

Submit this form by December 16, 2011 as an attachment to kscarberry@solanocoe.net.



North Bay Region Academic Decathlon Round 2 Essay Test

School Registration & Essay Test Date and Time

School Name: _____ Today's Date: _____

Head Coach: _____ E-mail: _____

Essay Location:

The location must have enough room for all decathletes from your school to complete the essay at the same time, and in the same room supervised by the essay proctor. The location must not have visible information associated to the test displayed.

Essay Start Time:

All decathletes from your school must test at the same time.

Location: _____

Start Time: _____

Proctor Confidentiality Agreement Form

I will serve as the Proctor for the administration of the Academic Decathlon Essay Test for the school listed above on Monday, January 9, 2012. I am not a Decathlon team coach, assistant coach, or parent of any team member. I am a school employee. I agree to administer and monitor the Essay Test according to the rules and procedures below, and in the test directions that I will be provided.

1. I agree to read the test directions (provided by NBRAD) aloud to decathletes.
2. I will supervise the decathletes being tested at all times to make sure they are not using aides of any kind (USAD resource guides, etc.) or leaving the room.
3. I will make sure all decathletes from the school begin testing at the same time and will not allow decathletes who are absent to make up the test at a later date or time.
4. I will make sure the testing room is secure and will limit access to decathletes only. I will not allow coaches, parents, or any other observers in the testing room.
5. I will limit access to the tests by the decathletes to the actual testing period.
6. I will collect and make sure all materials (Essay Test with the prompts, scratch paper) have been returned before releasing the decathletes from the testing session.
7. If a decathlete is caught using aides or cheating, I will write down the decathlete's ID number and report this as soon as possible to Ken Scarberry at (707) 330-3276.

The proctor must not be an AcaDeca coach, assistant AcaDeca coach, or parent of any team member. The proctor must be a school, district or county office of education employee (e.g., counselor, administrator, or teacher)

Proctor Name: _____ Title: _____

Phone w/area code: _____ E-mail: _____

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