

**ABBREVIATED SUPPORTING STATEMENT
 CLEARANCE FORM**

A. SUPPLEMENTAL SUPPORTING STATEMENT

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| A.1. Title: Cognitive Testing of Job Corps' new Student Experience Assessment (SEA) Survey | |
| A.2. Compliance with 5 CFR 1320.5: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | A.3. Assurances of Confidentiality: Yes |
| A.4. Federal Cost: \$160,000 | A.5. Requested Expiration Date (Month/Year): 6/2019 |
| A.6. Burden Hour Estimates: a. Number of Respondents: 300 a.1. % Received Electronically: 0% b. Frequency: Once c. Average Response Time: 45 minutes d. Total Annual Burden Hours: 225 hours | A7. Does the Collection Of Information Employ Statistical Methods? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Complete Section B and attach CEO review sheet). |
| <p>A.8. Abstract: Description and Purpose: To request OMB approval of the cognitive testing of the new Job Corps' Student Experience Assessment (SEA) survey. The SEA is being designed as an online satisfaction survey of all currently enrolled Job Corps students, to be administered on a quarterly basis. This new assessment tool is intended to get each student's thoughts about their Job Corps experience, including their level of satisfaction with center life and the services and training they are receiving. Obtaining the opinion of each Job Corps student's experience is very important for program management and improvement and as an element of compliance with the WIOA requirement to assess the performance of center operations. Cognitive testing is a necessary step in the development of the SEA survey.</p> <p>The goals of the cognitive testing are to (1) identify issues or problems with the survey itself; (2) identify any potential issues with administration, (3) refine the survey for subsequent pilot testing. The one-on-one interviews of students at the testing centers will help uncover survey issues specific to:</p> <ul style="list-style-type: none"> • Lexical issues including the use of jargon, slang and any words/phrases above the overall reading level of the survey • Temporality: ensuring the questions are worded appropriately to make sense in terms of time - asking about the past, present and future • Logic • Overall reading level • Response scales • Formatting/skip patterns • Length of time to respond to individual questions • Refusals to answer/social desirability/answer matching • Interest • Ensure instructions are clear, student understands the purpose and that their survey is voluntary <p>Job Corps will randomly select a minimum of 50 students at each of six pre-identified Job Corps centers for the cognitive testing. Job Corps will ensure that the six centers represent the different demographic groups, geographic areas, and achievement levels. See the Attachment 1 for more details regarding drawing the sample.</p> | |