

## Evaluation FAQs

### **What is the difference between the passive and active consent notices?**

Parental Passive Consent Notice – Process to obtain parent consent through passive means (i.e., through a parent assent notification). The passive consent process assumes the parent or guardian has consented unless they take action and opt their child(ren) out of the evaluation data collection by signing the passive consent notice. This process identifies the student participants that should NOT be surveyed and assumes the remaining student participants can be surveyed.

Parental Active Consent Notice – Process to obtain parent consent through active means (i.e., through a signed permission form). The active consent process requires the parent to provide signification in writing permission for their child(ren) to participate in the evaluation data collection. This process identifies the student participants that should be surveyed.

### **How do we find out if we're required to use the Parental Passive Consent Notice or the Parental Active Consent Notice?**

Regarding Consent Forms for evaluation, we encourage sites to utilize the Passive Consent Notice process unless your state or district requires that you use an Active Consent Notice process. Please contact your state representative and/or district representative to confirm which consent process (Passive or Active) you are required to use for the collection of student data for research purposes.

### **Where do I get the surveys and the parent consent notices?**

On the Y4Y webpage under evaluation info.: <https://y4y.ed.gov/stemchallenge/nasa/evaluation-information-2019-2020-nasa-projects>.

### **When do I give the parental consent notice (passive or active) to parents?**

Parents should be notified that their child is participating in a NASA and the US Department of Education, 21st Century Community Learning Center Collaboration Phase 4: NASA Engineering Design Challenges prior to implementation. If implementation has already begun, please distribute the appropriate parental consent notice (passive or active only if required) immediately to ensure the process is completed prior to administering student survey.

### **Should I have parents fill out both the Passive and Active Consent Notices?**

No, parents should not be given both consent notices. Parents should be given either the Passive Consent Notice or the Active Consent Notice.

The Passive Consent Form only needs to be signed if a parent does NOT want their child(ren) to participate in the evaluation data collection. If the Active Consent Form is required to be used it has to be signed and returned to indicating the parent provides documented permission for their child to participate in the evaluation data collection.

### **How should I collect the passive or active consent notices from parents?**

### ***Sites with Passive Consent Notice Option***

Provide each parent a passive consent notice handout. Only if the parent does not want their child(ren) to participate in the collection of evaluation data, should the parent complete the hard copy handout, sign it, and return the signed notice to the facilitator. The POC/facilitator should return the signed parental passive consent document scanned, or uploaded to the Y4Y site and returned to the evaluation team by the facilitator/point of contact (POC) via the Y4Y NASA email address **Y4YNASA@seiservices.com** as soon as possible.

With the signing of the forms at the site location, the sites will then be able to track which parents have completed the Passive Consent Notice opting their child(ren) out of the collection of evaluation data.

### ***Sites with Active Consent Notice Option (Only if required by State/District)***

If required by the State/District, provide each parent an active consent notice handout. It is mandatory that each parent who wants their child(ren) to participate in the collection of evaluation data, complete the hard copy form, sign it, return the signed notice to the facilitator. The POC/facilitator should return the signed parental active consent document scanned, or uploaded to the Y4Y site and returned to the evaluation team by the facilitator/point of contact (POC) via the Y4Y NASA email address **Y4YNASA@seiservices.com** as soon as possible.

With the signing of the forms at the site location, the sites will then be able to track which parents have completed the Active Consent Notice providing permission for their child(ren) to participate in the collection of evaluation data.

### **Are parent surveys mandatory?**

Parent Surveys are strongly encouraged to help the evaluation collect information to improve EDC programming however, we understand there may not be a 100% response from parents to the survey.

### **When do I give the parents the parent survey?**

We encourage you to provide the parents the surveys during the EDC implementation phase. The parent survey is available as a SurveyMonkey link and a .pdf hardcopy on the Y4Y webpage under evaluation info: <https://y4y.ed.gov/stemchallenge/nasa/evaluation-information-2019-2020-nasa-projects>.

### **Are the surveys in English and in Spanish?**

Yes. The parent survey, consent notices and student survey are available in English and in Spanish on the Y4Y webpage under evaluation info.: <https://y4y.ed.gov/stemchallenge/nasa/evaluation-information-2019-2020-nasa-projects>

### **When will I receive my Participant (Student) Attendance Excel Spreadsheet?**

During the week of November 18, participant (student) attendance Excel spreadsheets and instructions were e-mailed directly to each individual site POCs/facilitators. Each site is responsible for returning a ONE-TIME attendance spreadsheet at the end of the EDC program implementation at your site. The completion of your implementation would be when your site submits the final student products to Y4Y.

For additional information on how to complete the participant (student) attendance, you can refer to the Y4Y webpage under evaluation info. for participant (student) attendance:

<https://y4y.ed.gov/stemchallenge/nasa/evaluation-information-2019-2020-nasa-projects>

### **Are we back dating sessions in the Participant (Student) Attendance Excel Spreadsheet to the beginning of the year?**

Yes, please indicate the actual dates of your sessions (from the first class session you had with students through the last class session at the end of your EDC implementation) in the Participant (Student) Attendance Excel Spreadsheet. It does not matter when your session began during this EDC implementation phase. Since we do not need the attendance forms until the end of your implementation, enter your student attendance information on the participant (student) attendance Excel Spreadsheet, then send the completed participant (student) attendance to the Y4YNASA@seiservices.com Help Desk – Attention Evaluation Participant Attendance.

### **How do I expand my Participant (Student) Attendance Excel Spreadsheet to account for more student and/or sessions?**

If you have more than 60 students or more than 10 sessions, please contact the Help Desk at Y4Y@seiservices notifying us of the total number of students and/or sessions and the evaluation team will email back another customized student attendance spreadsheet. In your email message please include:

Subject: Evaluation Question Attendance Spreadsheet

- Description of question/request
- Name
- State
- Site Name
- Name of Facilitator (teacher, instructor)
- Email Address
- Telephone Number

### **Do I generate my own student numbers/UINs?**

No. The participant (student) **unique identifier number (UIN)** is pre-populated (eg. FL001 or TX0061) on the site participant (student) attendance Excel Spreadsheet. The spreadsheet was sent out to POCs/facilitators starting the week of November 18.

Please note that each participant (student) should retain their assigned **unique identifier number (UIN)**. This UIN should be provided to him or her prior to administering the retrospective survey **at the end** of the EDC program implementation at your site.

### **Do parents need the student numbers/UINs for their child(ren)?**

No, parents do not need the student numbers/UINs for their (child(ren)).

**Where can I find information about the evaluation information I have to submit for my site?**

More evaluation information (i.e., consent notice options, parent survey, educator survey, student survey, administrative check-ins, participant attendance, keys to success, FAQs, etc.) can be found on the Evaluation page of the Y4Y NASA website: <https://y4y.ed.gov/stemchallenge/nasa/evaluation-information-2019-2020-nasa-projects>.

**Where can I find the recordings of the evaluation webinars?**

Evaluation webinar recordings are located on the Y4Y webpage under 2019-2020 NASA ARCHIVED WEBINARS info: <https://y4y.ed.gov/stemchallenge/nasa/2019-2020-nasa-archived-webinars>.

**How do I know if my site has been selected for observation by the evaluation team?**

The target sites selected for observation will be contacted directly by the evaluation team.