

FY16 Youth Nutrition and Physical Activity Survey: Instructions for Proctors

Thank you for proctoring this survey! Please follow these steps to ensure consistency.

10 Steps to Proctoring the Youth Survey

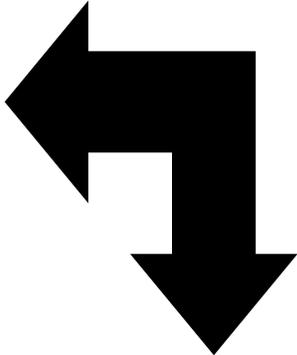
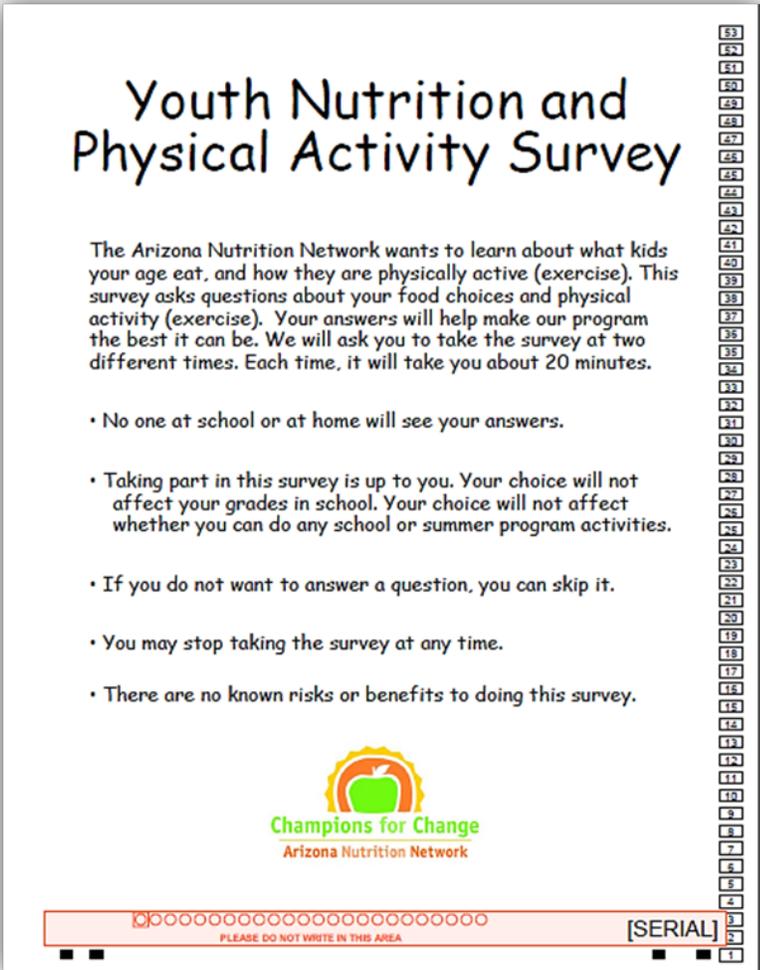
1. **Be sure you schedule the survey on a day following a school day (Tuesday-Friday).** *If Monday is a holiday*, the survey must be administered on a Wednesday, Thursday, or Friday.
2. **Be sure you schedule sufficient time** (20-25 minutes) for the survey.
3. **Check that you have the proper (FY16) version of the survey.** Also be sure to bring a few extra surveys.
4. **Complete all fields in the Cover Sheet.** If any fields are pre-filled, check for accuracy.
5. **Introduce yourself and the survey.** You can say something like, "Hi Everyone, I'm [name], a representative of [your organization], and I am here today to learn about what you eat and your physical activity. To do this, we'll complete a survey together that takes about 20 minutes. How does that sound?"
6. **Pass out surveys** (and pencils, if needed). Students should ONLY use pencil.
7. **Review the instructions on the front page of the survey.** Be sure to review the bullet points on that page. **EXPLAIN** how to bubble in answers. Also ask if anyone has any questions before beginning.
8. **Guide students through question subsets. Students should WRITE their names in the letter boxes, but they do NOT need to bubble in their names.** Answer questions as needed, and explain what kinds of foods count for food groups. Allow students to move ahead at a faster pace if they prefer.
9. **As students finish, collect the surveys.**
10. **Attach the completed Cover Sheet to the packet of completed surveys and return the packet to the Evaluation Team.** Use the contact information below.

Contact Information

Name: Theresa LeGros
Title: UA AzNN Program Evaluator
Email: drejza@email.arizona.edu
Phone: (520) 626-8766

To Return Surveys, mail to:
Attention: Theresa LeGros
1177 E. 4th St., Shantz Bldg. 205
Tucson, Arizona 85721

DOs	DON'Ts
<ul style="list-style-type: none"> ✓ Clarify or repeat instructions for students. ✓ Allow time for questions. ✓ Read the survey aloud if students need extra guidance. ✓ Define or translate a word or phrase for a student. ✓ Have children work independently. ✓ Use aides for crowd control; <i>helpers must read these instructions.</i> ✓ Explain that pictures on the questionnaire are examples, only. ✓ Add any comments you have to the back of the questionnaire. 	<ul style="list-style-type: none"> ✗ Influence students' answers by giving hints for knowledge questions ✗ Influence students' answers by showing favoritism toward a particular response. ✗ Allow children to confer about any questions.



Front page of
the FY16
AzNN Youth
Survey