

Science Fair Survey Checklist

Complete	List of Tasks to Complete	Verify this step is complete
	Project Decision	
	Based upon your thoughts and interests, write a testable and measureable question in your journal that could be used for your survey.	Journal: A dated journal entry containing a question that can be answered with a survey.
	Research	
	The purpose of research in a science fair project is two-fold, 1) to help you learn more about the subject you are curious about and 2) to help you begin to determine how you will be able to create a test to help you answer your question.	Journal check: Dated journal entry with at least 3 facts you found about the science related to your project. You should utilize a minimum of two sources, preferably three.
	How much is enough research? <ul style="list-style-type: none"> • you have a good idea of what you are going to do to test your question • you have enough information to help you make a prediction (hypothesis) as to what will happen during the test • you know items you will keep constant during the test 	Journal check: Dated journal entry/ies addressing items on the left.
	Design Survey	
	Create, or copy, a detailed step by step test for your survey so that you always complete the same process for all tests.	Journal check: Dated journal entry containing detailed step by step procedure.
	Write the list of materials you may need for your survey.	Journal check: Dated journal entry with complete list of materials.
	Determine what you will need to observe during your survey. How will you collect and record your data? Write in your journal exactly what you plan to observe or measure.	Journal check: Dated journal entry indicating your understanding of what you will be observing or measuring during the experiment.
	Prepare Journal for Data Collection	
	Draw any data tables for recording observations/measurements in your journal.	Journal check: Data tables are drawn for collection of data during experiment.

Complete	List of Tasks to Complete	Verify this step is complete
	Conduct Survey	
	Conduct your test and record your observations in your journal.	Journal check: Dated journal entries indicating observations from your test or questionnaire.
	Include pictures/drawings/sketches in journal for proof of your survey. (Keep copies of pictures to include on your display board.) Try not to have your face in the pictures.	Journal check: Completed data table with data indicating test is complete.
	Analyze Your Results	
	Analyze your data and observations in your journal. Look for patterns. Describe your data by explaining any relationships you have discovered between the independent variable and the dependent variable. It is OK if your data indicates a lack of a relationship just be sure to write this in your journal and a reason why you think there is no relationship after you have learned more from this experiment. Write any questions you may have as a result of conducting your experiment or analysis.	Journal check: Dated journal entry/ies indicating the results of each sentence listed to the left.
	Was your initial question answered?	Journal check: Dated journal entry answering question at left.
	Look back in your journal at your hypothesis. Based upon your observations, was your hypothesis supported? How does the data answer this question?	Journal check: Dated journal entry containing the original hypothesis and answers to questions at left.
	Complete data graphs	Journal check: Dated journal entry with any applicable graphs as noted in a journal review.
	Conclusion: What conclusion can you draw from the results of your survey? What did you learn from this survey? If you had the time to do this survey again, what would you do differently? Do you have any new/additional questions as a result of conducting this experiment?	Journal check: Dated journal entry indicating a conclusion that answers all questions listed at the left.
	Write Report and Abstract	
	Set up outline for written report using the Step Up To Writing format for outlines.	Journal check: Dated journal entry containing an outline for your report.
	Write a draft of your report using your Step Up To Writing outline and any handouts provided by your teacher.	Journal check: Hand written DRAFT REPORT written in dated journal entry/ies.

Complete	Schedule of Weekly Events	What is due
	Update research by adding questions AND finding the answers for any questions you came up with while performing your analysis or while writing your report. REMEMBER TO ALWAYS DOCUMENT SOURCES.	Journal check: Answers to questions written in data journal entries along with source citation. Or, dated journal entry indicating you have no further questions regarding this subject.
	Write Abstract Draft according to handout provided by teacher.	Journal check: Hand written draft of abstract written in journal.
	Project Review	
	Locate the judging rubric for a survey at the county web site and make sure your project addresses all items listed. Update your journal and report as needed.	Dated journal entry indicating you have reviewed your project against the judging rubric for a survey and made changes as necessary.
	Type Abstract and Assemble Tri-Board	
	Type Report including any changes indicated in hand written draft. DO NOT PUT NAME OR SCHOOL ON REPORT, ONLY NUMBER AND GRADE.	TYPED REPORT
	Type Abstract. DO NOT PUT NAME OR SCHOOL ON ABSTRACT, ONLY NUMBER AND GRADE.	TYPED SINGLE PAGE ABSTRACT
	Assemble tri-board. DO NOT PUT NAME OR SCHOOL ON FRONT OF TRI-BOARD; ONLY WRITE NUMBER AND GRADE ON BACK.	Tri-Board