

Dear Teachers and Colleagues:

This letter contains directions for administering the Six Seconds Emotional Intelligence Assessment for Youth (SEI-YV) to your students in a group setting.

We would suggest a group instruction time before the students go to the lab to take the assessment. **In this group instruction time, you will brief the students with the following information:**

The SEI-YV is an opportunity for students to learn about themselves in relation to the Barometers of Life and the eight Emotional Intelligence (EQ) components. The SEI-YV contains 74 statements related to emotional and social competence, followed by 25 separate statements that act as a barometer of how students are doing in real life, irrespective of their emotional and social competence. There are no right or wrong responses. It is important for students to answer honestly, as all responses will reflect how the students feel about themselves at this time. All responses will be kept confidential. No individual assessment results will be shared.* Responses may be compiled into group reports about a particular grade and a particular school, in order to know each group's strengths and areas for opportunity. If EQ lessons are being taught at school, they will help students develop competencies to address challenges they face. The assessment results will let adults know how the students' EQ competencies are developing as a result of the lessons.

The SEI-YV will take about 20-30 minutes to complete. Some questions may be similar in wording. This is normal and ensures consistency in answering. Students should just answer similar questions according to how they feel. Students should answer from their own point of view as this assessment gives information about each individual. Students shouldn't spend too much time on any one question. Tell students that it is best to go with their first thought. This is probably the most honest answer they have!!

Once students are in the computer lab, you can brief them on how best to respond to the statements.

Please read this to the students:

"This is a questionnaire about how you feel about yourself and about your life. We are interested in knowing what you think and feel, and how you respond to what is going on around you. You will read a number of statements, and we hope you will feel comfortable responding honestly. We really want to know your real response and not that of your neighbor or what you think we want to hear. It is possible that a teacher or adviser will discuss the assessment with you, either as a group, or individually. However, it is NOT a test and there are no right or wrong answers. You will never be graded on this assessment. You will have a chance to talk with your teachers about emotional intelligence after you complete the assessment. We may be creating a report about your class or grade as a whole, in order to help your school help students to be most successful. When you respond to these statements, you are helping us to do that.



The first section that appears when you take the assessment asks you questions about yourself, such as age, gender, and your ethnicity. For the email address, please follow your teacher's instructions; do not put your own email address. If you don't want to answer a question or you're confused about what it means, just put in "ABCD." Please also answer the first three questions in this first section to give us your understanding of the purpose of this assessment, your explanation of what you think "Emotional Intelligence" means, and why it is important. Again, there are no right or wrong answers. You may write "I don't know." Many of you will be learning more about EQ in your classes as the year goes on, but we would like to know your understanding of Emotional Intelligence at this time."

During the assessment, you will read statements and have a choice of responses, from 1-5. 1 means "never" and 5 means "always" and in between there are 2, 3, and 4, depending on how strongly you feel about something. Please ask your teacher if you need more assistance.

We will now walk you through some example statements so that you will feel comfortable understanding the instructions.

*Please read the first question along with me: **I feel great.** Please choose the number that corresponds to the statement that is the closest response to how you feel.*

*Read the second question: **I think positively.** Respond with the number that best fits how you feel.*

*Read the third question: **I am in a good mood.** Please respond with the number that best fits how you feel.*

As you complete the rest of the assessment, there may be words you don't understand. Please feel free to raise your hand to ask for a similar word in place of a word you do not understand.

The "next" button will take you to the next question, the "submit" button at the end will send in your report.

Please be sure to answer all questions. Please raise your hand and ask a teacher if it is OK to click the "submit" button."

Teachers: If you have a problem during the administration of this SEI-YV assessment, please contact Susan.stillman@6seconds.org. If necessary, you may call Dr. Stillman at 520 647-4109. Please also feel free to contact your school administrator with any concerns.

Occasionally parents will be asked to give permission for school personnel, such as school counselor or school psychologist, to see **individual student scores. In this case, you will need to rephrase this section to reflect that some students speak with school personnel who will help them to understand and apply the results of the SEI-YV Assessment.*

Thank you,

Dr. Susan Stillman, Director of Education, Six Seconds



