



PROCTOR INSTRUCTIONS_P

These instructions are designed for use by the person who proctors the *California Healthy Kids Survey* (CHKS) in the classroom.

PROCTORING THE SURVEY

- 1) **Arrive early.** Give yourself ample time to prepare for survey administration.
- 2) **Sign Assurance of Confidentiality.** Read and sign the attached confidentiality agreement and give it to the school or district coordinator.
- 3) **Distribute survey modules and supplies.** Provide each participating student with:
 - The required survey (Module A),
 - Any optional modules the district elected to administer (Modules B - H),
 - A scannable answer sheet, and
 - A #2 pencil.
- 4) **Make sure you do not survey any student whose parents declined participation.**
- 5) **Read Introductory Script to students.** The attached script assures that students know they will not be punished or rewarded for choosing to/not to participate. It was designed for your protection.
- 6) **Monitor students.** To insure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the questionnaire. However, do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- 7) **Fill out Transmittal Envelope.** While students take the survey, fill out all requested information on the TOP PORTION of the Transmittal Envelope. It is **very important** that all information is accurate and complete.
- 8) **Collect answer sheets.** At the end of the survey period:
 - Have students put their answer sheets in the Transmittal Envelope.
 - Publicly seal the envelope before the students.
 - Thank the students for their participation.
 - Turn in Transmittal Envelopes and other materials to school coordinator.

Assurance of Confidentiality of Survey Data

The California Department of Education is firmly committed to maintaining the confidentiality of individual respondents' data obtained through surveys.

Procedures for Maintaining Confidentiality

1. All survey administrators shall sign this assurance of confidentiality.
2. All survey administrators shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data in their possession.

Pledge of Confidentiality

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality.

My signature below indicates I have read and agree to the Pledge of Confidentiality.

Survey Administrator Name: Print name: _____

Signature: _____

Date: _____

Introductory Script for Survey Administration

"Your district is conducting the California Healthy Kids Survey. You are among thousands of students throughout the state who are taking this survey. You were selected to participate because your classroom was selected at random (by chance).

The survey asks questions about your eating habits, physical exercise, drug use, violence and other health-risk behaviors. [IF ADMINISTERING MODULE C, ADD: suicide; IF ADMINISTERING MODULE F, ADD: sexual behavior.]

This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important. Please read each question carefully and answer it based on what you really know or do. Answer the questions truthfully and as best as you can.

The survey is anonymous and confidential. Do not put your names anywhere on the survey or the answer sheet. No one will ever be able to connect you with your answers. Your answers are private.

Participation is voluntary. You are here because your parents or guardians did not object to your participation, but you don't have to take the survey or complete any questions that you do not want to answer.

The State of California wants to thank you for your help in filling out the survey. Your participation will help us to better understand health-related behaviors and develop better health education and prevention programs. If you have any questions after completing the survey, your school principal or counselor is ready to spend time with anyone who feels that they would like to talk over their feelings about the survey. *Anyone who does not wish to participate should tell me now.*

Mark your answers on your answer sheet. Each section of the survey matches up with a section on the answer sheet. Be sure to check you are in the correct part of the answer sheet when you answer each question. **DO NOT DO ANY WRITING ON THE QUESTIONNAIRE ITSELF.**

It is important that you answer based on what you really know and do. Don't pick a response just because you think that's what someone wants you to say.

The first questions ask some basic information about your background such your as age, sex, and ethnicity. We need this information to understand how behaviors differ among youth.

Now you can read the directions on the first page and go to question number 1. When you have completed the entire survey, put your answer sheet in this white envelope [*hold up white envelope to students*] and bring your survey and pencil to me.

If you have any questions, please raise your hand. Thank you. Please begin."