

## **Youth Tobacco Survey (YTS)**

### **Instructions for Survey Administration**

**Thank you** for your help with the administration of the YTS in your class. The data collected will be used to inform programs and policies that work to improve and protect the health of your students.

Consistent protocol for survey administration is needed to maximize the quality of the data. In order to maintain the integrity of this survey, we ask that you please adhere to the following steps:

- Record the number of students enrolled in the class on the classroom level form (enclosed). This is not a count of how many students are present, but rather should be taken from your enrollment sheet. **Note that enrollment figures can vary from the start of the year to the actual timeframe that the survey is being administered. This can come about as a result of student's dropping out, transferring etc.**
- Inform the students that participation in the survey is voluntary, and that their grade in the class will not be affected by whether or not they choose to participate.
- Inform the students that their answers are private. They are not to write their name on the survey booklet or answer sheet. Because their answers are confidential, please urge them to answer honestly about what they do and think.
- Administer the survey only to students enrolled in this class, using the sharpened #2 pencils provided.
- To maintain students' confidence in the confidentiality of the survey, please do not walk around the classroom while they are working. Also, allow students to place their completed answer sheets in the envelope provided rather than collecting them. This again bolsters student confidence that their responses are anonymous and confidential.
- Some students may have questions about terms used or other information in the survey. How these questions are answered could potentially bias how the student responds on the survey. Please do not answer student questions other than informing them that you cannot answer questions and asking that they to please do the best that they can.
- Once all students have turned in their answer sheet, complete the classroom level form by recording the number of students who participated in the survey. This is to be a count of *completed* answer sheets turned in, not a count of how many students are present. An answer sheet is considered *completed* if the student has bubbled in one or more answers. This *includes* answer sheet where the student obviously did not take the survey seriously (e.g., they filled all bubbles for all questions, zig-zagged their responses from left to right, or wrote notes or drew pictures in addition to filling in answers). Only answer sheets that are *completely blank* (e.g., not a single answer has been filled in) are not considered as completed.
- Please wait until you are not in view of the students to count the answer sheets in order to maintain students' sense of confidentiality.
- Seal your answer sheets, header sheet (e.g., the enclosed scantron form indicating school and class ID numbers), and classroom level form in the envelope provided, as it is very important that they do not mix with the materials from other classrooms. Return to survey coordinator.