

**Quick Reference**  
**Survey Coordinator Instructions –**  
**Online or Paper Survey Administration**

Welcome to the 2021 Pennsylvania Youth Survey (PAYS) Administration. We are happy to be collaborating with you for this very important survey and appreciate your time and effort in coordinating this year's survey administration. Here is a quick list to help you in preparing for this year's survey.

We hope that these guidelines will help your preparation go smoother. If you have any questions regarding the survey in general (scheduling, students to survey, etc.), about our online (no-log-in-required) platform, the URLs or paper materials you will receive in early fall, or anything else, please contact PAYS Project Coordinator Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com).

**This Quick Reference includes general instructions for districts/LEAs choosing an Online Survey Administration and those choosing a Paper Survey Administration.**

Please follow the **yellow** and **green** highlighting cues to review the instructions for the survey method your LEA has chosen for the survey. If you plan to give schools the option to survey online or via paper, this tool will help you to see how the administration will slightly differ based on what they choose.

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## **Instructions for those choosing to administer the survey online**

For **Online Survey Administration**, you will be receiving the following:

- **URL(s) for the survey:** Each participating school building within a district will receive a unique URL to use.
  - The link will be active when you receive it and will deactivate after we receive confirmation that the survey is finished.
  - If you have completed the survey process and would like to request that we deactivate your survey link, please contact Jake Trumbo.
- Classroom Proctor Instructions

### **Online Survey Administration: Preparing for your online survey**

- Examine these materials to ensure that instructions are clear. Again, if you have any questions regarding Alchemer, the URLs you are receiving, or online survey planning, please contact Jake Trumbo at [jake@bach-harrison.com](mailto:jake@bach-harrison.com) or 801-359-2064 ext 111. Jake is the primary BH contact available to provide technical assistance. If you have any questions about the survey in general (scheduling, students to survey, etc.) please contact Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com).
- Work with your district/school IT staff to make certain that each of your Survey URLs works on the internet platform to be used at each school, including that you have sufficient bandwidth. We do not anticipate there being any problems with this, but a quick test to make certain will put everyone's mind at ease.

- Figure out the best way to distribute the URLs to each school and to each survey proctor.
- Proctors will also need to be given very clear information regarding the computer lab (if multiple computer labs exist at your school) or technology they are to use on the day of the survey, and the system you would like to follow for getting the survey done in one school day.
- Some ideas for preparing for each school's survey administration are as follows:
  - Consider bringing all proctors together to conduct a training for how you would like the survey to be administered and the system you would like to use for moving students through the computer labs.
  - Forward the URLs and your online survey plan via email to your school-level contacts or proctors.
  - Forward the Classroom Proctor Instructions - Online to your contacts and make sure that they all understand that the script is to be read aloud prior to each online survey administration.
  - Supply the URLs to school-level IT staff and ask that the survey location be bookmarked in the school's computer labs (NOTE: We will set up an activation timeframe to ensure that students do not take the survey ahead of time).

### **Online Survey Administration: Survey Day Instructions:**

- If schools and teachers/proctors have been properly trained and prepared prior to the day of the survey, the administration should go quite smoothly. However, should any technical problems arise on the day of the survey, please contact Mary Johnstun at Bach Harrison or contact the IT staff at your school. Some day-of-the-survey specifics:
  - On the day of the survey, each school building will use the unique online survey URL that has been set up for them by Bach Harrison. Each computer that is to be used should have the URL bookmarked and ready for use. Prior to students entering the computer lab, the survey proctor should open the URL for each computer. Students will sit down, listen to the script that is read aloud by the survey proctor, and take the online survey.
  - The last screen of the survey will read "Thank you for completing the survey. On behalf of the Commonwealth of Pennsylvania, we would like to thank you for your participation in this important study." Students should click the "Done" button/option. When they do so, the survey will refresh for the next student to participate. Survey proctors should make certain that students do not take the survey multiple times while they are sitting at the computer.
  - If a student does not finish the survey and leaves the computer lab without hitting that final "Done" button, the survey proctor should merely reload the URL for the next student to ensure confidentiality.
  - These instructions are also located in the instructions/scripts for survey proctors.

## Online Survey Administration: Post-Survey Instructions

- Check with each school after the survey to make sure that they completed the survey as planned. Assess whether or not the school needs more time to get all students surveyed and if they have a plan for doing so.
- When your school(s) are done with the survey, please let Mary Johnstun, Kelsey Kraft, or Jake Trumbo know and they will confirm that the web links were deactivated for your survey.
- When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (e.g., teachers, aides, office staff, etc.) that helped with the survey process.

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## Instructions for those choosing to administer the survey in paper/pencil format

For **Paper Survey Administration**, the following instructions outline:

- The materials you will receive
- How to assemble the survey materials for each classroom participating in the survey
- How to return your district's completed surveys to Bach Harrison for preparation of your local report.

**NOTE: If you are a district-level Survey Coordinator who has identified several school-level contacts to assist with packaging/distribution/return of survey materials, please also supply them with a copy of these instructions.**

We hope that these guidelines will help your preparation go more smoothly. Please feel free to contact Project Coordinator Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) if you have any questions about this process.

### **Paper Survey Administration: The materials you will receive:**

You will receive a box of survey materials from Bach Harrison, Survey Contractor. In this box, you will find materials the school will need to administer the Pennsylvania Youth Survey Project. Included will be:

- Large envelopes with printed summary information (one envelope for each classroom) for returning completed surveys.
- Pennsylvania Youth Survey Booklets (one per student)
  - **NOTE REGARDING SPANISH FORMS:** A Spanish version of the PAYS is available. If your district or school needs Spanish forms, please alert Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) as soon as possible. She will email you a copy of the Spanish form so you can print the necessary quantity. If a school requires a large

number of forms and would prefer to not incur those printing costs, please let Kelsey know and she will ship forms to you.

