



# 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

- ☐ 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 the survey



## Starting the Survey

- ☐ Ensure that students who need a text-to-speech tool have the "Read Aloud" browser extension installed on their device (available in Chrome only) and have a pair of headphones
  - ☐ Ensure that students taking the survey in Spanish have headphones if a Spanish-speaking Survey Proctor is unavailable
  - ☐ Review the list of students who do not have permission to participate
  - ☐ Prepare an alternative activity for students not taking 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



### 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**