

**SURVEY ADMINISTRATOR SCRIPT
2021 NATIONAL YOUTH TOBACCO SURVEY**

STEP 1 - VERIFY THAT ALL ASSEMBLED STUDENTS HAVE COMPLETED APPROPRIATE PERMISSION FORM PROCESS REQUIRED FOR THIS SCHOOL AND THAT NONPARTICIPATING STUDENTS (IF ANY) HAVE AN ALTERNATE ACTIVITY.

STEP 2 - INTRODUCE THE SURVEY TO THE CLASS.

Thank you for participating in the National Youth Tobacco Survey today. This survey is being conducted on behalf of the Centers for Disease Control and Prevention (also known as the CDC). Participating in this survey is voluntary and your grade in this class will not be affected, whether or not you answer the questions. However, only a limited number of students in a small number of schools across the country are participating in this survey, so the answers you give are important as you are representing thousands of other students.

You may skip any questions you do not wish to answer. This is not a test of you or this school. Educators and health officials are collecting data on students' tobacco-related attitudes, knowledge, and behaviors in order to help develop better health education and tobacco prevention programs.

STEP 3 - EMPHASIZE PRIVACY/ ANONYMITY.

Throughout the entire survey process, we will maintain strict procedures to protect your privacy and allow for your anonymous participation. There is nowhere in the survey where you are asked to provide your name. Because the survey is anonymous, no one will know *your* answers. Your answers are private. Results of this survey will never be reported by student names, class, or school. I will be distributing tablets and sign-in cards to each of you to use to complete the survey. When you finish the survey, close the tablet case and leave it and your sign-in card on your desk.

PAUSE HERE TO ANSWER ANY QUESTIONS AND DISTRIBUTE TABLETS.

STEP 4 - INSTRUCT THE CLASS IN FILLING OUT SURVEY.

I will give each of you an instruction card when it is time to begin. The instructions will tell you how to open the tablet, launch the survey application, and log in. Each instruction card will have a unique 5-digit access code that is randomly generated and cannot be tied back to you as the user. Once you're logged in, the first screen will tell you your rights as a survey participant, much of which I just shared with you. The second screen will show survey instructions. Please take a moment to read these two screens before answering any questions.

To select a response, use your finger to click on the answer that best fits what you know or do. If you need to change your answer, click on a different response. If you want to delete your answer, click on the same response again to de-select it. Your answers will automatically be saved as you advance through the questionnaire.

At the bottom on each screen is a set of arrows. Please use these arrows to move forward and backward through the survey. You may need to scroll down on some pages to see the arrows.

You may notice that the question numbers do not go in order. This is due to skip patterns that are based on your answers to the questions. This is okay.

It is important that you answer the questions based on what you really know, believe, and do. Don't pick a response just because you think that's what someone wants you to say. **Your teacher and I are not allowed to answer any questions. Simply do the best that you can.**

STEP 5 - DISTRIBUTE STUDENT SIGN-IN CARDS.

To return to the instruction page at any time, click on the three dots in the top right corner of the screen and select "Instructions."

When you reach the end of the survey, you will see a button that says "Submit Your Survey." On that screen, you have the option to review your answers or to answer any questions you may have skipped. We have allowed 25 minutes for completing the survey, but you may stop at any time. If you submit your survey before that time, close the tablet case and leave it and your sign-in card on your desk. I will come around and collect them.

Please begin.

**NOTE TO DATA COLLECTOR:
(DO NOT READ ALOUD TO STUDENTS)**

While students are taking the survey, work with the teacher to complete the Data Collection Checklist and Make-up List. Remember when calculating the enrollment, please do not count students who are on the official class roster but for all practical purposes have dropped out, are on suspension, or are on extended medical absence. Please write down the number of survey takers from this class session.

STEP 6 - AS STUDENTS FINISH THE SURVEY AND CLOSE THEIR TABLET CASES, COLLECT TABLETS AND SIGN-IN CARDS. VERIFY APPLICATION IS READY FOR THE NEXT USER.

STEP 7 - THANK PARTICIPANTS.

The CDC would like to thank all of you for participating in this survey. The information you have provided will be used to develop better health education programs for students around the country. If you have any questions related to the topics on the survey, please contact:

STEP 8 - THANK THE TEACHER.