

Instructions

Each student should have their own separate desk. It is preferable that the layout of the desks is the same as during exams or at least arranged so that the students cannot easily see each other's questionnaires.

Each student is to receive their own questionnaire, blank A4 envelope and Support Services Card.

Don't let the students start until you have explained the following points to them:

This is a confidential, anonymous survey. You do not write your name anywhere on the document. There is no way that the document can be traced back to you. We would like you to be as honest as possible and consider your answers carefully. We are interested in your views and opinions. This survey will be used to help plan for services and facilities for young people in the region.

When you are finished put the questionnaire in the envelope provided and seal it. The envelopes are going to be taken overseas to be processed and no one in Ireland sees them.

You have one hour to complete the document and everyone is staying until the end.

You don't have to answer every question but just try your best to do so and try to get to the end.

If you don't understand any question, stick their hand up and we'll come to you with a blank questionnaire that we can look at together so that we can explain it. You should close your document while we do this so you cannot we cannot see your answers.

It is best to write answers with a blue or black pen.

You should fill in each of their answers with an X in the appropriate box



If you want to change your answer then completely shade in the box



Put a new X in the box you want to change your answer to.



Some of the questions in the survey are sensitive and there are details of local support services on the card you've been provided with. You should keep these for use just in case the questions bring up anything that they'd like information on or further help and support with.

It is important that the atmosphere in the classroom is quiet and that you do not compare answers.

Have a read of the instructions on page 3 of the questionnaire and then make a start.

Start!

If you are unable to answer a student's question, the best solution is to ask them to mark the answer which they think comes closest or else skip the question if they cannot do that.

When the time us up or when everyone has finished then ask the students to place their sealed envelope **flat** in the box on their way out.

Any leftover questionnaires, envelopes and support cards can be disposed of at this point. Only the completed, sealed questionnaires need to be returned for onward transportation to Reykjavik.

If you have any questions, then please phone Emmet Major on 087 6629953 or Pat Conway on 087 7400011.