



Classroom Proctor Instructions – 4th Grade PAYS Pilot Study/Survey Online
THIS SURVEY IS FOR STUDENTS IN 4TH GRADE ONLY

Introductory Notes for Teachers

- Some parents 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.
- This 4th Grade Pilot Survey is available in English only. Subsequent administrations of the survey will be offered in Spanish as well. In this pilot project, please provide Spanish-speaking students and other non-English-speaking students with an alternate activity.
- Each school has been provided a unique online survey URL set up for the school by Bach Harrison. Each computer/device that is to be used should have the URL bookmarked or posted for easy access so that students can just click on the link. If you are unsure about how to access the survey link, please contact your District PAYS Survey Coordinator or an IT staff member.
- **In this pilot study, it is important that teachers read the survey questions aloud to students and have students follow along as they independently fill in their responses.**

(1) Teachers, please READ the following ALOUD to students before beginning the online survey:

- ✓ *Today we will be taking the 4th Grade Pennsylvania Youth Survey. Your school and community want to hear about YOU and the issues affecting you.*
- ✓ *This is not a test. There are no right or wrong answers.*
- ✓ *This survey is anonymous, which means that no one will see your answers or know how you answered. When you fill out the survey, all of your answers are private.*
- ✓ *The survey will be read aloud to you while you follow along.*
- ✓ *For each question, pick the answer that is true for you.*
- ✓ *If you don't understand a question or are not sure how to answer – it's no problem! Just skip the question and move onto the next.*
- ✓ *Participation in this survey is voluntary, which means that you do not have to take it if you do not want to. Also, you can skip any question you would like.*
- ✓ *Do not talk to other students during the survey and please keep your eyes on your own screen.*
- ✓ *Any questions?*

(2) For any students opting out of the survey, provide them with an alternate activity, like reading quietly at their desk. Ask all other students to turn to their computer/notebook screens.

(3) READ the following ALOUD to the students:

[Teachers, begin reading aloud the survey as students follow along with you. Please remain at the front of the room during the survey to ensure confidentiality.]

- ✓ *Answer the questions for this online form by marking the bubbles and squares available. Questions with circles will ask you to choose only ONE response. For questions with squares, you can mark as many items as you need.*
- ✓ *If you want to change an answer, simply click on the answer you wish to use instead.*
- ✓ *Let's begin!*

(4) At the end of class, READ the following ALOUD to the students

- ✓ *Please click on the "Done" button to submit your survey.*
- ✓ *Thank you for your participation in this important survey!*

Should you have any questions regarding the online surveying process, please contact Bach Harrison Support at surveys@bach-harrison.com.