



2021-2022 Survey Administration Guidelines

Survey Administration Window: **November 1st, 2021 – January 31st, 2022**

PRIOR TO SURVEY ADMINISTRATION

- Get the list of the students who have a signed parent consent form from your survey coordinator. For tracking consent, please see the resources below:
 - Click [to view the Parent Consent Form](#).
 - Click to [view the Parent Consent Form tracking sheet](#).
- **USD#:** Have your 3-digit Unified School District (USD) number and name available for students.
 - TIP: Students will need to type the USD number in the first demographic survey question to locate their district number and name in the dropdown menu. Next, the survey will prompt them to select their grade level, school name, and the county where they live.
- **COUNTY:** Some students may need help naming the county in which they live.
 - TIP: If a student lives outside the area, they can select the county in which the school building is located.

[Click for Parent
Consent Form](#)

[Click for Parent
Consent Form
Tracking Sheet](#)

TECH TIPS

- The survey may be taken on any device with internet access.
 - TIP: A smartphone is not recommended due to the small screen dimensions.
- Any web browser *may* be used.
 - TIP: **Google Chrome** works best when using the [Google Extension Read Aloud](#).

TAKE A SNEAK PEEK

- To **preview** what the students will see, [click here to view a test survey link](#).
* **IMPORTANT:** This link is for **preview ONLY**. Please **DO NOT** share this link with students. *

[Click for
Student Survey
Preview](#)

ACCESSIBILITY - [Click here to learn more about accessibility information for the Student Survey](#).

- Audio/visual video instructions are embedded within the survey in both English and Spanish.
- To have the survey questions read aloud, [download the Google Extension Read Aloud](#) on a Google Chrome web browser ahead of time.
- For low vision mode, students may select the Low Vision Mode setting at the top of the survey screen.
- This survey and survey platform have been tested and approved for use with screen reader apps such as JAWS, NVDA, VoiceOver, and Focus 40 refreshable braille display.

LANGUAGE OPTIONS

- Students may choose to take the survey in either **English or Spanish**.
- The embedded survey instructions will prompt students to select their preferred language on the first survey question. If choosing Spanish, students will be guided to toggle to the Spanish option located in the top corner of the survey screen.



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DAY OF SURVEY ADMINISTRATION

STUDENT SURVEY INSTRUCTIONS

- Survey instructions can be [viewed in an embedded video](#) or read as [transcribed text](#).
- Both formats are also embedded into the survey.
- Proctors may play the video or read the instructions to the entire group prior to beginning the survey. Students may also independently view or read the instructions embedded in the survey.

[Click for Student Survey Instructions Video](#)

[Click for Student Survey Instructions Transcribed Text](#)

VIDEO SURVEY INSTRUCTIONS:

Proctors may play the survey [video instructions](#) for the entire class. Once the instructions have been viewed, instruct students to scroll past the video instructions and click **“NEXT.”**

- For remote learners, or students with headphones, instructions may be viewed independently as they are embedded in the survey.

→ **English:** <https://vimeo.com/468279933> Length 2.47 minutes

→ **Spanish:** <https://vimeo.com/468279755> Length 3.19 minutes

[Click for Video Instructions \(English\)](#)

[Click for Video Instructions \(Spanish\)](#)

KCTC STUDENT SURVEY LINK

VIEW THE STUDENT SURVEY LINK IN THIS WEB FRIENDLY DOWNLOADABLE PDF:

- <https://kctcdata.org/file/kctc-student-survey-link-sharing>
- **PROCTOR options for sharing the survey link with students**
 - Project PDF on smartboard
 - Share PDF on Zoom screen (or other video conferencing platform)
 - Assign PDF to students in your school’s learning management system (LMS) (i.e. *Google Classroom, Blackboard, Seesaw, Canvas, etc.*)
 - Write the Student Survey link on the board. (See PDF for survey link.)
- **STUDENTS can access the link by:**
 - Clicking the link within the PDF
 - Scanning the QR code within the PDF using an iPad or similar smart device
 - Typing the survey link from the PDF in their web browser





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TIMING & CLASSROOM TIPS

- **ACTIVE CONSENT:** An alternate assignment should be provided for students whose guardian(s) have denied participation or for students who decline participation at the beginning of class. Participating students will have access to the Student Informed Consent embedded within the survey and will be reminded in the embedded survey instructions that all questions are optional.
- **Allow one full class period to complete the survey.**
 - Because the online survey is anonymous, it **cannot** be started and then finished later.
 - Advisory periods or other shortened periods may **not** allow enough time.
- Chairs and device screens should be placed as if students are taking a test.
 - Students should be separated and not facing each other.
 - Ensure that the room contains sufficient lighting, a comfortable climate, and adequate space.
 - Keep student group size small.
- **Play** the survey [video instructions](#).
- **Share** the [survey link](#) with students.
- **Announce** when there are 3-5 minutes remaining in the class period and ask students to skip to the final page of the survey, answering the last question before clicking submit. (Final Survey Question: How honest were you in filling out this survey?)
- **AFTER THE SURVEY:** Make sure that each student has submitted the survey before the next student accesses the same device.

Click for Student
Survey
Instructions
Video

Click for the
KCTC Student
Survey Link

CONSIDERATIONS FOR REMOTE LEARNING

Survey Administration Protocols for Remote Learners

- Schedule a class period to take the survey as a group proctored using an online video conferencing platform (Zoom, Skype, Google Hangouts, etc.).
 - Disable the chat other than with the host/teacher/proctor.
 - Follow the same administration process outlined above.
 - Share the screen with the [link information](#) & post the [survey link](#) in the chat.
- As an option of last resort, send the survey link as an un-proctored assignment with a definitive due date.
 - Share the survey link by sending the [Student Survey Link Sharing PDF](#) to students through your school's LMS or sending home a printed copy of the link sharing PDF.
 - Give students their 3-digit USD number needed to answer the first demographic survey question.



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STUDENT SUPPORT RESOURCES

These suicide prevention and behavioral health resources are embedded in the Student Survey:

- Once students submit the survey, the following [support resource information](#) will appear.
 - [SAMHSA National Helpline & behavioral health locator](#) to help find resources in your community.
 - [National Suicide Prevention Lifeline](#) to learn about available help or chat now.

[Click for Support Resources](#)



CURIOS TO LEARN MORE ABOUT KCTC

- Check out the [KCTC video at bit.ly/KCTCVideo](https://bit.ly/KCTCVideo) to learn about
 - The history of the survey
 - Why it is important
 - How the data is used
- KCTC Data is posted annually to the website kctcdata.org.



KCTC Survey Description

- The KCTC survey is taken by 6th, 8th, 10th and 12th grade students statewide.
- It is a valuable tool to help us understand how students behave, think and feel about alcohol, marijuana and other drug use, bullying and school safety.
- The KCTC survey measures teen substance use, delinquency, and related problem behaviors in schools and communities.
- The survey gives us insight into the problems students face and shows what we can do to help them succeed.
- The information is important for planning effective prevention programs in our school and provides data to assist in applying for grant funding.