



Proctor Training

SUPER QUIZ

What's Super about the Quiz?

It Counts!

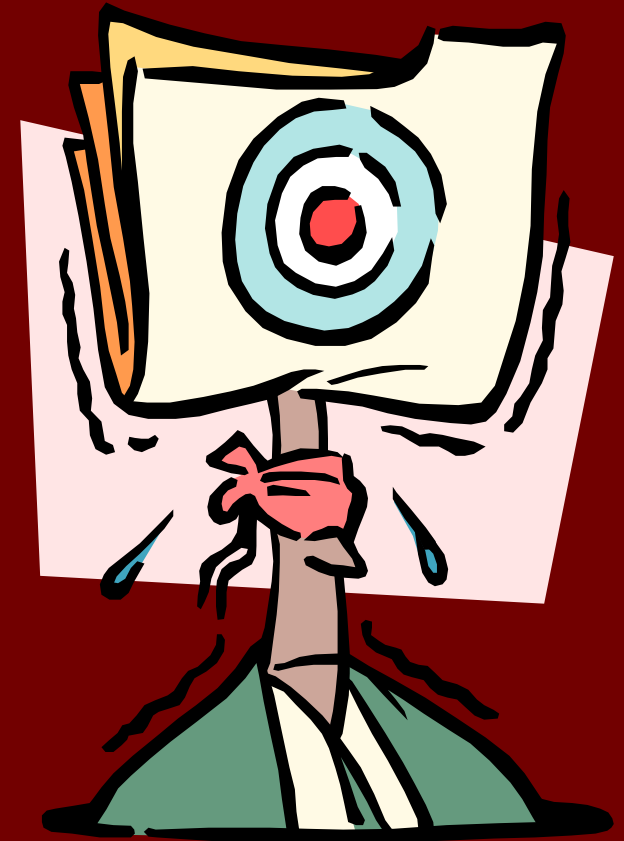
- Quiz is 40% of the team's total Super Quiz score

It's Public!

- Parents, peers, and other fans are watching!

It's the end of a *long* competition!

- Objective tests, Essays, Interviews and Speeches are complete!



In Your Proctor's Kit...

- 12 Scantron Sheets
- 3 Rounds of Test Booklets (color coded)
- 3 Tally Sheets (one per round)
- 1 Roster
- 1 Auditorium Diagram w/ Team Numbers
- 1 Set of Display Numbers (1, 2, 3)
- Bags Containing Pens, Pencils & Paperclips

Competition Format

- There will be 3 Rounds of Competition with up to 3 students per round.
 - Varsity - (Student #'s 07, 08, 09)
 - Scholastic - (Student #'s 04, 05, 06)
 - Honor - (Student #'s 01, 02, 03)
- 10 Questions per Round
 - *Students answer numbers 1-10 on their Scantron regardless of the round*

What's My Job?

Working as partners, proctors –

- Distribute testing materials to students
- Make sure **ID** numbers match on Scantron & name badge
- Help students feel comfortable & monitor irregularities
- Score student Scantron sheets w/ non-photo blue pencils
 - " + " = *correct*
 - " -- " = *incorrect*
- Display the tallied score for audience
- Complete a tally sheet at the end of each round
- And simply hold up a red card if there is any irregularity during the round for a floor monitor to assist.

Procedures

■ When the Emcee Indicates:

– Distribute Student Scantrons and pencils.

