

Classroom Proctor Instructions – Paper/Pencil

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 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 School AUN (provided by your Survey Coordinator) on the chalk/white board at the front of the room. Each student will need to write this number 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 to your students:**

- ✓ Write the number listed on the board on the front page of your booklet and fill in the appropriate bubbles.
- ✓ 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, stop where you are and close the survey.
- ✓ As you leave the classroom, place your survey in the envelope.
- ✓ Thank you for your participation in this important survey!

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