the survey, you will see an answer grid with spaces to answer up to 30 questions. On the sheet, there are \_\_\_ additional questions. Answer the first 10 questions in the first blank answer grid that is numbered 1 through 10. There are two additional sets of 10 questions directly to the right of the first grid, one for questions 11 through 20 and another for questions 21 through 30. Continue answering the additional questions, using these grids. Please make sure you answer each question in the matching answer blank. For example, question 7 should be answered in the answer blank numbered 7.

Other students have said that these questionnaires are interesting, and they enjoy filling them out. We hope you will, too. Please be patient if some questions don't apply to you: we need to ask everyone the same questions. Be sure to read the instructions section on the cover of your survey booklet before you begin the survey. Thank you very much for being an important part of this project.”

## STUDENT INSTRUCTIONS

***[Proctor: These instructions are located on the bottom half of the first page of the survey booklet for students to read. If you feel that it is important to read them aloud, please do so.]***

1. This is not a test, so there are no right or wrong answers. We would like you to work fairly quickly, so that you can finish.
2. All of the questions should be answered by marking one of the answer spaces. If you don't always find an answer that fits exactly, use the one that comes closest. If any question does not apply to you, or you are not sure of what it means, just leave it blank.
3. Your answers will be read automatically by a machine called an optical mark reader. Please follow these instructions carefully:
  - Use only the black lead pencil you have been given
  - Make heavy black marks inside the circles
  - Erase evenly any answer you wish to change
  - Make no other markings or comments on the answer pages, since they interfere with the automatic reading