

Classroom Proctor Instructions

[UNLESS INSTRUCTED OTHERWISE, PLEASE ADMINISTER THE SURVEY TO STUDENTS IN THE 6TH, 8TH, 10TH, AND 12TH GRADES ONLY. IF YOU NEED SPANISH LANGUAGE FORMS, PLEASE NOTIFY YOUR CONTACT AT THE SCHOOL OR DISTRICT PRIOR TO THE DAY OF THE SURVEY.]

(1) Please read the following to students before handing out the Survey Booklets:

- ✓ Today we will be taking the Pennsylvania Youth Survey.
- ✓ Participation in this survey is voluntary. The answers you give are very important and will help your school and community provide better programs and services for students.
- ✓ Participation in this survey is completely anonymous. Do not put your name anywhere on the Survey Booklet. No one will know which booklet or answers are yours.
- ✓ This is not a test. There are no right or wrong answers.
- ✓ Answer as many questions as you can and choose the answer that is right for you.
- ✓ If you don't want to answer a question, just leave it blank.
- ✓ If you don't understand a question, you can skip to the next question.
- ✓ Please do not talk to other students during the survey. Work quietly at your desk if you finish before the end of the allotted time.
- ✓ At the end of class, I will pass around an envelope and ask you to place your completed survey booklet inside. The last person in class will seal this envelope before returning it to me. The survey is voluntary. If you do not wish to participate in the survey, set aside your survey and read quietly at your desk.

(2) Ask your students if they have questions about the survey. Hand out the Survey Booklets. Make sure that each student has a No. 2 pencil. (Students should NOT take the survey using pen.)

(3) Instruct the students to read the introduction on the Cover Page and Instructions on the 2nd page before they begin. For emphasis, please read the bulleted items below to the students.

- ✓ Answer the questions in this Survey Booklet by marking one of the answer bubbles as shown in the example on the second page of the survey booklet.
- ✓ Your answers will be read by a computer, so fill in the bubble completely using a No. 2 pencil.
- ✓ If you want to change an answer, erase the old answer completely.

[PLEASE STAND AT THE FRONT OF THE CLASSROOM WHILE STUDENTS ARE TAKING THE SURVEY TO ENSURE CONFIDENTIALITY. AS STUDENTS ARE COMPLETING THE SURVEY, FILL OUT AS MUCH INFORMATION AS YOU CAN ON THE OUTSIDE OF THE ENVELOPE. FOR THE DISTRICT AND SCHOOL NUMBERS, PLEASE USE YOUR DISTRICT'S AUN ID AND YOUR SCHOOL BUILDING CODE -- YOUR SCHOOL DISTRICT'S SURVEY COORDINATOR SHOULD HAVE SUPPLIED YOU WITH THESE NUMBERS PRIOR TO THE DAY OF THE SURVEY.]

[AT THE END OF CLASS, PUT ANY UNUSED QUESTIONNAIRES INTO THE ENVELOPE AND SAY:]

- ✓ The class period is over. If you have not finished the survey, please stop where you are and close the survey booklet. I'm passing around an envelope now. Please put your completed survey inside the envelope and pass it to the next person. Will the last person please seal the envelope and return it to me?
- ✓ On behalf of the school and the Commonwealth of Pennsylvania, I would like to thank you for your participation in this important study.

Thank you for participating in this valuable survey! Should you have any questions regarding this surveying process, please call Bach Harrison Project Director Mary Johnstun at 801-842-2682 or mary@bach-harrison.com.