



September 5, 2018

## MEMORANDUM

**To:** Robert Siviniski, OMB  
**From:** Sarah Grady, NCES  
**Through:** Kashka Kubzdela, NCES  
**RE:** 2019 National Household Education Survey (NHES) Web Usability Testing Spanish Materials Update (OMB# 1850-0803 v.236)

The National Household Education Survey (NHES) is conducted by the National Center for Education Statistics (NCES) and provides descriptive data on the educational activities of the U.S. population, with an emphasis on topics that are appropriate for household surveys rather than institutional surveys. NHES topics have covered a wide range of issues, including early childhood care and education, children's readiness for school, parents' perceptions of school safety and discipline, before- and after-school activities of school-age children, participation in adult and career education, parents' involvement in their children's education, school choice, homeschooling, and civic involvement. NHES, which is administered in English and in Spanish, uses a two-stage design in which sampled households complete a screener questionnaire to enumerate household members and their key characteristics. Within-household sampling from the screener data determines which household member is sampled for the topical survey. The request to conduct usability testing to refine the functionality of the survey for the 2019 web-based data collection was approved in June 2018 (OMB# 1850-0803 v.234). This usability testing of NHES:2019 web instrument will be conducted with both the English and Spanish versions of the questionnaires and on both mobile devices and personal computers (PCs). Usability will be evaluated in terms of respondent's effectiveness and efficiency in survey completion, and satisfaction with the experience of survey completion. The primary deliverable from this study will be the revised, final NHES:2019 online application. This request is to augment the original request with Spanish language versions of the following study materials: recruitment flier (to allow recruitment of Spanish speaking participants); the consent form; incentive consent form; recruitment screener; usability testing protocol; background questionnaire; debriefing questions; and satisfaction questionnaire.

The requested changes do not affect the estimated total cost to federal government. The burden shown in this submission is 1 respondent, 1 response, and 1 burden hour, given that the actual burden (reflected in the table on page 5 of Volume 1) has been already approved and accounted for in the initial submission (OMB# 1850-0803 v.234).

The following revisions were made for this submission (v.236) to the approved materials (v.234):

### Volume I

- The following footnote was removed from page 3: "Spanish language versions of the following study materials will be submitted to OMB for review as follows: (a) recruitment flier by early September 2018 (to allow recruitment of Spanish speaking participants) and (b) the consent form, incentive

consent form, recruitment screener, usability testing protocol, background questionnaire, debriefing questions, and satisfaction questionnaire by mid-September 2018.”

- The following sentences were removed from the body of the document: “The translation of the recruiting flier for Spanish-speaking participants will be provided to OMB for approval by early September 2018.” and “The translation of the consent form for Spanish-speaking participants will be provided to OMB for approval by mid-September 2018.”

### **Attachment A**

- The following revision (reflected in blue font) was made on page 1: “Spanish-speaking participants will be recruited through contacts at community resource centers using the **materials provided in this document, including using** intercept method and **using** a Spanish-language flier ~~sent to the centers (the translation of the recruiting flier for Spanish-speaking participants will be provided to OMB for approval in this document by early September 2018).~~”
- Spanish language translations were added for the following materials: “Text for advertisements on social media and/or craigslist: Education Research Study –Participants Needed” (pp. 3-4); “Recruiting Flyer” (p.6); “Informed Consent” (p.9); and “Incentive Receipt Acknowledgement Form” (pp.11-12).
- Removed footnotes stating: “This consent form will be translated into Spanish and provided to OMB by mid-September 2018.” and “This incentive consent form will be translated into Spanish and provided to OMB by mid-September 2018.”

### **Attachment 2-3**

- The following sentence was removed from the title page: “The screener questions, protocol, background questionnaire, any outstanding debriefing questions, and the satisfaction questionnaire that are provided in this document in English will be translated into Spanish language for Spanish speaking participants and will be provided to OMB for approval by mid-September 2018.”
- Spanish language translations were added for the following materials: Attachment 2 Recruitment Screener (pp. 8-9); NHES:2019 Usability Testing [Additional Spanish-only Questions] (pp. 13-15); Usability Testing Protocol (pp. 26-37); Additional Debriefing Questions – Spanish translation (p.37); Finishing up session (p. 47); Background and Demographics Questionnaire (p. 49); and Questionnaire for User Interaction Satisfaction (QUIS) (p. 51).