

## 2015 MIYHS Administration Online Training Review Quiz

1. What is the most important consideration for a successful administration of the MIYHS?
  - a. Getting as many surveys completed as possible.
  - b. Protecting the rights of students and their parents and ensuring they give “passive consent” to participate.
  - c. Making sure students answer every question.
  - d. Making sure students understand every question.
  
2. Who can opt students out of taking the survey?
  - a. Parents/Guardians
  - b. Students themselves
  - c. Teachers
  - d. A and B
  
3. A student says that he doesn’t understand a question. The teacher should respond by:
  - a. Leaning over the student and reading from the student’s survey so they can follow along.
  - b. Reading from his/her own copy of the survey, helping with pronunciation only.
  - c. Giving a clear explanation of the terms and offering alternative words for the question.
  - d. Suggesting an answer based on their knowledge of the student.
  
4. A student mentions that the survey code on the front of her survey booklet does not match her answer sheet. The best thing for the teacher to do is:
  - a. Have the student take the survey with those materials anyway.
  - b. Take a new matching set from another classroom, even if it does not have the same code as the rest of the class.
  - c. Ask you, as your school’s MIYHS Coordinator, for a matching set that has the same survey code as the rest of the class.
  - d. Have the student cross out the survey code and write in the one that matches the rest of the class.
  
5. Which of the following procedures should be followed to protect students’ rights and confidentiality?
  - a. Make sure students have their own individual working space to complete surveys.
  - b. Ask teachers not to wander around the classroom during the survey administration period.
  - c. Clearly inform students that their participation in the MIYHS is voluntary.
  - d. All of the above.
  
6. How should the teachers proceed with collecting completed surveys from students?
  - a. Walk around the room and collect them one by one.
  - b. Have students drop them off on the teacher’s desk when they are done.
  - c. Pass around an envelope for students to deposit their completed surveys, having the last student seal the envelope.
  - d. Ask students to flip their surveys over and place them in the survey box.

7. In your survey materials, you will be receiving a laminated poster with important contact information and hotline numbers for students who wish to use those resources after completing the survey. Where should this poster be displayed?
  - a. In a classroom
  - b. In a prominent area, viewable by all students
  - c. In the main office
  - d. It does not need to be displayed, but available upon request
  
8. There are several students absent on the day of the survey administration. How should this be handled?
  - a. You do not need to follow up with absentee students, as they are exempt from taking the survey.
  - b. You give absentee students the option of taking the survey home to complete.
  - c. You, as your school's MIYHS Coordinator, should arrange a make-up session for absentee students prior to the survey, working with teachers to ensure that absentee students are given the same survey instruments (along with the same school and class codes) that the rest of their class took.
  - d. You do not need to follow up with absentee students as their participation is not important to the increased validity of your school's data.
  
9. In the email you received containing the MIYHS Coordinator handbook, you also received the parental consent letter. What must you do with this?
  - a. Photocopy it onto the school's letter head with the principal's signature and send each parent a copy via U.S. Mail, 2-6 weeks prior to survey administration.
  - b. Email a copy to parents.
  - c. Post it onto the school's web site.
  - d. Give a copy to each student to take home.
  
10. Upon receipt of your school's survey materials (and AT LEAST one week prior to survey administration), you should:
  - a. Check to be sure that you have the correct number of surveys for each classroom given current enrollment figures (including an extra for the teacher).
  - b. Ensure that the survey codes listed on the front of the MS and HS surveys are all the same within each classroom survey packet.
  - c. Use the supply of extra surveys provided to compensate for small enrollment changes.
  - d. Call Pan Atlantic SMS Group IMMEDIATELY if you have any questions or are in need of additional survey materials.
  - e. All of the above