

# NORTH BAY REGION ACADEMIC DECATHLON



## A Contest of Academic Strength

Providing academic competition to encourage, acknowledge and reward academic excellence through teamwork among students of all achievement levels.

Coordinated by the  
**Solano County Office  
of Education**

**For More Information:**  
Educational Services Department  
Ken Scarberry, Director of Youth Development  
4522 Abernathy Road, Fairfield, CA 94534  
Phone: (707) 646-7603  
[kscarberry@solanocoe.net](mailto:kscarberry@solanocoe.net)

# HOMEROOM PROCTOR ORIENTATION PACKET

## Table of Contents

PREFACE.....	2
GENERAL INSTRUCTIONS FOR PROCTORS.....	2
AT THE CONCLUSION OF EACH TESTING PERIOD.....	3
AT THE END OF THE DAY .....	3
ADDITIONAL POINTS FOR THE DAY .....	3
SAMPLE OBJECTIVE TEST SCANTRON .....	4
CAD CALCULATOR POLICY .....	5
SCRIPT FOR HOMEROOM PROCTOR.....	6
EVALUATION PAGE (complete and return to test center) last page	

**PREFACE**

---

The Academic Decathlon (AD) is a team competition in academics for high school students in grades nine through twelve. Academic Decathletes compete in teams of six to nine students. AD involves students of all levels of academic achievement; to ensure that the program is inclusive of students of varying ability levels, AD requires that each team include at least two “A,” or “honors” students; two “B,” or “scholastic” students; and two “C” and below, or “varsity” students.

**GENERAL INSTRUCTIONS FOR HOMEROOM PROCTORS**

---

1. Review packet and participate in the assigned volunteer orientation.
2. Following the orientation, report to your homeroom no later than the time listed in the program. Earlier the better! Check to see that the room is unlocked and that there are at least 32 desks and chairs in the room.
3. Review roles before students arrive and are allowed to enter the classroom.
4. As decathletes enter the classroom, have decathletes store their belongings in a designated area away from the testing area. No material except the appropriate test booklet, Scantron and pencil are allowed at the decathletes testing area.
  - a. Calculators may be used during the math test. (*Refer to the calculator policy for more details.*)
5. As decathletes enter the classroom, verify that each decathlete has their proper identification.
6. Decathletes will be allowed to sit anywhere in the classroom as long as they are ‘not’ sitting next to (side-by-side) a decathlete from the same school. Desks should be separated as much as possible to provide a positive testing environment.
7. Once all the decathletes are sitting, conduct roll call. Verify that each decathlete is accounted for in your homeroom. Decathletes not present or listed on the roll call must be immediately reported to the Test Center.
  - a. [A new roll call sheet will be provided with each test. Make all notations about decathletes on the roll call sheet.]
8. Immediately after roll call distribute pencils, Blank Scantrons and the Math Test Booklet (face up) to each decathlete while reviewing the instructions. Make sure decathletes do open the test prior to the designated time.
9. Referring to the times shown in the Program Handout (also located in the Homeroom Proctor Script), distribute tests to decathletes. It is important to time **each test accurately**. Each test is exactly 30 minutes in length, exclusive of time for directions, except for the “Written Super Quiz Test” which is 25 minutes. Give a 5 minute warning before the end of each test.
10. **It is extremely important to stay on schedule.** Write the beginning and ending time of each test on the whiteboard. Provide a 5 minute warning before the end of each test. Referring to the times shown in the Program, distribute tests to decathletes.

11. While decathletes are taking their tests, please keep your eyes on them. Regularly take turns, get up and walk around the room to make sure that proper test taking is occurring. Look to make sure that students are completing their name, ID number and assigned test on the Scantron.

