



Administration Guide

Common Instrument Suite–Student (CIS-S) Traditional Pre-Post

How to Use This Guide

This reference guide was designed to provide program staff with more information on how to administer the Common Instrument Suite-Student (CIS-S). This youth self-report survey takes approximately 10 minutes to complete once at the beginning of programming (pre) and once at the end (post). The survey can be administered offline using paper/pencil surveys or online using computers/tablets connected to the internet. To ensure that the administration of this Common Instrument Suite youth survey goes smoothly for you, we have created this short guide to help you on administration days.

Overview

PEAR's Common Instrument Suite-Student (CIS-S) is a self-report questionnaire that measures a variety of STEM-related attitudes, including STEM engagement, STEM career knowledge, and STEM identity. It was initially developed with informal/outside-of-school time (OST) STEM programs in mind, but the survey can also be completed by students in school because the concepts are equally applicable. The purpose of the survey is to better understand how informal STEM programming impacts students' perceptions/attitudes towards STEM. The survey format is traditional pretest-posttest, which means the survey is administered twice. At the first administration, youth will answer the questions with how they feel at the beginning of your program. At the second administration, youth will answer the questions with how they feel at the end of your program.

Contact Information

If you have any difficulty accessing the survey links or if you have a [time-sensitive question or tech issue](#), please do not hesitate to contact:

support@pearinc.org

CIS-S Administration Check List



Prepare for Survey Administration

- Review the full CIS-S *Administration Guide*
- Share relevant portions of this guide with staff administering the survey

Set up Technology in Advance

- Review technology tips (*see page 3*)
- If your program has enhanced firewalls, be sure to share the whitelist IP address on page 3 with your technology team
- Follow the instructions to test the survey before the administration date

Administer the Survey

- (*If applicable*) Distribute CIS Authenticated Access Codes to youth or determine if a program-generated student ID is needed
- Follow administration scripts for online or/paper on pages 4-5

Respond to Youth Questions

- Please review the *Frequently Asked Questions - Youth* on page 6 of this guide
- If your question is not answered, please contact PEAR:
Support@pearinc.org

Enter Data (for Paper Surveys)

- Review the instructions on page 7 for paper entry
- Follow the link for online entry of paper surveys provided by PEAR

Prepare for Administration: CIS-S Overview

- The survey is administered to each youth at the beginning of programming (pre) and at the end (post).
- The survey is designed for youth in grade 4 and above.
 - For programs that may need to survey youth in grade 3 and below, we require a read aloud protocol to ensure youth understand the instructions and items.
- This survey is voluntary.
 - While it is our hope that every youth will complete the survey, it is not required and youth can refuse the survey or stop the survey at any time.
- The survey takes about 10-20 minutes to complete, depending on the version of the survey your program has chosen.
 - Some youth will finish very fast, while others may need more time as they reflect about each of the questions. Younger youth typically need a little more time.
 - Please remember to also account for the time it takes to get youth settled and hand out the survey or access the survey online.
- The survey can be completed using paper/pencil or online using computers or tablets with internet access.
 - PEAR encourages electronic survey administration whenever possible to increase the accuracy of responses from youth.
 - Paper/pencil is an option when online surveying is not possible. If you decide to use the paper/pencil version of the survey, your staff will need to enter the paper answers into PEAR's online platform (see data entry section below). All data are sent electronically to PEAR.
- Programs have the option to ask for Student First and Last Name and Date of Birth (DOB) on the CIS-S. This information can be collected for quality assurance purposes and to allow the program to track who has taken the survey during that administration and over multiple time points. Programs may instead choose to ask for a program-generated student ID. We recommend instructing students to use following model:
 - The **first letter of the student's first name, the first three letters of the student's last name, and the student's 6-digit birth date** to structure their IDs. **For example, John Cuervo born February 1st, 2005 would be jcue02012005.**
- For programs that wish to track which youth have taken the survey over time, we sometimes require CIS Access Codes. *If you are unsure of whether your program is requiring CIS Access Codes as part of the survey, please contact your program administrator.*
 - If you are administering the surveys with CIS Access Codes, please have the numbers handy during each administration day. It may help to hand out slips of paper to each of your youth so they know the CIS Access Code assigned to them.
 - If you are administering the surveys using paper/pencils, you can have youth write their names on paper, but you will need their CIS Access Codes to enter survey data online. You may wish to print out sticky labels with names and CIS Access Codes to make data entry easier later.
- Excite your youth about taking the survey!
 - You may wish to tell youth that they are participating in a survey that is taken by youth all across the country (tens of thousands!). Would they like to help by representing their hometown?

- Questions should be encouraged.

We strongly encourage staff to be available to answer questions at all times. If youth do not understand a question, they may not complete the survey or may provide information that is inaccurate.

