**PROCTOR SCRIPT**

Good Morning/Afternoon.

You’re here because the school wants to conduct a survey to hear your opinions about your school. The survey will ask your opinion on questions ranging from student engagement, to bullying, to the conditions of the school building itself. Your answers will be used to improve the school experience for you, your fellow students, and your teachers. Your teachers, will also have the chance to voice their opinions on similar surveys.

Your school wants to hear from everyone, so your participation is very important. But it’s also voluntary. You do not have to take the survey and you can skip any questions you don’t want to answer.

Please answer the questions as best as you can. If you are unsure about the meaning of a survey question, do your best to answer it on your own. In order to maintain privacy, I will not be able to help you interpret the meaning of questions. Similarly, you should not ask other students or look at their reposnses.

When you have finished the survey, please sit quietly and do not disturb your fellow students.

Now, take the username in front of you, use it to log into the survey, but do not begin the survey until instructed. Once I have made sure everyone has successfully logged in and written down the PIN displayed on the page, I will move to a part of the room where I cannot see anyone’s answers, and at that time I will instruct you to begin.

…

Now that everyone has reached the PIN page, please begin.

CONFIDENTIALAITY PLEDGE FOR SURVEY PROCTORS

I hereby certify that I have carefully read and will cooperate fully with the SCLS procedures on confidentiality. I will keep completely confidential all information arising from the surveys concerning individual respondents to which I may gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. 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.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_