

Dear proctors and teachers,

Thank you for your assistance with the Planet Youth survey. During the survey, we request that the instructions below be followed as closely as possible. Sufficient student participation is important for the survey results to be accurate and reliable. The survey can be answered on a desktop computer, laptop, tablet, or if necessary, a smartphone.

We kindly ask you to familiarize yourself with the following to communicate it to students as appropriate.

1. Before starting the survey, make sure all devices are working properly and connected to the Internet.
2. Share the survey link and password with students via an online platform (such as Edsby or email). Alternately, share the QR code for them to scan and write the password on the board before class. This way, students can quickly start the survey at the beginning of class.
3. Please advise students to read the introductory text carefully at the beginning of the survey. Remind students that the survey is **completely confidential** and highlights the importance of responding accurately.
4. Students can change the language of the survey (English/French) using a button in the top right of their screen. If they are partway through the survey, they will be taken back to the first page, but their progress will be saved.
5. Students can navigate back and forth within the survey using buttons on the survey screen (**not** the browser buttons). If a student accidentally closes their browser, they will need to restart. The student should tell a teacher or proctor if this happens.
6. If a student needs help, it is best that they come to you, and you look at the question they need assistance with on your blank copy of the survey (screen or printed copy) rather than the student's copy. This protects the students' privacy as it prevents you from seeing their answers. You can access the survey the same way as the students, with the provided link and password, or a paper copy provided separately.
7. It will take students approximately 40 minutes to complete the survey; however, it is important to allow extra time for students who may need longer to complete the survey.
8. It is important that there is silence in the room and that students do not discuss or compare answers, much like an exam. Good privacy increases the likelihood that students will respond honestly.
9. We ask that the few students who do not participate in the survey be given other assignments to work on while other students complete the survey. When a student has finished, ask them to remain silent or work on something else so as not to distract others.
10. Students may skip any questions they find uncomfortable to answer. They can also end the survey at any time without consequence.

For more information on the Planet Youth Nipissing project, visit: www.planetyouthnipissing.ca.

Thank you for your assistance.