

Online Classroom Proctor Instructions

Instructions for the first survey proctor to enter the classroom: On the day of the survey, each school will use the unique online survey URL that has been set up for the school by Bach Harrison. Each computer that is to be used should have the URL bookmarked and ready for use. Prior to students entering the computer lab, the survey proctor should open the URL for each computer (if it is not already open.) If the school's survey URL is not bookmarked on the computers to be used, please notify your school or district contact to receive the correct web link.

Instructions for the classroom proctor: Prior to allowing students to take the survey, make certain that each computer screen is set to the first page of the survey. If it is not, please refresh the link to the survey or open the URL anew. This is especially important when you are administering the survey in a computer lab which has been used to survey students earlier in the day.

[UNLESS INSTRUCTED OTHERWISE, PLEASE ADMINISTER THE SURVEY TO STUDENTS IN THE 6TH, 8TH, 10TH, AND 12TH GRADES ONLY.]

(1) Please read the following to students before allowing students to begin the online survey:

- ✓ 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. There is no place to put your name on the online survey form. No one will know which 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.
- ✓ When you are done with the survey and see the final Thank You screen, please sit quietly at your computer while the rest of your classmates finish.

(2) Ask your students if they have questions about the survey. Ask students to turn to their computer screens.

(3) Instruct the students to read the introduction and instructions on the 1st page of the online survey before they begin. For emphasis, please read the bulleted items below to the students.

- ✓ Answer the questions for this online form by marking the bubbles available.
- ✓ If you want to change an answer, simply click on the answer you wish to use instead.
- ✓ If you finish your survey early. Please sit quietly at your computer until you are dismissed. DO NOT take the survey a second time.

TURN PAGE OVER → Final instructions on the back.

[Please stand at the front of the classroom while students are taking the survey to ensure confidentiality.]

[At the end of class say:]

- ✓ The class period is over. If you have not finished the survey, please click through the survey to the final page of the survey. Click on the "Done" button to submit your survey. Sit quietly at your computer until you are dismissed.
- ✓ On behalf of the school and the Commonwealth of Pennsylvania, I would like to thank you for your participation in this important study.

[If you plan to administer the survey again to another group of students, please make certain that the first page of the survey is shown on the screen.]

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.