

Program Evaluation (Youth)

Scantron Administration Protocol

Post-only survey (Version 128)

Planning & Preparation

- The surveys are in Scantron® (bubble sheet) format and can accept **pen (blue or black ink only) or No. 2 pencil**.
- Bring pens and No. 2 pencils with you for respondents.
- Be sure barcodes are placed on surveys before administration. Barcode instructions and templates can be found in the Partner Portal Evaluation section.

When to Administer

- This survey is only for children in grades 3 through 12. For summer programs, children should have completed 3rd grade.
- This survey should be taken **during the last lesson** in the series.
- Plan 10 minutes during the last session to administer surveys.

Administration

- To ensure data collection is not jeopardized it's important to administer surveys consistently to all groups and to remain neutral in presenting the survey and answering any questions that arise.
- If multiple people will be administering surveys, they should all be trained on appropriate and consistent administration.
- We can't assume participants can read it on their own, so please read items and responses aloud to the group.
- When you administer the survey, do not prompt by telling them what the words or phrases mean (you can do that after).
- Tell participants to select the best answer for them, but that they can leave the answer blank if they don't know which response to choose.
- Have a copy of the survey available for yourself to be able to read questions and answer options from.

Introduction

- You should include an introduction for respondents before handing out surveys. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is also included at the top of the survey.
- Text in italics can be read aloud.

Now that we have finished the lessons, it's time to fill out a survey. We want to know what you thought about the lessons and will use your responses to make the lessons better for others in the future. Please make sure to read every question carefully and choose only one response per question, unless otherwise noted. Pick the most honest answer from the choices. Please do not write your name or anything else on the survey, just your answers. Your responses will not be connected to you and are not shared with teachers or parents. Do you have any questions?

I will now read all questions and answers on the survey out loud. Please let me know if you need help or have a question.

- *Let's get started. The first question is, "Did you enjoy the lessons about food and healthy eating?"*
- *The response choices are: "Yes, a lot", "Yes, some", or "No."*
- *Continue with items/questions 2-8.*
- *For item #9: For this question, there are several answer choices, and you should mark all that are true for you. I will read though the list and pause for you to fill in circles of any answers that apply to you at this time. I am: eating more fruit; eating different fruit; [read through the remainder of the list].*

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- For item #10: *For #10, there are also several response choices. Please mark all that you plan to do more often because of lessons. I plan to:* [read through each response option].
- Continue with item #11.
- For item #12: *What grade are you in?*
 - *Fill in the circle for the grade you are in now.*
 - *If it's summer, fill in the circle for the grade you just completed.*
- *Thank you for taking the time to complete this survey. I'll collect all the completed surveys now.*

Returning Completed Surveys

Collect surveys and mail to the Michigan Fitness Foundation with a cover sheet for scanning.