*** Check Student ID's and make sure each matches the name and number on the Scantron*

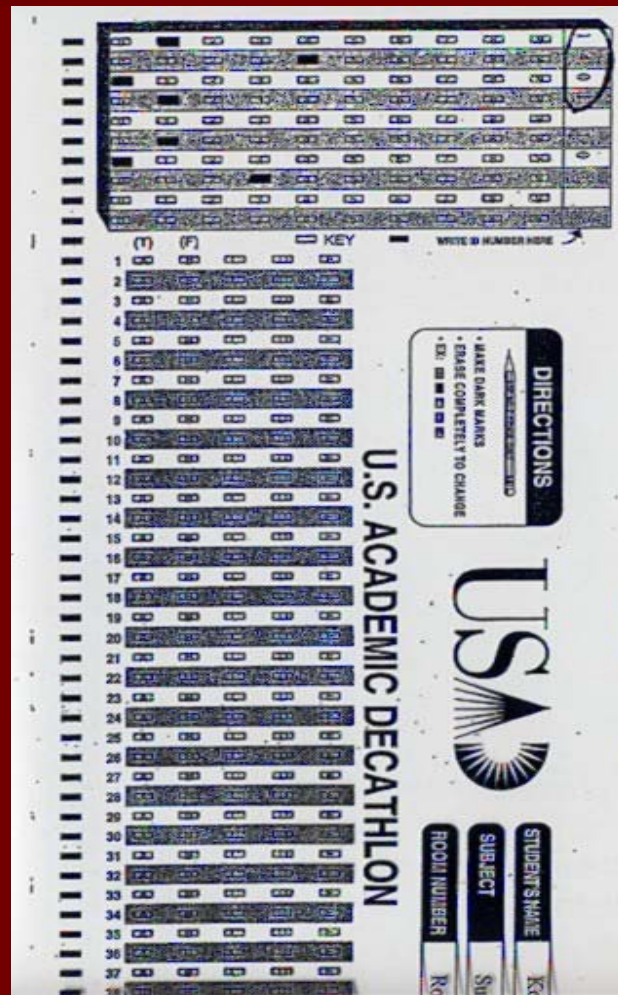
– Distribute Test Booklets

*** Be sure to distribute correctly labeled / color coded test booklets for each round and remind students to mark ONLY in answer spaces 1-10*

Remember:

- An answer is not to be marked until all choices have been read and the emcee says "Begin."
- Students must hold their PENCILS UP when "STOP" is announced after seven seconds.

Scantron ID = Badge ID



Kevin

14-1

Procedures Cont...

During the Competition Proctors will:

- Circle and score each answer with a photo blue pencil. You will indicate a "+" PLUS if correct and a "--" MINUS if incorrect just to the RIGHT of the student's answer on the Scantron.
- Determine the number of CORRECT answers and display the corresponding laminated number to the audience.
- Watch carefully to make sure students mark their answers on the correct line (*No answer marked in a test booklet will be accepted*)
- Make sure NO ONE begins writing until the Emcee reads all of the answer choices and says "Begin"
- Observe that NO ERASURES / CHANGES are made AFTER time is called and the correct answer has been announced.

At the END of Each Round

- Collect the Test Booklets and return them to the folder.
- Complete the Super Quiz Tally Sheet.
- Collect the Scantons in numerical order (*7, 8, 9 or 4, 5, 6 etc... depending on round*) and fold inside the Tally Sheet.
- Hold up the Tally Sheet for a Floor Supervisor to come and collect.

Super Quiz Tally Sheet

California Academic Decathlon Super Quiz Tally Sheet

Honor - Round 3

Any High School

	Student Score
Decathlete ID # 5001	<input type="text"/>
Decathlete ID # 5002	<input type="text"/>
Decathlete ID # 5003	<input type="text"/>

Cross out the low score and add the other two together for the Total Team Score.

Total Team Score =

Proctor Signature _____

Proctor Directions:

1. Enter the total amount correct for each decathlete in the "Student Score" box.
2. Cross out the low score unless there are only two decathletes for this round.
3. Add the two highest scores together and enter the total in the "Total Team Score" box.
4. Sign the document.
5. Fold this sheet and place the team scantrons for this round inside. A runner will come pick them up.

After the Final Round

- Keep the Honor Students in their seats until the Super Quiz activities have concluded.
- Collect all remaining test materials (tests, boards, pencils, etc...) and return to Proctor Kit.
- Fold Scantrons into Tally Sheet and hold up for a Floor Supervisor to collect.

Any Questions



THANK YOU

We know your time is valuable
and we are so grateful that you chose to
spend your afternoon volunteering for the



We look forward to seeing you next year!