

## Proctor Instructions for all grade levels

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

### PROCTORING THE SURVEY

1. **Arrive Early.** Give yourself ample time to prepare for survey administration (i.e., turn the computers on, log into the survey website). It is *vital* that the computers be arranged so that only the student answering the survey questions can see the monitor.
2. **Sign Assurance of Confidentiality.** Read and sign the attached confidentiality agreement and give it to the school or district coordinator.
3. **Distribute Survey.** Provide each participating student with the URL for the online survey.
4. **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.
5. **Monitor Students.** To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey. However, do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
6. **Assist Students.** Be available to answer questions if any come up. Do not define any substance use definitions for students beyond what is already included on the survey.
7. **Conclude the Survey.** At the end of the survey period:
  - » Make sure all the students have submitted their surveys and closed the browser window.
  - » Thank the students for their participation.