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 to 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.}