



North Bay Region Academic Decathlon (NBRAD)

Essay Test Procedures

Decathletes will complete a proctored Essay Test at their high school on the designated test date.

Essay Test Date: Monday, January 9, 2012. All decathletes must complete the Essay Test on this date. All decathletes at a school must test at the same time at their respective school.

| Step | Description | Completed by |
|------|---|--------------|
| 1. | <p>By Wednesday, January 4, 2012, NBRAD will provide Proctor with:</p> <ul style="list-style-type: none"> • Team Roster. Proctor will confirm any changes with coach before test begins. • Essay Prompts and Decathlete Instructions Sheet • Essay Proctor Instructions | NBRAD |
| 2. | <p>By Friday, January 6, 2012, the Proctor will:</p> <ul style="list-style-type: none"> • Make enough copies of the test to distribute one to each decathlete. • Secure the tests until the test day/time. | Proctor |
| 3. | <p>On Monday, January 9, 2012 (Day of Test), the Proctor will:</p> <ul style="list-style-type: none"> • Assemble decathletes, conduct roll call and distribute essay tests. • Read aloud the test directions while the decathletes follow along. • Monitor the room adhering to the rules and procedures outlined in the <i>Proctor Confidentiality Agreement Form</i> and test directions. • Collect and bundle all of the test materials and dismiss the students. | Proctor |
| 4. | <p>By Tuesday, January 10, 2012, the Proctor will:</p> <ul style="list-style-type: none"> • Package and mail Essays and Roster to: <u>NBRAD, 4522 Abernathy Road, Fairfield, CA 94534</u>. (NBRAD will not be responsible for damaged or lost packages, so please be sure to package appropriately.) | Proctor |

| CONTACT INFORMATION: | |
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| Solano County Office of Education North Bay Region Academic Decathlon Ken Scarberry, Academic Decathlon Director 4522 Abernathy Road, Fairfield, CA 94534 | Office: (707) 646-7603 Cell: (707) 330-3276 E-mail: kscarberry@solanocoe.net |