



Research linking physical education to improved thinking and learning in school



# Online Questionnaire About You!

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## PE-TEACHER INFORMATION SHEET

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This sheet provides information for PE teachers. Please read this sheet and make sure you understand what pupils will be asked to do. The assessment takes up to 20 minutes to complete, with additional time to explain instructions for pupils.

### This pack includes

- ✓ For every pupil an instruction sheet
- ✓ An alphabetical reference sheet of pupil names and ID numbers

If you have any questions, first check the Troubleshooting and FAQ sections at the end of this document and/or ask your Head of PE. If still unclear, please find our contact details on the business card included in this pack.





Dear PE Teacher,

We would like your group of year 7 pupils to complete an online assessment of physical activity, health and wellbeing in the school computer room, for example during a PE class.

### Before you start

- ✓ **Book the computer room**
- ✓ **Read this sheet** so you understand what pupils will be asked to do
- ✓ **Allow 20 minutes plus time** for the questionnaire to explain the instructions to pupils

### PUPIL IDS

Each pupil has been provided with a sticky label printed with their name and ID number. These labels are organised by **form group** and we are suggesting that **year 7 form tutors hand them out during morning registration**. Pupils should stick the label in their planner and bring it to the assessment.

Please check that pupils have their ID number when they arrive. **It is very important that each pupil uses the correct ID number** so we can link all the data we collect during the study to the right participant.

Pupils who have lost their ID number can retrieve it when they log on to the assessment by following the instructions on the screen.

If, for any reason, they are unable to retrieve their ID number, we have provided an alphabetical reference sheet of pupil names and ID numbers.

### IF YOU WOULD LIKE TO TRY THE QUESTIONNAIRE YOURSELF

Use the login **TEACHER\_TEST** and the date of birth **01/03/2017**.

### RUNNING THE ASSESSMENT



Please do all you can to ensure that pupils do not talk/otherwise distract each other during the task (exam conditions). This may involve using your judgement about the seating plan. Let the pupils know that if they have any problems, they should raise their hand and you will help them.

Briefly **explain the purpose of the session** so they are motivated to try their best:

*“Researchers are conducting a science experiment called Fit to Study that is investigating the impact of PE on physical activity, health and wellbeing. This is an individual assessment to be done in silence so you can concentrate: how you answer is important for the researchers. There are no ‘right’ or ‘wrong’ answers – the first answer you think of is probably the best one.”*

Please read the instructions aloud **and make sure everyone knows what to do**:

1. Log in to the school computer
2. Open an internet browser (e.g. Google Chrome, Safari, Firefox, Internet Explorer)
3. Type the following URL into the address bar:  
**tinyurl.com/mtpv5m9**
4. Enter your 8-digit ID-number which is printed on your sticky label
5. Confirm your ID-number and enter your date of birth in this format (DD/MM/YYYY)
6. If you have lost your ID number, click the link ‘I forgot my ID number’ and follow the instructions
7. If this does not work, ask your teacher: s/he should have a record of your ID number
8. Complete the assessment: you will be prompted to answer all the questions

## TROUBLESHOOTING

### When I enter the URL, it doesn't work

Check you have typed it in correctly – it needs to be exactly as it appears above.

### On the log-in screen, I get an error message when I press Submit

Check you have entered your date of birth in the correct format, using the whole year and slashes not dots: DD/MM/YYYY

### I can't see all the questions on the screen

Try 'maximising' the size of the screen and scrolling up or down.

### When I press Submit answers, I get an error message

Look back through the questions and make sure you have not missed any. You need to answer them all before you can progress to the next screen.

### The screen doesn't look right/something has gone wrong

Click the 'refresh' button – this might mean you need to start the assessment again. If that fails, please try using another terminal.

## FAQ



### What should I do if pupils are absent?

If possible, please arrange for them to complete the assessment on another day, either with another year 7 class or perhaps at lunchtime. Everyone's data is important to us!

### What should I do if a pupil has opted out of data storage?

Pupils who have opted out do not need to complete the assessment.

### What should I do if pupils do not understand a word?

The questions are designed to be understood by adolescents. But we recognise some pupils might experience difficulties. If you can, please help with individual words. But please do not suggest answers!



To contact the Fit to Study team please email [fittostudy@brookes.ac.uk](mailto:fittostudy@brookes.ac.uk) or phone 01865 482752

Thank-you for your help!