

**Proctoring Instructions – [Class/Grade]**

[School]

1. Explain to students that they will be taking a survey that will help them discover their own unique behaviors and motivators. It is not a test; there are no right or wrong answers. They can use the information in the report when working in teams, applying for jobs and internships, and making resumes.
2. Show this video: <https://vimeo.com/284824692/9543b5928b>
3. Emphasize the following important points to students:

* There is no right or wrong answer – pick the answer that is true for you
* Double check your email address when you enter it to ensure you receive your report
* Be sure to read each section’s instructions. Make sure you order statements in the order the instructions say.
* On the last page, you should select “Save”. The report will be emailed to you.

1. Provide the survey link:

**Here is the URL for [school] [class]:** [insert link]

1. If a student does not receive a report, they should NOT retake the assessment. Instruct them to send an email to [support@indigoproject.org](mailto:support@indigoproject.org) with their full name and the name of the school and ask for the report to be resent.

