

Instructions for Test Proctors

- After your training, please carry all the materials for your tests to your room assignment. Make sure that everything is in order. You should have two pencils for each student and several in reserve. You should also have scratch paper for the math test. If you are missing something, report it immediately to the Testing Chair. Students should not enter the room until you are prepared. Have them wait in the hallway until you are ready for them to enter. **It is very important that you adhere to the testing times noted.**
- **Please do not engage the students or other adults in the room in conversation as it is very distracting to the test takers.**
- When students enter, they are to sit in the numbered desks that correspond to their student ID number (e.g. 1101, 1704, 2307, etc.). The first two numbers indicate the student's team number and the second two numbers indicate their placement on their teams. For example 01 - 03 are Honors, 04 - 06 are Scholastic, and 07 - 09 are Varsity. A student with an ID number of 2307 is from team 23 and is the number 07 Varsity student on the team.
- All students must wear their competition badge in full view. If they do not have their badge, they must go and find it.
- The students are to have no materials with them for the testing activities; the exception is a basic four-function calculator for the mathematics test. Purses may be stowed under the desk, but all other equipment (backpacks, earphones, folders, etc.) must remain outside of the room. **Cell phones are not allowed in the testing rooms.** Students may not use any materials when they are finished with their tests. They must remain in their seats until the time is finished.
- Students are to remain in the test room for the duration of the tests. If they must use the restroom, they forfeit the test time they lose while out of the room.
- Have students write their names and sign the front of the test booklet before the test begins. **Each test is 30 minutes long.** Please instruct the students to mark their answers completely and erase completely, if needed. Signal students to begin the test. Write the time on the board when the test will be completed. Verbally give the students both a five-minute and one-minute warning as the test time winds down.
- At the conclusion of the test, pick up the answer sheets first and arrange in team numerical order (e.g. 0103, 0203, 0303, 0403). **Count all answer sheets and verify with the number of students in your room. All unused Scantron forms must be returned to the Testing Chair.**
- Place the forms in the appropriate envelope. Then pick up the booklets and place all the materials for pickup by your door. If there are two proctors, divide the tasks for better time management and ease.
- **Please do not dismiss students until all forms and test booklets have been picked up and accounted for.**
- At the Testing Proctor's training session, you will be given all of the tests and scoring forms for the day. They will be organized in the order in which they will be administered.
 - You will administer 7 tests in 2 testing periods: Math, Science, Economics, Literature – Break – Music, Art, Social Science.

Instructions for Test Proctors

- Stick to the schedule for the tests that you have been given. It is important to give the tests in the specific order, as Scoring will be expecting only that one subject and will have the program set up with the correct scoring key.
- For the first test only, students may use a calculator. Please instruct the students that once the math test is over, the calculators must be placed under their desks and returned to their coaches at the break. **Under no circumstances may they be used for any other tests.**
- For the first test of the day the proctor(s) will distribute the test booklet face up at each student's seat. As you distribute the booklets, place the appropriate Scantron form on top of the test booklet. **Please take care to give the correct Scantron form to the appropriate student. Please check to make sure you have the correct form for the test. For example, make sure that if they are taking the math test, that students have the math form.** Have students check to make sure they have the correct scoring form.
- As students are taking the Math test, hand out the Science Test with the appropriate scoring form. Place the test booklet face up with the scoring form on top of the test.
- At the conclusion of the test, pick up the answer sheets first and arrange in team numerical order (e.g. 0103, 0203, 0303, 0403). Collect all Math test booklets.
- Start the Science test at the assigned time.
- As students are taking the Science test, pass out the Economics test booklets face up and place the Scantron scoring form on top of the test booklets.
- While students are taking the next test, count all Scantron forms and verify with the number of students in your room. Place the Scantron forms in the appropriate envelope and place them for pickup by your door. Runners will be assigned to your room and if you need anything, let them know.
- The same process should follow the Economics test. At the end of the Science test and **after all Scantron forms have been collected and accounted for and test booklets have been collected**, you may release students for a break and you go for a break also!
- When you return to your room after break, please cue up the music test on the computer, check that it begins, and adjust the volume. If you experience any issues, immediately notify your Testing Chair.
- The first test after the break is Music. The students will listen to the music and respond to the first 12 questions. Timing for this test begins when you press play. Don't begin to hand out the Art test and Scantron forms until the music has completely finished playing.

NOTE: Near the end of this testing, the students will begin to be antsy and will accelerate their testing pace. They cannot be dismissed until all of the scoring forms and test booklets for all the tests have been collected and accounted for and the testing time is over. **Please do not dismiss your students early as they may disrupt other students who are still testing.**

- At the end of the day, please clean up your room and leave it the way it was found.
- Return all materials to the Testing Chair.

We really appreciate your participation and invite you to the Super Quiz Relay competition. It is great to see these students compete academically!