

Stanislaus County Academic Decathlon

Subject-area Test Instructions for Proctors – Please Review with Team

Nothing allowed in testing room except acceptable calculator. Calculators can only be used during the math portion of the subject-area testing. Coaches are responsible for picking up their teams calculators after the math test. Extra blank scantron forms and test booklets are available at the front table.

Box # Contents:

Student Test Books for Test #1 – 7 (one per student for each section)
Scantron forms (one per student, per test, pre-slugged)
Cards with the section/row number for student direction
50 sharpened pencils
Test instructions (this form)
Testing Arena Seat Assignment List (by row number and by student code)
Testing Schedule
USAD calculator guidelines
Tissues and mints

Test Instructions

Before Testing – Coach Proctor

- ✓ Assist students in locating their testing seat (post-its are at each site and should match location indicated on student's name tag)
- ✓ NOTHING allowed in testing area except calculators for math test only – personal items can be stored under proctor tables
- ✓ Check calculators – report unacceptable calculators to Lead Proctor. If you are unsure of the acceptability of a calculator see Lead Proctor
- ✓ Distribute a pencil and pre-slugged mathematics test scantron to each student (check that code on scantron matches the student's code on name tag)

Before Testing – Lead Proctor/Emcee

- ✓ Review time schedule
- ✓ Ask students to check the accuracy of the following on each scantron form: (Repeat for each test)
 - *Student's name and bubbled student code
 - *Subject (i.e., Test #1 Math)
- ✓ Use only number 2 pencil supplied—completely erase changes. Raise pencil high in the air if a new one is needed.

Testing – Emcee/Coach Proctor

- ✓ At Emcee's instruction, distribute Test 1: Math Test face up (ask students to wait for the signal before opening the test booklet—repeat for each test)
- ✓ At Emcee's instruction, students complete the following on the front of the test booklet: (Repeat for each test)
 - *Print name and I.D. Number (AcaDec student code)
 - *Signature and Date
- ✓ Students have thirty (30) minutes to complete each test— Emcee will signal start time, a five-minute warning, a one-minute warning and finish time

After Each Test – Coach Proctor

- ✓ Collect the test booklet and scantron form. Separate the test booklet from the scantron form.
Organize the scantron form so that they face the same way. Rubber band the scantron forms together and place on table for pickup. Place test booklets on table. After each test a Scoring Official will come by to collect the scantron forms.
- ✓ As one proctor picks up the test booklet and scantron (in a snake fashion) the other proctor distributes the next scantron form. The first proctor then follows with the next test booklet instructing students not to open test booklet until instructed to do so
- ✓ Upon completion of testing place all items back inside the box and leave on top the table.

IMPORTANT: Please ask students to check their student ID code (on name tag) against the number on the post-it in front of them and entered on each scantron form. All students remain in room during testing. If a contestant is tardy, he/she will not be allowed to make up time lost. If a contestant must leave the test arena for any reason, he/she must first secure the permission of the proctor. If a participant must leave during the middle of a test to use the restroom, he/she forfeits the time remaining for that test.

No food allowed inside the gym. Coaches can provide snacks outside the testing arena.

CHEATING: If a proctor finds a contestant involved in any unauthorized communication or copying from another contestant, the proctor must report the incident to the competition manager. The decision of the competition manager will be final and irrevocable.