

YOUTH INITIATIVE

OF ADAMS COUNTY

Adams County Student Survey 2019 Administration Manual

Thank you for your help in administering the 2019 Adams County Student Survey! As in previous years, all students' responses are anonymous and confidential.

Survey links (English and Spanish) have been provided in the Adams County Student Survey Administration email, sent to each district contact. Each student will need computer and internet access during a designated class time for survey administration. Students should NOT take the survey outside of class/school time. The survey takes approximately 30-50 minutes, and must be taken in a single session. If some students do not finish, their data will still be used for questions that are answered.

Administration

Choose ONE of the following options (or another strategy that works best for you):

Option 1: Teachers administering the survey pre-load it onto each computer and enter the name of the Survey Room ahead of time for students to easily begin. (Recommended for younger students.)

Option 2: Teachers write the web address and room name on the board, allow students to open an Internet browser and type the link into the URL line, and enter the correct room name. Verify that all students have loaded the survey, entered the survey room, and can see the Survey Instructions page.

Option 3: Create a direct link to the survey on your school's website OR create a "shortcut" link to the survey on the desktop of each computer, so that students can easily click an icon to access the survey. Below are directions on how to create a shortcut link:

1. Select the text of the survey web link provided and "Copy" the text.
2. Right-click anywhere on the computer desktop screen, and select "New" and then "Shortcut".
3. Paste the survey web link text into the box, and hit "next", then create a name for the link such as "Student Survey - English".
4. Verify that all students have loaded the survey, entered the survey room, and can see the Survey Instructions page.

Proctoring

1. Informing Parents/Guardians:
 - a. ACYI will have the full survey in English and Spanish posted to its website for parents/guardians to reference and understand what types of questions their students will be asked so they can make an informed decision as to whether to allow their children to take the survey. However, these links are for informational purposes only and not meant to be used to survey students. Please make sure you use the link provided to you by your district representative and not the one on the ACYI website.

- b. “Opt Out” Students: The students of the Parents/Guardians who actively refused their consent, need to be tracked and managed so that they are not surveyed. The tracking and managing of Opt Outs are left to the discretion of the Districts and Schools.
2. Room Preparation:
 - a. Prior to the Survey Instructions page, students will be prompted to enter a room name. It can be as simple as “Room A” or “Lab 1”. It is essential that all of the students enter in the exact same survey room (e.g., “Lab 1” does not equal “Lab A”). If, in your school, there are other students taking the survey during the same time but in different areas, from different proctors, ensure that they use different Survey Rooms.
 - b. Have the district, grade level (elementary, middle, high), and school written somewhere for your students to reference.
3. Survey Instructions: After all students have loaded the survey, entered the survey room, and can see the Survey Instructions page, read the instructions aloud.
4. Student Questions: If a student has a question concerning a word or the meaning of an item, please clarify using synonyms that would be acceptable but do not give an example of what an acceptable answer would be. For instance, if a student requires a definition for a word, try to use a definition that would be found in a dictionary but try not use value-laden terms that would indicate something is good or bad or that a “good” student would answer in a particular way. If the student still does not understand the question, remind the student that questions can be skipped.
5. Time/Survey End: Check the time periodically and announce the time remaining to complete the survey. When students finish the survey, they should submit or finish the survey by clicking “DONE” on the final screen. Then, they should close out of the Internet browser. Some students may not finish the entire survey in time, but their responses will be saved when they close the browser.

Thank You! If you have any questions, please contact your district and/or school student survey contact.