

## Survey Administration Facilitator Guide 2024

### Introduction

- The survey is strictly voluntary for students. **Students may opt to NOT take the survey at any time. They may also skip any question they do not wish to answer.**
- Before students begin the survey
  - Make sure all students can access the survey.
  - Communicate the purpose and importance of the survey (see next page for sample language).
  - Remind students to read the instructions before beginning.

### During the survey

- Do NOT walk around the room or near the students. We want students to feel that their answers are completely confidential.
- If you notice any students who seem distressed by the survey, notify the school counselor after the class period is over. Be sure to maintain the student's confidentiality.
- If students need to quit the survey before finishing, ask them to close the browser window.

### After the survey

- When all students have completed the survey thank them again for their participation.
- When all students have left the room, be sure all computers are closed out of the survey or reset back to the beginning page (if another group of students will be completing the survey next).

### Additional tips

- The survey is voluntary. Students must be allowed to opt out. Be sure all survey administrators (room monitors) understand this.
- If there are students for whom you will need to read the questions out loud, have these students do the survey as a group separately.
- Once students complete the survey, they will not be able to go back and answer questions.

### Sample survey introduction language

Thank you for taking part in this survey. The purpose of this survey is to learn more about your experiences, and get feedback on how to improve your math classes. Your ideas and opinions are important to us.

A few reminders:

- The survey is voluntary and anonymous. That means that you do not have to take the survey and that you can skip any question that you do not wish to answer. It also means that no one will ever know how you answered the questions.
- This is not a test, so there are no right or wrong answers. We just want to know how you feel.

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Learn more about the Adapted Measure of Math Engagement at <https://www.childtrends.org/project/adapted-measure-of-math-engagement>.

*Adapted Measure of Math Engagement*

- Please read each item carefully. If you do not find an answer that fits exactly, choose the one that comes closest or leave it blank. Usually, the first response is the one that is most true for you.
- If you need help reading a question, you may ask me for help.

Do you have any questions for me before we begin?

Thank you for taking this survey!