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.
- 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

- ✓ 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; helpers must read these instructions.
- Explain that pictures on the questionnaire are examples, only.
- ✓ Add any comments you have to the back of the questionnaire.

- 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.

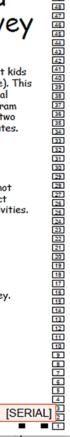
Youth Nutrition and Physical Activity Survey

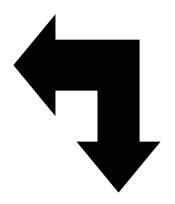
The Arizona Nutrition Network wants to learn about what kids your age eat, and how they are physically active (exercise). This survey asks questions about your food choices and physical activity (exercise). Your answers will help make our program the best it can be. We will ask you to take the survey at two different times. Each time, it will take you about 20 minutes.

- · No one at school or at home will see your answers.
- Taking part in this survey is up to you. Your choice will not affect your grades in school. Your choice will not affect whether you can do any school or summer program activities.
- · If you do not want to answer a question, you can skip it.
- You may stop taking the survey at any time.
- There are no known risks or benefits to doing this survey.



PLEASE DO NOT WRITE IN THIS AREA





Front page of the FY16 AzNN Youth Survey