



## Survey Administration Quick Reference Guide

### 1. Provide students with required information.

- ✓ Post the link to the survey
- ✓ Post the date, program ID, and if this is the pre- or post-test
- ✓ Make sure this information (date, etc.) is correct before students click 'submit' to move on to the next page

If you are using *paper surveys* and plan to enter the data into SurveyMonkey later, please pre-fill each survey with the following information:

- ✓ Date
- ✓ Program ID
- ✓ Pre-test/post-test

### 2. Explain the purpose of the survey and read the anonymity and confidentiality statement.

This survey asks some personal questions. We are asking you these questions to help us find out if this program is working. To help us find this out, we are asking you to take this survey twice: once before we start the program, and again after the program is over. Today we are taking the [pre-test] [post-test] survey. To protect your privacy, please do not write your name on this survey. You have been given a unique ID for this survey, which you will use at both pre-test and post-test so that your surveys can be matched. Your answers will not be shared with anyone except staff in the North Carolina Division of Public Health, and they will not be able to tell who filled out this survey.

### 3. Provide each student with their unique ID.

When creating the unique ID, please do not use zero, 0, or the letter O.

### 4. Give students instructions for completing the survey.

- ✓ Click submit for the electronic version, or;
- ✓ Place their paper copy in the envelope provided.

### 5. Enter data from paper surveys.

- Staff who enter paper/pencil surveys into SurveyMonkey must NOT have access to the list of unique IDs.
- Staff should enter ONLY what students have marked on their papers. If an answer is unclear or illegible, it should be left blank.
- Pre-test data should not be used to make changes to the implementation of the curriculum.
- Do not compare students' post-tests to their pre-tests. Simply enter the information.

Questions? Contact Audrey Loper at 919.707.5688 or [audrey.loper@dhhs.nc.gov](mailto:audrey.loper@dhhs.nc.gov).