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.