

Super Quiz Proctor Instructions from the Quizmaster

There are three chairs at these tables for each team in competition. Each table sits two teams with a proctor in the middle. The seating arrangement is in the same numerical team order as used throughout this competition. The sequence was determined by a random drawing prior to the competition.

Proctors, please pick a table with teams you do not have any connection to and review the materials at the table. Make sure each binder has 13 questions per round and three rounds of questions; that there are pencils and an answer sheet for each team; and the team score pads are at zero. Proctors should be seated at their table when the competition begins.

Each of the team members will be called to take their place at the team station during the Super Quiz Relay. They will be called to the team tables in the order of their category – Varsity, Scholastic, or Honors. Students will be called to the team stations one group at a time. The students will be allowed to collaborate on the team answer. Each team is allowed to bring one calculator to the table which will remain at the table for all three rounds.

Proctors will verify each student's ID number at the beginning of each Round. Varsity Round numbers 07, 08, and 09; Scholastic Round numbers 04, 05, and 06; Honors Round numbers 01, 02, and 03. Only the students present in that category may compete.

Each team has a Team Relay Score Sheet to record their answers. All scores for the Relay will be carefully maintained by the Super Quiz proctors. Scores will also be noted on the team score pad on the table at the team station at the end of each round.

At the Quizmaster's direction, the proctors will turn to the Round 1 – Varsity divider in the Super Quiz competition binder. Each round will consist of 13 questions.

As the Quizmaster reads the number of each question, students may turn to the corresponding page in the binder and begin reading. Each question will be read aloud. Students will have 10 seconds from the time the Quizmaster completes reading the question to mark their answers by darkening the answer space for the answer each has chosen. Students can mark their answers any time during the reading of the question or the 10 seconds after. When time is up a bell will sound. The students will have 20 seconds for the math question which will be the last question in the round.

The Quizmaster will then read the correct answer aloud and proctors will confirm team responses as correct or incorrect on the Team Relay Score Sheet. Circle the word 'correct' if the team got the answer right, do not do anything if the team got the question wrong. Then give teams time to erase any extra marks or crossed out responses before the next question.

If any proctor has a question, a problem, or needs more time before proceeding, the proctor should raise their hand. The Super Quiz chairperson and staff will assist you.

There will be three rounds of questions. At the end of each round, proctors will ask one student from each school to verify their total Relay score on the Relay Team Score Sheet. A student can then update the cumulative score on the team score pad on the table. Proctors will leave the binders open to the divider sheet that gives the number of the next round. Students should remain at the team tables until the Quizmaster gives permission for them to leave.

At the end of the third round the Super Quiz Chair will come by the tables before the students leave, to collect the score sheets. Once the competition ends, proctors please breakdown and collect the materials at your table and return them to the Super Quiz Chair. You are then free to go.