

Proctor Checklist

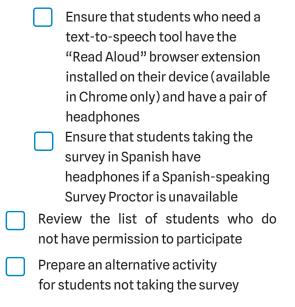
Thank you for your help administering the NJ Middle School Survey! Please use this checklist as a companion to the *Proctor Training* to ensure all steps are followed.



Before the Survey

the survey

Review your administration materials in the Proctor Packet , including:
This Proctor Checklist Best Practices for the NJ Middle School Survey Administration Technical Guidance for the
NJ Middle School Survey Proctor Script
Arrange your classroom so students are not able to see other students answers
Ensure all students have a computer (and charger as needed) to take





Starting the Survey

- Double-check the list of students who do not have parent permission
- Read the **Proctor Script** to guide students through the process:
 - Direct students with parent permission to complete the assent form
 - Give non-participating students an alternative activity



Page 5 of 13

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During the Survey

Maintain an environment that promotes confidentiality

Do NOT read any questions out loud or clarify words or questions on the survey

Assist students who need a text-to-speech tool or are taking the survey in Spanish

Give students a 5-minute alert before the end of the class period

Remind students to click "submit" before closing the browser to close out of the survey



After the Survey

If students have questions or need to talk after the survey, direct them to your School Counselor

Review the supportive resources provided in the *Proctor Training*



Page 6 of 13