Technology Tips

We strongly encourage you to administer the surveys online. Paper/pencil surveys require you or program staff to enter data into our online survey platform, so administering the online surveys can drastically save time.

A few days before you plan to administer the survey, please be sure you have access to:

- Survey links sent to you by PEAR.
- A reliable internet connection (e.g., ethernet, wi-fi or hotspot) – check on firewalls (*see note below*)
- Internet-ready electronic devices (i.e., tablets, smart phones, laptop/desktop computers)

Note: If your school/program has enhanced security that may block Qualtrics links, give your technology specialist the following IP addresses to whitelist:

- U.S. (*and other regions not listed below*): 162.247.216.0/22.
- Europe, Middle East, Africa and Asia Pacific: 139.60.152.0/22

Please remember to test the survey links prior to survey administration day. To test out your access to the survey, simply open the survey link emailed to you by PEAR.

For surveys requiring ID access codes:

- PEAR will send a test CIS Access Code for you to use with the survey to check that it is opening properly.

For surveys not requiring CIS Access Codes, you can test the survey by following the link and typing the word “TEST” in any open fields throughout the survey.

For survey links, difficulty accessing the survey, or any time-sensitive question or technology issue, contact:
support@pearinc.org

support@pearinc.org

Administering the CIS-S

Step 1. Make sure youth know their Authenticated CIS Access Code, if using. (*If you are unsure of whether your program is using CIS Access Codes on the survey, please contact your program administrator.*)

- Online: we recommend handing out a slip of paper with youths’ CIS Access Codes to be sure they enter the CIS Access Codes correctly.
- Paper/pencil: If using paper/pencil surveys, we recommend applying a sticky label with each youth’s name and CIS Access Code on the cover page. Alternatively, you may also have youth write their names on the survey cover sheet provided for the first administration and look up the CIS Access Code later.

Step 2. Have youth access/begin the survey. A list of instructions and scripts is provided on the next two pages to accompany the process of setting youth up and answering the practice questions either online or on paper.

Administration Instructions & Scripts

Online Version



Paper Version



Instruct youth to access the link to the survey (*this may be via email, copied from the white board, etc.*)

Hand out paper/pencil copies of the survey.

Based on the selected survey design, distribute slips with authenticated CIS Access Codes to youth (*remember that CIS Access Codes may be required to complete the online survey*), have youth fill in their First/Last Name and Date of Birth (if applicable), **or** input a program-generated student ID used for quality assurance purposes.

Once all youth have accessed the survey instruct them to click “I am a student taking this survey.”

Instruct youth to fill out the top of the first page with their CIS Access Code, Site Name, Today’s Date, and age or birthday. Check to see if there are any questions.

They will see the following instructions on their survey, please read aloud.

Dear student,

Your school or program would like you to take a survey that asks you questions about how you feel about science -- especially how you feel now compared to how you felt at the beginning of your program.

We want to learn about your experiences with science activities everywhere you do or think about science: afterschool, on TV, on the internet, in museums/zoo’s, in the summer, at home or anywhere!

Please remember these things:

- This survey is not a test, and this means there are no “right” or “wrong” answers.
- This is all about your experiences, thoughts, and feelings.
- Please take your time and answer the questions as honestly as you can.
- This survey is voluntary, and this means you can stop at any time.

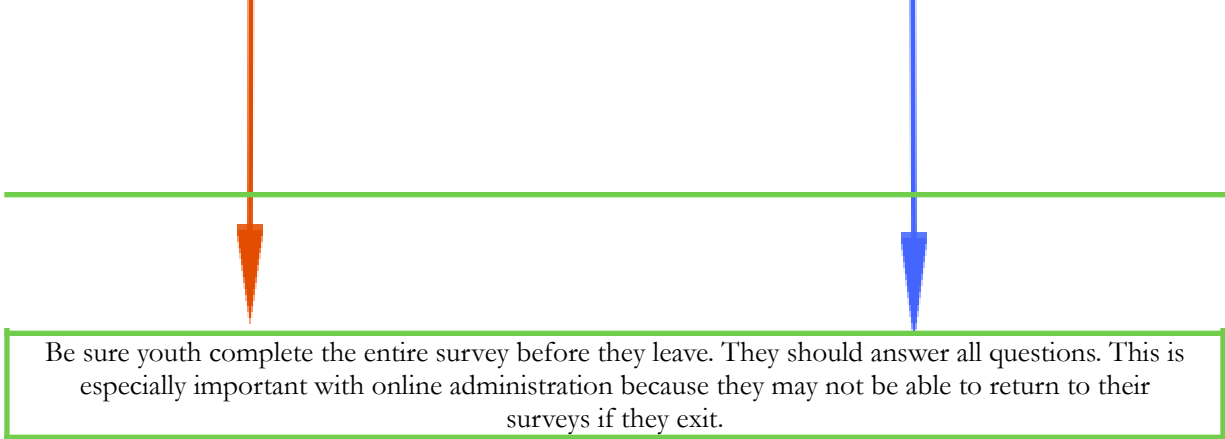
We use the survey to help schools and afterschool programs become more interesting and exciting. If you have any questions, please raise your hand and ask for help.

