

## ADMINISTERING THE KASP: EDUCATOR GUIDE

**OBJECTIVE:** Students will complete the KASP (Knowledge, Attitudes, Skills, Practices) survey as an evaluation tool to explore changes in civic learning and experience through the SPB process.

**TIMELINE:** It is recommended to disseminate the parent consent forms at least a week before administering the KASP survey to ensure enough participation. It is also recommended to administer all parts of the KASP survey, including the “Before SPB” and “After SPB” sections, in a single session following the Vote Day. See example below.

	BEFORE SCHOOL PB					AFTER SCHOOL PB				
	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
I know how my school's budget works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**APPROXIMATE LESSON LENGTH:** Approximately 20-30 minutes (including instructions and survey completion).

### SUPPORTING MATERIALS:

- Laptop, Computer, or iPad
- Resource Links Provided by ASU & CFA
  - Parent Consent Form\*
  - KASP Survey

*\*The parent consent forms should be disseminated and collected before administering the survey*

### INSTRUCTIONS:

#### Before sharing the link with students, explain:

- “There is one more important step in the SPB process. This step involves sharing your experience through a survey. This survey is called the KASP and contains two parts: In the first part, you will be asked to reflect and share what went well, what was challenging, and what could be improved. In the second part, you will be asked questions about your civic knowledge, attitudes, skills, and practices, or KASP.

- “In the second section, you will be asked to respond to each statement twice: once for ‘before’ the SPB process and once more for ‘after’ the SPB process, so we can see the areas in which your civic knowledge, attitudes, skills, and practices changed. For the ‘before’ part, think back to how you would have answered before we began the SPB process, and for the ‘after’ part, answer based on what you know and feel now. For example, when you read the statement, ‘I can work with others in a group’, think back to when you worked in a group before SPB; how would you have responded? Select the most fitting bubble. Then consider how you feel now about working in a group and select the most fitting bubble. Your second answer may be the same, or it may be different.” Please make sure you complete both parts.
- “Anything you share in this survey will be kept confidential and will not affect your grades. Your responses will help our school and partners at the Center for the Future of Arizona and Arizona State University continually improve the SPB process and supporting resources.”
- “Are there any questions?”
  - Share the survey link with students.
  - Thank students for their time and participation.

#### **KASP ADMINISTRATION CHECKLIST:**

1. Collect Parent Consent Forms via either:
  - a. The parent consent forms with a signature (digitally or by paper) OR
  - b. The parent consent QR code link.\*

*\*The ASU team will confirm with you which parents/guardians have submitted via the QR code link.*
2. Submit all signed parent consent forms (option a. above) to Tara Bartlett at ASU via email: [tbartlet@asu.edu](mailto:tbartlet@asu.edu)
3. Administer the KASP survey:
  - a. Give verbal instructions (see above).
  - b. Share the KASP survey link with students.