

Proctor Instructions for all grade levels

These instructions are designed for use by the person who proctors the *California Healthy Kids Survey* (CHKS) in the remote classroom.

PROCTORING THE SURVEY

1. **Distribute Survey.** Provide each participating student with the URL for the online survey. The URL should be distributed in such a way that students without parental permission do not receive it.
2. **Read Introductory Script to Students.** The attached script assures that students know they will not be punished or rewarded for choosing to/not to participate. It was designed for your protection.
3. **Assist Students.** Be available to answer questions in chat if any come up. Do not define any substance use definitions for students beyond what is already included on the survey.
4. **Conclude the Survey.** At the end of the survey period:
 - » You may ask students to indicate they are done in the chat so you can determine when everyone is finished.
 - » Thank the students for their participation.