



SURVEY ADMINISTRATION INSTRUCTIONS

Healthy Youth Survey 2020

As a survey administrator, your primary goal is to encourage students to answer thoughtfully and honestly, by emphasizing the importance of the survey.

We greatly appreciate your help in this effort!

If you are missing anything from the checklist below, contact your Survey Coordinator immediately.

Coordinator Contact Information: _____

Materials Checklist

Please verify that you have the following materials. *If you are missing any of the following materials, contact your Survey Coordinator immediately.*

- Survey Booklets (1 per student).
 - Grade 6 – green Form C (and Grade 7 in small school districts)
 - Grades 8, 10, and 12 – blue Forms A/ B (alternated A-B-A-B) (and Grade 9 and 11 in small school districts). The questions on Forms A and B are numbered differently; however, they require answering approximately the same number of questions.
- Answer Sheet Envelope (1 per classroom).
- If You Need Some Help resource lists (1 per student).
- Spanish surveys with a matching English Survey Booklets (1 per student as needed).

How to Administer the Survey

- Administration requires one full class period (approximately 50 minutes).
- Student participation in HYS is **voluntary**. Any student may decline to participate or may choose to skip any question that he or she prefers not to answer.
- HYS is **anonymous**. HYS does not include any information or codes to identify students. Student responses are not sent to the school.
- Remain in the classroom (seated at your desk) while students are completing the survey.
- Complete the front of the Answer Sheet Envelope while the students are taking the survey.
- Each student marks their answers on the perforated answer sheet (the last page of the booklet).
- Students using a Spanish translation should have a corresponding answer sheet from an English survey booklet.
- Accommodate special needs in the manner that they are usually accommodated, to a reasonable extent, *so long as the voluntary and anonymous nature of the survey is preserved.*

Starting the survey

1. Show the **Classroom Instructional Video** (<https://youtu.be/6mwJav2QVtY>)

If you'd don't have the Instructional Video, read the following to the students before they begin taking the survey:

- "Today we will be taking the Washington State Healthy Youth Survey."
- "This is not a test. There are no right or wrong answers."
- "Answer as many questions as you can and choose the answer that is right for you."

- “If you don’t want to answer a question, just leave it blank. If you don’t understand a question, raise your hand and I will try to explain what it means, or you can just skip the question.”
 - “Participation in this survey is anonymous. There are not any codes or information that will identify you or your survey. No one will know which answers are yours.”
 - “Participation in this survey is voluntary. If you prefer not to participate in the survey, you may {describe the alternative activity designated by the school}.”
 - “Your answers will help your school and community leaders understand what you really think. They are very interested in what you have to say and appreciate your accurate and honest answers.”
 - “The answers you give are very important and will help provide better programs and services for students.” “Take a minute to read the instructions on the front of your survey.”
2. Direct students who do not wish to participate in the survey to the alternate activity designated at your school or advise them to read or study quietly at their desks.
 3. Hand out the survey booklets, ask them not to open the booklet yet. Read the following to the students before they begin taking the survey:
 - “Tear off the perforated answer sheet on the last page of your survey booklet.”
 - “Answer the questions by marking the answer bubbles on the answer sheet.”
 - “Take a minute to read the cover page on your survey booklet.”
 - {Give them a few minutes, then ask}, “Do you have any questions?”
 - “When you finish the survey, I will pass around an envelope to collect your answer sheets. {Name the designated student} will seal the envelope and return it to me.”
 - “Please start the survey now.”

During the Survey

- To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey. However, do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- If students finish the survey, ask them to quietly sit or read silently at their desk.

After completing the Survey

- After the survey, each student puts their answer sheet in the Answer Sheet Envelope. Do not look in the envelope or allow students to do so.
- Select a student to seal the Answer Sheet Envelope as soon as all answer sheets are inside and then return it to you.
- Hand out the *If You Need Some Help* resource list.
- Return the sealed Answer Sheet Envelope, all survey booklets, and any other materials (used and unused) to your Survey Coordinator.

About the Healthy Youth Survey

The survey includes questions related to physical activity and diet, unintentional and intentional injury, substance use, risk and protective factors, access to school-based services, and sexual behaviors, abuse and orientation. The Healthy Youth Survey has been given in schools across the state every 2 years since 2002. Over 200,000 students in Washington participated in 2018.