

## TSS Timing Tool

### Explanation of the timing tool

The Social Study requires a maximum time estimate for the panel members to complete the submitted question or questions. Without this estimate, the request for commissioned questionnaires by external researcher(s) is incomplete and insufficient.

The researcher(s) calculate the estimated number of minutes to complete the questionnaire as follows:

- 1) Add the **total number of words in the questions, answer instructions, and answer categories** together. Divide this number by 200.
- 2) For each **open-ended question** where panel members need to enter numbers and/or words, determine the maximum number of words and/or numbers they may input. Add up this maximum count of words and numbers and divide by 20.
- 3) For single or multiple-choice questions: add up the **total number of decisions** a panel member must make when fully completing a question and divide by 60. Counting decisions is done as follows: for questions with only one possible answer, where a single box needs to be checked, count 1 decision. In multiple-choice questions, sum up the number of answer categories (for example, 5 answer options result in 5 possible decisions or a maximum of 5 boxes to be checked). For a question with multiple items, count 1 decision for each item. The panel member must check a box for each item and therefore make a decision. See below for examples.

Add 1, 2, and 3 together and include this total in your submission for commissioned questionnaires.



## Examples of time estimates

### Open-ended question

When were you born?

*Write down your month of birth*

.....

This open-ended question consists of a question, an answer instruction, and a field to enter one number.

10 words and 1 number.

**Estimated minutes:** 0.1

### Single-choice question

Would you describe yourself as a man, a woman, or in another way?

*I identify as...*

- a man
- a woman
- I prefer not to answer
- Other (describe): .....

27 words, 1 decision (check a box), and a maximum of 5 words for an open question (this word count is to be specified by the researcher(s)).

**Estimated minutes:** 0.402

If the previous question were a multiple-choice question, it would require 4 decisions.



### Question with items

Here, you will find a list of personality traits that may or may not apply to you. To what extent do you agree or disagree that these traits apply to you, even if one trait may fit you better than another?

*I see myself as ...*

	Completely disagree	Disagree	Neither agree nor disagree	Agree	Completely agree
Extravert, enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical, argumentative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable, disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

61 words and 3 decisions.

**Estimated minutes:** 0.355

