



Proctor Training

Your school is about to participate in the NJ Middle School Survey! Our research team at Montclair State University's Center for Research and Evaluation on Education and Human Services (CREEHS) will work closely with your school to administer the survey. This packet is intended for school staff administering the survey and will provide helpful information and some simple guidelines for conducting the survey.

About the Survey

The NJ Middle School Survey is being conducted on behalf of the New Jersey Department of Human Services, Division of Mental Health and Addiction Services. The survey seeks to collect information about adolescent alcohol, marijuana, and other drug use in New Jersey, as well as risk and protective factors influencing these behaviors.

This information is crucial in developing and implementing prevention programs and policies in our communities. Results from the survey will be summarized. No data about specific schools or individual students will be disclosed.

Your principal has determined the best date and time for your school to administer the survey. They also designated a liaison from your school to coordinate the logistics.



Before the Survey

Before you administer the *NJ Middle School Survey*, please carefully review the contents of this packet:

→ **Proctor Checklist:**

Follow all of the steps before, during, and after the survey as outlined.

→ **Best Practices for Survey Administration:**

Maintain a confidential environment where students have the choice to participate in the survey; administer the survey in a standardized way.

→ **Technical Guidance:**

Troubleshoot any technical or logistical issues that may arise.

→ **Proctor Script:**

Read exactly as provided, and guide your class through the student permission ("assent") process and survey setup.



Know which students do not have permission to take the survey. Get the list of these students from your school's designated liaison.

This survey is electronic. Please make sure that all students have a computer (e.g., Chromebook) and any other necessary equipment (e.g., a charger).

Students should be positioned so their surveys cannot be seen by you or the other students in the class.

Arrange the classroom as if you were administering a test to promote privacy.

Please have non-participating students work on an alternative assignment, such as working on homework or silent reading, during the survey administration.

Supporting Students Using the Read Aloud Tool

If a student needs to use the Read Aloud text-to-speech tool to help read the survey questions aloud, please install the Google Chrome Read Aloud browser extension on their device: <http://readaloud.app/>. The student will need a pair of headphones to use during the survey.

Supporting Students Taking the Survey in Spanish

The survey and all related administration materials are available in both English and Spanish. If a Survey Proctor is not available to read the Proctor Script in Spanish, the instructions have been pre-recorded and programmed into the survey. The student will need a pair of headphones to use during the survey.



Starting the Survey

Read the **Proctor Script** aloud. Only students with parent permission should be provided with a link to the survey.

The first step is to **determine whether or not students with parent permission want to take the survey.** The first page of the survey allows students to indicate whether or not they would like to participate. This page is called an "assent form." The **Proctor Script** includes reading the entire assent form to ensure students understand all of the information so they can make an informed decision about their participation.

Students who wish to participate in the survey will then be prompted to click an embedded link to the survey questions. Students will be prompted to select their preferred language: English or Spanish. Before they can answer the questions, **they must enter the school code**, which will be provided to you. After making their selection and entering the school code, they can begin answering the questions. The **Proctor Script** has all of the necessary information to guide students through these steps.



During the Survey

The survey has about **70 multiple-choice questions** and takes students about **30 minutes** to complete.

When administering the survey, teachers and students must **ensure that confidentiality is respected**. Remind students not to talk to one another and to remain at their desks during and after the survey. Teachers administering the survey should remain at the front of the classroom and not look at any students' screens.

We ask that you do NOT read any questions out loud or clarify words or questions on the survey. If students ask questions, refer to the information in the **Best Practices for Survey Administration**.

If students finish early, they can work on the alternative assignment. Give students a 5-minute alert before the class period is over. Upon completion, ask students to click “submit” on the last page and close the web browser to exit the survey.

Supporting Students Using the Read Aloud Tool

When students are on the survey page, instruct them to press Control + A (Command + A for MacBook users) on their keyboard. This will highlight all the text on the page. Next, they can click on the extension icon at the top right corner of their browser, then choose Read Aloud. A pop-up box will appear showing the survey text.

When they press play, the tool will begin reading all instructions and questions on the page. They can control which question is being read by using the panel at the top of the pop-up box: they can pause or play, go backward or forward, and choose a specific part they want to listen to again.

The pop-up box may block the students' screen for answer selection. Instruct the students to press play and then click anywhere on the screen outside of the pop-up box. The Read Aloud will continue to read the questions while the students select their answers. Once the students finish answering the questions on the page, they can click the arrow to go to the next page. They will have to re-select the questions and the Read Aloud icon to read the next page.

Important: Before moving to the next page of the survey, make sure they have finished listening to—or skipped through—all lines in the pop-up panel. This will refresh the text in the pop-up box.

Supporting Students Taking the Survey in Spanish

Students can toggle between English and Spanish as needed while taking the survey. As needed, Read Aloud is supported in both English and Spanish.



After the Survey

If a student has any questions after the survey or needs to talk about anything that came up because of the survey, please direct them to your School Counselor.

Additionally, below are additional supportive resources available to NJ youth:

→ **2NDFLOOR Youth Mental Health Helpline**

A confidential and anonymous helpline for New Jersey's youth and young adults with a message board and mental health counselors available 24/7 365 days a year.

🔗 Visit <https://www.2ndfloor.org/> or call 1-888-222-2228

→ **988 Suicide and Crisis Lifeline**

Helpline that connects people via call, text, or chat to crisis counselors; provides emotional support and crisis counseling.

🔗 Visit <https://www.988lifeline.org/chat> or call/text 988

→ **NJ Children's System of Care - Perform Care**

A single point of access to behavioral health, intellectual and developmental disability services, as well as substance use treatment for youth and families.

🔗 Visit <https://www.performcarenj.org/> or call 1-877-625-7624



Questions Before Administering?

It is important that you work closely with your school liaison.
Any questions you have concerning the survey should be addressed to the liaison.
We appreciate your cooperation and willingness to participate.

Thank you!