- PAYS Classroom Proctor Instructions/Script for Proctors (one per proctor)
- Pre-paid FedEx Ground Return Address Labels for returning completed and unused survey materials.

**NOTE:** You may want to keep the box that survey materials were mailed in and use it to return the completed surveys to Bach Harrison, LLC. However, you are welcome to return the materials in any other box or package.

**Paper Survey Administration: Create School-Level Survey Bundles**

(For district-level Survey Coordinators who are working with school-level Point Persons)

If you are a district-level Survey Coordinator who will identify school-level coordinators to assist with surveying, please remove all materials from the box and create a bundle of survey materials for each of your school contacts. **Each school** will need enough surveys to cover their enrollment in surveyed grades, enough envelopes and scripts for each teacher, and one pre-paid return label.

**Paper Survey Administration: Assemble Classroom-Level Packets Before the Survey**

Please take care in preparing the packets for each classroom. Doing this will help to ease the burden of survey administration for each school and ensure high quality student data for your district. The steps for assembling the packets are as follows:

1. Remove all materials from the box.
2. Using the enrollment information you gathered for each classroom (in 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grades) as a guide, make sure that each large envelope is packed with the necessary survey materials for each proctor's packet. Each classroom packet must contain:
  - Instructions for proctors to read to the students at the beginning of the survey class period (enclosed with your survey materials).
  - Survey Booklets (one for each student in the classroom).
3. Please notify Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) if you don't have enough materials or if you are missing any materials.
4. Attached to these instructions will be the AUN numbers for each district/school in the State. Survey Coordinators should write the appropriate AUN number on the large envelopes in advance of providing them to each classroom teacher/proctor on the day of administration. **This is a very important step, as it allows Bach Harrison to correctly attribute your returned materials to the right school, and proctors will need to know their AUN number during the survey administration (students will be recording that AUN number on the first page of their survey forms).**

Following are two ideas for accomplishing this task:

- 1) Write the appropriate IDs on each packet for proctors
- 2) Create labels with the numbers and stick them to the outside of the envelope.

### **Paper Survey Administration: Administer the Survey**

1. When you are ready to distribute the survey packets, create a means of tracking the administration process including when packets were distributed to proctors, when they were picked up, and when they were mailed back to Bach Harrison.
2. Distribute the packets to each school and/or proctors at least a day before the survey date. During this step:
  - a) Remind the proctors at each school of their scheduled survey date and survey procedures.
  - b) Alert proctors to the AUN number that you recorded on the outside of each class envelope. There is a step in the proctor script that will have proctors write this number on the board so that students can enter it on their survey booklet.
  - c) Communicate the names of any students who are not to take the survey to the proctors.
  - d) Set the date and time in which you will be in the school to pick up the materials.
  - e) Make yourself available to school staff and proctors to answer any questions about the survey.
3. Return to the school to pick up completed survey materials **on the day** that the survey is administered.
4. Go through materials completed on the survey date, organize the survey packets, and make sure that each packet (at minimum) lists the district name, school name, AUN, and proctor name. This step is crucial to ensuring that Bach Harrison can correctly assign returned surveys to the correct schools. Follow up with individual proctors if necessary.
5. Put all envelopes with the completed surveys in an appropriately-sized box.
6. When all the classroom packets are gathered and doubled checked, please return completed survey materials to Bach Harrison L.L.C. via the method outlined on the following page.

### **Paper Survey Administration: Return Completed and Unused Surveys via FedEx Ground**

1. Using the box that the survey materials came in or another suitable box, put all completed classroom survey packets (along with all unused survey materials) in the box. Seal tightly.
2. Place the enclosed, prepaid FedEx Ground mailing label (roughly 3X5, with a large barcode on it) on the box. If you have more than one box to send, use one label for each box.
  - a. Keep the label-backing for information on how to arrange for a FedEx Ground pickup.
  - b. Also record the Shipper Receipt number and information (found at the top of the red prepaid label) for tracking purposes.
3. Arrange for a FedEx pick-up by calling 1-800-Go-FedEx (800-463-3339), or drop the package off at any FedEx mailing station or Staples/Kinko's/FedEx Office Store.
4. When the survey is completed, please send thank you letters and/or emails to superintendents, principals, proctors, and individuals within the school (e.g., teachers, aides, office staff, etc.) who helped with the survey process.

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## Tips for Planning for the Administration of the Survey **Online** or **Paper**

In-depth survey planning/scheduling information can be found in the “Survey Coordinator Training Information” document. Here are a few reminders regarding scheduling of survey dates:

- Try to avoid scheduling the survey on a Monday or Friday, days before or after Holidays, and first or last period of the day.
- Whenever possible, avoid standardized testing days, partial days, and days in which many students will be absent (such as “Senior Skip Day”).
- Try to avoid peak absentee days such as during hunting or sports seasons.
- At each school, choose a single day on which the survey is to be administered.  
Schools within a district can choose different survey dates, but each school should conduct their survey on the one day that is selected.
- It is also helpful to come up with a back-up date. If the original date falls through for one reason or another (such as weather), you have a back-up date already planned.
- To increase the comparability of the data, schools should schedule the survey administration at approximately the same time of the school year.

### **THANK YOU FOR YOUR HELP AND SUPPORT!**

If you have questions, contact Pennsylvania Youth Survey Project Coordinator Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun via email [mary@bach-harrison.com](mailto:mary@bach-harrison.com) or phone (801-842-2682).