



Classroom Proctor Instructions - Online

UNLESS YOU HAVE BEEN INSTRUCTED OTHERWISE, PLEASE NOTE THAT THIS SURVEY IS FOR STUDENTS IN 6TH, 8TH, 10TH, AND 12TH GRADES ONLY.

- The PAYS (6th/8th/10th/12th-grade) Survey features a **Blue** background. If you find that you have been provided with a survey link that points to a survey with a **gold** background, **please stop** and reach out to your Survey Coordinator immediately to get the correct survey link for PAYS.
- 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.
- Note that the **PAYS is a bilingual (English/Spanish) survey**. Students should select the language they would like to take the survey in (English is the default, Spanish is offered as an alternative) from the language bar located in the top right-hand corner of the screen.

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.**

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).

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, 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:

- ✓ *The class period is over. If you have not finished the survey, please click through the survey to the final page of the survey.*
- ✓ *Then, if you haven't already done so, please click on the "Done" button to submit your survey and then close your web browser.*
- ✓ *If you have any concerns about the topics discussed in the survey or need any help or support, please reach out to the school counselor or another trusted adult.*
- ✓ *Thank you for your participation in this important survey!*

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