

OYRBS Administration Checklist

Passive Permission

- Have parent permission slips been mailed with sufficient time for parents to respond? (Minimum 5 days). Were students given information as to the purpose of the survey and impressed with the importance of insuring that the permission slip are reviewed by their parent/guardian?
- Has a school contact been provided in case parents have any questions?
- Are there copies of the survey available for inspection?
- Has the classroom teacher retained the permission slips that are returned for non-participants and prepared a list of non-participants?
- Have provisions been made for students who will not participate? (It's better if they are not in the testing areawith the participants).

Technology and Scheduling

- Has sufficient time been allotted? Most middle school students will require 15-25 minutes to finish a 70 question survey and high school students will require 20-30 minutes to finish a 100 question survey. This excludes time for instructions.
- Will technology assistance be available?
- Has the testing area been reserved for the exclusive use of survey participants? If this is not possible, an area should be reserved to keep students together in a group and to protect their privacy.
- Will the classroom teacher remain in the survey area with the participating students? If not, the classroom teacher should escort the participants to the testing area to ensure that only authorized students participate.
- Has someone been designated to read the survey proctor's instructions to the participating students prior to beginning the survey? (Note – it is **very important** that students are assured that no one from the school will have access to their responses and that the survey is anonymous). Randomly assign seats to students as they enter the testing area. Do not let students sit where they choose.
- Has the survey site URL been bookmarked to facilitate the log on procedure? Do all survey proctors have the log-on information that is the survey ID and passwords?
- If students from a class will be taking the survey at different times due to facility constraints, have controls been established to prevent individuals from taking the survey more than once and that students are who they say they are?
- Is there enough space between computers to protect student privacy or have steps been taken to protect student privacy?
- Have provisions been made for students who finish early? At a minimum, they should have an assignment or a book to read.
- When a student finishes the last question of the survey they will be directed to a thank you page and informed to follow the instructions that were provided to them at the beginning of the survey. Please ensure that the students who finish early quietly begin their assigned task.
- At the conclusion of the survey, if using desktop computers, ensure that all computers are returned to the ready state.

- If using desktop computers, when all classes have completed the survey(or at the end of the day), the browser history and cache files should be cleared. If using a laptop or similar technology, make sure all students close the browser when finished.

Survey Completion

- Inform the survey administrator when the last student has completed the OYRBS questionnaire.

Survey administration technical assistance available at <https://dpi.wi.gov/sspw/yrebs>.