



Classroom Proctor Instructions – PAYS Jr. Online

UNLESS YOU HAVE BEEN INSTRUCTED OTHERWISE, PLEASE NOTE THAT THIS SURVEY IS FOR STUDENTS IN 4th GRADE ONLY.

- The PAYS Jr./4th Grade Survey features a **Gold/Yellow** background. If you find that you have been provided with a survey link that points to a survey with a **blue** background, **please stop** and reach out to your Survey Coordinator immediately to get the correct survey link for PAYS Jr.
- Some parents may have opted their child out of participating in the survey; your survey coordinator will notify you if any of those students are in your classroom.
- This survey includes a read-aloud audio to support student comprehension.

Each school has been provided a unique online survey URL assigned to the school by Bach Harrison. Find a way to get the URL to each student who is to take the survey. You can simply write the URL on the board and ask students to type it into their browser or share a link with students.

Please double-check the URL for your school. Your school should be named in the URL itself. If you see another school's name in your URL, please contact your district Survey Coordinator immediately to get the correct URL before you begin. Please also make sure the survey itself uses a **Gold/Yellow** background. If it does not, please reach out to your district Survey Coordinator to receive the correct URL.

Once students are ready to go, please play the PAYS Proctor [video](#) on your classroom Smart Board or video projector.

The video will give students an opportunity to opt out of the survey. If they choose to do so, please provide the student with an alternate ungraded activity such as reading quietly at their desk. Please choose an activity that is not perceived as a reward or a better alternative to taking the survey (such as free time on their own devices).

Note that **each survey question includes an audio file** that students should click on so that the question can be read aloud to them. **Please assist students in putting on their headphones or earbuds before the survey and instruct them to follow along with the audio before they answer.**

Please stand or sit at the front of the classroom while students are taking the survey. If a student asks you a question about the survey or what something means, you can provide basic definitions. Beyond that, please just tell the student to do their best on their own and that they are welcome to skip anything they don't understand or don't want to answer. Please keep an eye on the classroom to ensure that students are not looking at each other's screens while they take the survey.



When all students are done (or at the end of class, whichever is first), please READ the following ALOUD to the students:

- ✓ *Please click on the “Done” button to submit your survey.*
- ✓ *If you feel worried or need help after taking the survey, please talk to the school counselor or another grown-up you trust.*
- ✓ *Thank you for your participation in this important survey!*

Should you have any questions regarding the online surveying process, please contact Bach Harrison Support at payssupport@bach-harrison.com.