Thank you for participating and sharing your thoughts about science!

Instruct youth to click to the next page of the survey. They will enter the corresponding student information (e.g., Site Name, Date, age, and ID/name and birthday (if applicable)). Check to see if there are any questions.

Instruct youth to turn to the next page of the survey. They will write out the corresponding student information (e.g., Site Name, Date, age, and ID/name and birthday (if applicable)). Check to see if there are any questions.

Check to see if there are questions. Youth may now begin the survey.



Be sure youth complete the entire survey before they leave. They should answer all questions. This is especially important with online administration because they may not be able to return to their surveys if they exit.

Frequently Asked Questions for Youth

Below is a compilation of the most frequently asked questions from youth to facilitators. You are welcome to use this guide to help you respond to youth questions.

What are you using this information for?

The information we collect will be used to help programs like yours become more interesting and exciting.

What if I don't know how I feel about a sentence?

We encourage you to answer the question as best as you can and to give the answer that best matches how you feel. If you cannot decide, we suggest that you give the answer you prefer more.

I feel uncomfortable answering this question, what should I do?

If the question provides a “Prefer not to answer” option, you may choose that answer. If you are feeling uncomfortable answering many of these questions, remember that this survey is voluntary, and you can stop answering at any time.

Why are some of the questions/statements very similar?

Some of the questions/statements may sound similar, but each has a somewhat different focus that can be measured. The answers to these questions will help us better understand your thoughts and feelings.

Why do you ask about STEM or about career-related information?

We use these answers to better understand your interests and experiences, which will help make your program more interesting and create more opportunities for you.

Why do you ask for information like gender, language, and race/ethnicity?

We use this information to see which youth tend to get involved in programs like yours, and how we can try to open them up to other youth like you!

Why do you need to know my date of birth?

Your age/grade helps us compare the interests of youth in your grade with the interests of youth in other grades.

Will others see my answers? Will they know they are mine?

Know the data sharing policies of your program. If it does not conflict with your program's policies, you can tell youth the following: “Some adults at this program will see your answers. These adults will receive a summary of everyone’s answers, including yours, and will use that information to help make this program better.”

Data Entry for Paper/Pencil Surveys

If you administered paper and pencil surveys, thank you for taking the time to enter youth survey data! In order to make the data entry process as efficient as possible, please take some time to read the instructions below before you begin.

If the paper survey doesn't match the online version or you have data entry questions, contact:

support@pearinc.org

1. **Open the Pre-Post survey link that was emailed to you by PEAR.**
2. **Double check that the questions on the paper survey match the questions online.** If the order of questions (or scale, or instructions, or anything) on the online survey does not match your paper survey, please contact PEAR support before beginning survey entry. *Please do not attempt to enter data if the online survey does not match your paper survey. We want to save you the trouble!*
3. **The first survey question asks if you are a student or a teacher.** If you are entering paper/pencil surveys, select the "I am a TEACHER/STAFF entering student responses" option.
4. **If you have questions during data entry, please refer to the FAQs below.** If your question isn't addressed here, then please reach out to support@pearinc.org!
5. **Submit the survey to complete the response.** Thank you for entering your first survey! You can repeat this process until all of your youth surveys are entered.

Data Entry FAQs:

I would prefer not to provide youth information such as gender, grade, race, or date of birth. Why can't I leave these fields blank?

PEAR recommends providing this information because it allows us to perform more statistical comparisons that could provide useful information on your program. However, we are aware that some programs or youth may not wish to disclose this information, and this is why our demographics questions provide a "prefer not to answer" option.

If the youth did not write down youth information like grade or gender, can I fill it in for them?

Yes, as long as you are certain that the information is accurate, either from experience or consulting a roster. However, *please do not attempt to guess youth information.*

What happens if the youth circled two choices for a question or skipped them altogether?

If the youth clearly circled two answers for a question, please select the *least positive response*. Please see the example below, where two responses are circled:

	Much Less Now	Less	About the Same	More	Much More Now
<i>Thinking about how you feel today compared to the beginning of this program...</i>					
I want to understand science.	1	2	3	4	5

In this case, enter "3" for the question.

If youth data is unclear or missing, please select the *N/A option* on the online survey. Do not attempt to guess what the youth intended. If the response was unclear, simply select N/A.

Thank you very much for your time!