



## Classroom Proctor Instructions - Paper

**UNLESS YOU HAVE BEEN INSTRUCTED OTHERWISE, PLEASE NOTE THAT THIS SURVEY IS FOR STUDENTS IN 6TH, 8TH, 10TH, AND 12TH GRADES ONLY.**

- 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.
- If you have students who need to take the survey in Spanish, please notify your survey coordinator prior to the day of the survey. The Spanish survey is only offered in online format this year.
- Make sure that each student has a No. 2 pencil. (Students should NOT use pen.)

**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.**

Before handing out the survey forms, please locate the link for the Proctor Video, which your Survey Coordinator should have sent you, and play the video on your classroom Smart Board or video projector.

The video will give students an opportunity to opt out of the survey. If they choose to do so, please provide the student with an alternate ungraded activity such as reading quietly at their desk. Please choose an activity that is not perceived as a reward or a better alternative to taking the survey (such as free time on their own devices).

**While students are watching the video, please write the AUN number on the board.** This is your school district's ID, which your district's Survey Coordinator should have provided to you. Students will need to record this AUN number on the first page of their survey.

When the video is completed, please hand the surveys out to students and let them begin.

Please stand or sit at the front of the classroom while students are taking the survey. If a student asks you a question about the survey or what something means, just tell the student to do their best on their own and that they are welcome to skip anything they don't understand or don't want to answer. Please keep an eye on the classroom to ensure that students are not looking at each other's paper surveys while they take the survey.

**When all students are done (or at the end of class, whichever comes first), please place unused surveys into the envelope and READ the following **ALoud** to students:**

- ✓ *Class is now over. If you have not finished the survey, please stop where you are and close the survey.*
- ✓ *Please come up and place your completed survey inside the large survey envelope. The last student to place their survey in the envelope should seal the envelope and then hand it to me. The envelope will not be opened again until it is received by Bach Harrison for scanning.*
- ✓ *Thank you for your participation in this important survey!*

Should you have any questions regarding the online surveying process, please call Bach Harrison Project Support at [payssupport@bach-harrison.com](mailto:payssupport@bach-harrison.com).