

## Classroom Proctor Instructions – Paper/Pencil

### **THIS SURVEY IS FOR STUDENTS IN 6TH, 8TH, 10TH, AND 12TH GRADES ONLY!**

- Some parents or caregivers may have opted their child out of participating in the survey; your survey coordinator will notify you if any of those students are in your classroom. Check the Classroom-level packet for a listing of any students not to participate and ensure they do not receive a survey form.
- If you need Spanish language forms, please notify your survey coordinator prior to the day of the survey.
- Make sure that each student has a No. 2 pencil. (Students should NOT take the survey using pen.)

(1) **On the day of the survey administration, write the District AUN and School number (provided by your Survey Coordinator) on the chalk/white board at the front of the room. Each student will need to write these numbers on the front of their survey booklet.**

(2) **READ the following instructions ALOUD to STUDENTS before handing out the Survey Booklets:**

- ✓ Today we will be taking the Pennsylvania Youth Survey. Your school and community want to hear about issues affecting you.
- ✓ This is not a test. There are no right or wrong answers.
- ✓ Participation in this survey is completely anonymous; No one will know which booklet or answers are yours. Do not put your name anywhere on the Survey Booklet.
- ✓ Answer as many questions as you can and choose the answer for each question that is true for you.
- ✓ Participation in this survey is voluntary. If you don't want to answer a question, just leave it blank. If you don't understand a question, you can move on to the next question.
- ✓ Do not talk to other students during the survey.
- ✓ At the end of class, place your survey face up on my desk. I will seal all of the surveys in an envelope.
- ✓ Any questions?

(3) **Hand out the Survey Booklets.**

(4) **READ the following ALOUD to students:**

- ✓ Write the number listed on the board on the front page of your booklet and fill in the appropriate bubbles.
- ✓ Please read the cover page and instructions on page 2.
- ✓ 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.
- ✓ Begin!

{Remain at the front of the classroom during the survey to ensure confidentiality. NOTE: because the questions are not in the same order for each student, you should not read the questions out loud.}

(5) **At the end of class, place unused surveys into the envelope and READ the following ALOUD:**

- ✓ Class is now over. If you have not finished the survey, please stop where you are and close the survey.
- ✓ As you leave the classroom, place your survey face up on my desk. I will place the surveys in the envelope and seal it once everyone has turned in their surveys.
- ✓ Thank you for your participation in this important survey!

***{If you have any questions, please contact your survey coordinator for assistance.}***