



TEACHER/PROCTOR INSTRUCTIONS - PAPER SURVEY ADMINISTRATION 2020 ILLINOIS YOUTH SURVEY

Note: If you serve as both the school IYS coordinator and the teacher/proctor for your school, please read both this document and the **School IYS Coordinator Guide – Paper Survey Administration**.

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 IYS coordinator if anything is missing. You will need:

- A list of students (if any) to be excluded based on parental opt-out
- 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)
- The survey collection envelope provided by CPRD

There are separate, color-coded forms for 8th grade (light orange) and high school (pink). Please be sure that you have the correct form for your students.

- All **middle school** students should complete forms labeled **Illinois Youth Survey 2020 8th Grade Form**. *This survey form is most appropriate for 8th grade students but can be used to survey 6th or 7th graders if the reading level of the students will permit completion in one class period.*
- All **high school** students (10th and 12th grades) should complete forms labeled **Illinois Youth Survey 2020 High School Form**.

IDENTIFYING WHO SHOULD PARTICIPATE

The IYS coordinator at your school will provide you with a list of students to be excluded from surveying based on parental opt-out. In addition, if your classroom includes students who are in grade levels that are **not registered to survey**, those students should not participate in the survey. Only the results from students in grade levels that your school registered to survey will be included in your school report. *Note that some schools choose to survey grade levels besides 8th, 10th, and 12th. If this is the case at your school, your school IYS coordinator will inform you of the grades surveying and which form should be used for those students.*

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. Make sure that your class seating is arranged so that students cannot see another student's answers. 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 students feel assured that no one—including anyone administering the survey—will see their answers to survey questions. Do not allow students to wander around the room.

Stress the **anonymity** of the survey, and assure students that their responses cannot, and will not, be connected to them. Point out that names should never be written on the survey 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 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 who are not completing the survey and assign them to participate in the alternate activity already established. Reasons for not surveying include ineligible grade level, parent opt-out, or student decision.
2. Distribute the survey booklets and pre-sharpened pencils provided in your materials packet. **Do not allow students to use markers, pens, or colored pencils.** The pencils provided in your materials 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 and instructions below. Then, ask students to begin the survey.
4. Remind students to completely darken the circles on the survey. Any mistakes should be erased carefully and completely.
5. If students have questions about survey items, answer them 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:**
"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."
6. When a student has completed the survey, 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 desks 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 used surveys should be put in the envelope – *no unused survey booklets*.
7. After all used surveys have been deposited into the envelope, **SEAL** it. Return the sealed envelope containing the completed surveys to your school IYS coordinator, along with any remaining unused surveys.

PROCTOR SCRIPT

[Proctor: The following script and instructions are on the first page of the survey booklet. Read both aloud to students before they start the survey.]

You are being asked to participate in the Illinois Youth Survey, a study of middle and high school students conducted in Illinois every two years. The questions ask you about a number of different things, including health and social indicators such as substance use and perceptions, bullying, violence, and other information about your school and your family. This is a way for state and community leaders to learn about what young people are concerned about and how each of the topics affects them.

If this study is to be helpful, it is important that you answer each question as thoughtfully and honestly as possible. Your answers will be kept strictly confidential, which means that no one will know how you answered the questions, and no one at school will see your answers.

Your participation is completely voluntary. If you choose to begin the survey, you don't have to answer any questions you don't want to, and you can stop the survey at any time. It will take 40-45 minutes to complete.

Other students have said that the survey is interesting and they enjoy filling it 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. Thank you very much for being an important part of this project.

INSTRUCTIONS

1. This is not a test, so there are no right or wrong answers. We would like you to work fairly quickly, so you can finish.
2. Answer each question by marking one of the answer spaces. If you don't find an answer that fits exactly, use the one that comes closest. If a question does not apply to you, or you are not sure what it means, just leave it blank. If you have a question about an item in the survey, please let me know by raising your hand.
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.
4. Do not write your name anywhere on the survey.
5. Respect the privacy of others by looking only at your own survey.

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

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