



Proctor Script

STEP 1: Introduce the survey

Our school is participating in the NJ Middle School Survey! This survey is being conducted on behalf of the NJ Department of Human Services, Division of Mental Health and Addiction Services. By participating in this survey, you are taking part in an important effort to understand the needs of students in New Jersey. This survey is an opportunity to make sure the voices of 7th- and 8th-grade students are heard. This is YOUR chance to tell others about your needs from YOUR perspective.

Before we get started, I want to confirm that students who don't have permission are not taking the survey.

READ THE LIST OF OPTED-OUT KIDS TO CONFIRM THEY ARE NOT PRESENT. IF PRESENT, CONFIRM THEY DO NOT HAVE THE LINK.

Let's get started! You should have received a link to the survey. Click the link now to open up the online survey.

STEP 2: Complete the assent form together

Has everyone clicked on the link? Before we start, we need you to tell us if you want to take the survey. You should see "Student Assent Form" at the top of your screen. The assent form is how you let us know whether or not you would like to participate in the survey. You can select either ENGLISH or ESPAÑOL. Let's read through the form together.

READ STUDENT ASSENT FORM

Our school is participating in the **New Jersey Middle School Survey**. The findings from this survey will help schools and communities create safer and supportive spaces for students like you. Only a limited number of students will participate in the survey, so your voice is important. We really want to hear from you, rather than just assume we know what's best for you.

What will I be asked to do? You will be asked about your school, community, peers, and family, as well as your experiences with drugs, depression and anxiety, bullying, and social media. The survey has about 70 multiple-choice questions. It may take you about 30 minutes to complete it. You will only take it once. The survey is available in English and Spanish. You will not miss any schoolwork if you take the survey.



It is voluntary. Nothing will happen to you if you choose not to participate. Your teacher will give you something else to do during this period. This is not a test. You will not be graded for this. There are no right or wrong answers. You can skip any questions you do not want to answer. You can stop taking the survey at any time.

It is anonymous. The survey has been designed to protect your privacy. You will not put your name on the survey. There is no way to connect your survey answers back to you. The research team may use the data obtained in this study in future studies. The findings will be written as a summary and they will not name any student or school.

Benefits. This survey gives you a voice. It is important that we know what real students like you think, feel, and experience. This survey allows you to share your honest feelings about these important topics.

Possible Risks. You might find some questions to be sensitive or embarrassing. You can skip any question or stop the survey at any point. A school counselor will be available for follow-up questions or to talk about anything that comes up in the survey.

When you get to the bottom of the form, click either “YES, I want to participate in the survey” or “NO, I do not want to participate in the survey” and then click “submit.” If you said **NO** on the form, please close the browser and let me know right away. If you said **YES**, please wait until I direct you to move on to the next step.

PAUSE HERE TO ANSWER ANY QUESTIONS as students move from the assent form page to the survey page. Please ensure that non-participating students (if any) have an alternate activity (e.g., working on a class assignment or reading a book).

Now let's get started with the survey! Click the link, which will open up the online survey.

STEP 3: Take the online survey

On the next screen, select either **ENGLISH** to take the survey in English or **ESPAÑOL** to take the survey in Spanish.

PAUSE HERE TO ADDRESS ANY ISSUES

You will see the instructions for the survey. Let's read these instructions together.

Thank you for agreeing to participate in this survey. The purpose of this survey is to give students like you a voice to share your experiences and thoughts on topics like alcohol and drug use, mental health, bullying, antisocial behaviors, and social media.



This survey is **confidential**. Throughout the entire survey process, we will maintain strict procedures to protect your privacy and allow for your anonymous participation. I will not walk around or monitor any students' answers. Keep your answers to yourself so we can best protect your privacy. Please do not talk and only look at your screen. Because the survey is anonymous, no one will know your answers. Remember, you will not put your name on the survey.

This survey is **voluntary**. You can skip any questions you do not want to answer. You can stop taking the survey at any time.

Use the previous and next buttons at the bottom of the page if you need to go back. If you lose WiFi, do NOT close the tab or window. Simply refresh the page to resume the survey.

Please answer **honestly**. It is important that we know what real students like you think, feel, and experience. Do not pick a response just because you think that is what someone wants you to say.

We have the entire class period to complete the survey. When you are finished, you can look over your answers to make sure that you have not skipped any questions you wanted to answer. When you are ready to submit your survey, click 'Submit' on the last page and let me know you are done.

At the bottom of the instructions, you should be prompted to enter a school code. Our [school code is #####](#). Please let me know if you are unable to get in with the code provided.

[PAUSE HERE TO ADDRESS ANY ISSUES](#)

There will be an Exit Survey button at the top of each page of the survey. If you change your mind about taking the survey, you can click this at any point to exit. Remember, once you click this button, you cannot get back into the survey. Don't hit this unless you are certain that you want to exit the survey.

Remember, there are no right or wrong answers. I cannot read any questions out loud or clarify words or questions on the survey. Just do your best. If you don't know something, just skip it. You can get started now!

[PLEASE SEE "BEST PRACTICES" AND "TECH/LOGISTICS" FOR MORE AS NEEDED](#)



STEP 4: Help students finish the survey

With five minutes left, say, “We have 5 more minutes, so please start wrapping up and finishing the survey.”

With one minute left, say, “We have one minute left, if you don’t finish the whole thing, that’s fine, but please finish what you can in that time and don’t just click through the rest of the survey.”

If students are NOT DONE, instruct them to click the “Click to EXIT survey” button to submit their answers, then close the browser.

STEP 5: Thank students and share resources

Thank you for participating in the survey! If you have any questions related to the topics on the survey, please contact our School Counselor. You should also see some supportive resources at the end of the survey.