



Afterschool Outcome Measures Online Toolbox

afterschooloutcomes.org

INSTRUCTIONS FOR ENGLISH LANGUAGE LEARNERS AND SPECIAL NEEDS STUDENTS

FACILITATOR INSTRUCTIONS

For students who have difficulty reading the survey on their own, use the following support strategies:

- Administer the survey to ELL and special needs students one student at a time or **small group sessions** of 2-5 students.
- Follow steps on the form: **Instructions for Student Surveys**, but continue to read each question with the student(s) through the entire survey.
- After you read a question and the response options, **let students take their time answering each question.**
- If students say they don't understand the question, re-read the questions slowly. Do not re-word the question and do not explain it in your own words. Instead, tell the students to choose the answer that they think fits best for them.
- If they do not understand the response options you may give them examples to explain what the response options mean, but **DO NOT REWORD QUESTIONS.**
- For confidentiality reasons, **turn your head away while students answer each question.** Make sure they understand that you are not looking at how they answer the questions.
- If an ELL student's primary language is Spanish and they are able to understand and/or **read Spanish better than English**, then they have the **option to take the survey in Spanish** [see drop down option on right hand corner of first page of student survey]. The support strategies above can be used to administer the Spanish version of the student survey if staff who are fluent in Spanish are not available.

If you have any questions or problems contact us at afterschool@uci.edu or 949-824-9225.