



Best Practices for the NJ Middle School Survey Administration

What if a student does not wish to participate?

Participation in the *NJ Middle School Survey* is completely voluntary.

Even if their parents provided their child with permission, the students can skip any questions they do not want to answer, stop taking the survey at any time, or decline participation entirely.

Students with parent permission will be provided an **assent form**. The assent form allows them to indicate whether or not they want to participate in the survey. If a student says “yes” on the assent form, but later decides they no longer wish to participate, please redirect them to the alternative activity.

Are student responses anonymous and confidential?

Participation in the *NJ Middle School Survey* is completely confidential.

Students will not put their names on the survey. There is no way to connect their

survey answers back to them. You may know which students took this survey, but you will not know HOW they answered.

To help ensure confidentiality, we ask that you please arrange your classroom the way you would if you were giving a test. Survey Proctors should remain at the front of the classroom during the survey administration to ensure students’ privacy. Please do not look at students’ screens while they complete the survey.

How do I respond if a student has a question during the survey?

The administration of the *NJ Middle School Survey* should be standardized.

To obtain the most valid information, proctors should not answer any questions about the survey material. Let students respond naturally to the survey. Do not prompt them or provide them with explanations or definitions of terms they do not know. Please instruct them to just do their best and skip the question if they are unsure.