

Dear teacher,

Please find the DOiT- questionnaires enclosed/attached. On the basis of these questionnaires the DoiT-programme will be evaluated. Therefore, it is of the utmost importance that the questionnaires will be completed by the students honestly and completely, and that this process is done in the same way at each school. Therefore, we kindly request to follow the protocol below.

### **Preparation**

1. Go through the questionnaire in advance and/or fill it in yourself (we have an additional envelope 'questionnaire teacher' sent to you). If you encounter any questions or ambiguities during this process, contact us so you can answer questions of students appropriately.
2. Choose a lesson in which more time is eventually available. For the study, it is important that the questionnaires are completed. Completing the questionnaire will take approximately one lesson. Students who need more time should be allowed to fully complete the questionnaire after the end of the lesson. If possible a short break from 2 to 3 minutes can be inserted so that the students will stay concentrated.
3. Put the desks in the classroom in test set-up so that students can concentrate on the questions. In addition, the probability of influencing each other and exchanging questionnaires is reduced in this way.
4. Consider an alternative assignment for students who do not participate in the DOiT-study so that 'not participating' does not bring benefits in comparison to 'participating'.

### Taking the questionnaire

1. Briefly tell the students where the questionnaire is about (watching television/using the computer, sodas, candies/snacks, the travel from home to school and sports), and that completing the questionnaire will take approximately one lesson. Also tell that all questionnaires must be fully completed and that, if necessary, the students get more time after the lesson. It is important that the students will not leave if the bell rings and they are not finished yet, thereby handing an incomplete questionnaire.
2. The questionnaires are supplied with a personal code and are delivered in envelopes by name. It is important that each student fills in the questionnaire in his/her envelope, and that questionnaires are not exchanged between students. Hand out the envelopes and explain that the students should complete the questionnaire and only when it is fully completed they should put it back in the envelope and give it back.
3. Give a brief explanation about how to complete the questionnaire. The explanation is on the first page of the questionnaire. It is important that this is done verbally because many students do not read this part (well).
4. Tell the students that they should give one answer, unless it is stated they can check multiple answers.
5. Tell the students that they should give the answer that best suits them. They should answer as fair as possible.
6. Tell the students that they may not skip questions if it is not stated, and must hand in a fully completed questionnaire at the end of the lesson.
7. Emphasize that the students should read the questions properly.
8. It is possible that the students do not know how to answer a question. It is of importance that they then do not skip the question, but do fill in a response. They must always give the answer that best suits them. Therefore, let the students come up with the answer. If students do not understand the question or a word, then you can explain this.  

EXAMPLES: Many students indicate they don't know how long they are watching television. You can help the students by letting them determine what programs they have watched and then sum up the duration of these programs. In the case of estimating the amount of sodas, candy and snacks you can let the students classify the course of the day: before breakfast, in between in the morning, lunch, in between in the afternoon, dinner, and in between the evening or before going to sleep. Subsequently, the student can assess whether they drank or ate something at this moment.
9. Collect the completed questionnaires and seal the envelopes. On the day the DoiT-team will perform measurements on school the questionnaires will be taken along.

Thank for your co-operation!

Sincerely, on behalf of the DoiT-team

MSc. Amika Singh