#### AT THE CONCLUSION OF EACH TESTING PERIOD

---

1. Collect all test booklets and answer forms and immediately prepare for the next test. Place pencils, Scantron sheets and test booklets on the decathlete's desk. Test booklets must be placed face up until the start of the test.
2. **Check all answer sheets to make sure they have decathletes' first names, their I.D. numbers and the assigned test.** (see sample Scantron.) As soon as this has been done, deliver the test booklets, answer forms and roll call sheet to the Test Center and pick up another set of tests. Repeat the process after each test.
3. Report decathletes that did not take the test or left early on the roll call sheet that accompanies the Scantrons and test booklets being delivered to the Test Center.
4. Return all testing materials and Homeroom Box to the Test Center before lunch and pick up following lunch. The Test Center is located in the Library.

#### AT THE END OF THE DAY

---

1. At the end of the day, clear desks of all decathlon materials and be sure to leave the room as it was when you entered. Return your name badge, packet, supply box and any other material to the Test Center.
2. Turn in the evaluation sheet. We appreciate receiving your comments or any additional suggestions or techniques that will improve the effectiveness of the academic decathlon.

#### ADDITIONAL POINTS

---

1. **Music Test.** Be sure the player is ready before the Music Test begins. The first 12 questions are from the audio cassette.
2. Adequate supplies of Number #2 pencils with erasers are available in your Homeroom Supply Box. Decathletes must hold up broken pencils, so that they can be exchanged by a proctor.
3. Watches on testing table are allowed so long as they make no noise. Besides watches (& calculators for Math), all other electronic devices or other items are not allowed.
4. Decathletes are not allowed to bring food and drinks into the testing room.
5. In the event a decathlete is guilty of severe infractions of good test-taking behavior, the proctor will note the decathlete's name and identification number and brief description of infraction on the roll call sheet. Unless it's a severe infraction that disrupts the classroom, deliver the information to the Test Center when returning the completed tests. The Competition Director will review infraction determine the severity of the penalty, if any.
6. Do not allow decathletes to leave the room except at scheduled breaks and in case of emergency. Decathletes will not be allowed back into the homeroom until the next scheduled test if s/he needs to leave the homeroom during an exam. **NOTE: All test booklets and answer sheets must be collected before students can be released for break, lunch or end of test period. This is to prevent the accidental loss of exams.**

## SAMPLE OBJECTIVE TEST SCANTRON

**U.S. ACADEMIC DECATHLON**

**USA**

ROOM NUMBER

SUBJECT

STUDENT'S NAME

SCANTRON F-14159-USAD-L © SCANTRON CORPORATION 2000 PC2 1000-999-5432 ALL RIGHTS RESERVED.

Decathlete will "enter" and "fill" his/her I.D. number in the first (top) four rows:

General Information

- Fill in only one bubble, per row.
- An empty row equals an incorrect answer. It's better to guess than leaving a row blank.
- More than one bubble filled (per row) equals an incorrect answer.

Decathlete will complete the following:

- Print First Name, **Only**
- Print Subject Tested
- Print Room Number

**CALIFORNIA ACADEMIC DECATHLON**  
**CALCULATOR POLICY FOR CURRICULUM YEAR 2011-2012**

*This policy applies for all competitions held in California.*

**I. Competitors May Use Calculators for the Mathematics Test**

If competitors wish to use calculators on the Mathematics Test, they are responsible for bringing them to the test. Calculators will not be provided for students who do not bring their own. Calculator use is permitted only for Mathematics; competitors will not be allowed to use calculators on any other test.

CAD requires all students taking the Mathematics test in California to clear the memory of their graphing calculators before and immediately following the mathematics test administration.

- Graphing calculators will be subject to inspection by test administrators and test proctors before and immediately after the math test administration to ensure that the calculators' memories have been cleared.
- Students will also be required to sign a compliance statement on the math test cover sheets certifying that they will clear the memory from their graphing calculator immediately before the math test and at the completion of the math test.

**II. Permissible Calculators**

If a competitor wishes to use a calculator, it can be a basic, four-function, scientific, or graphing calculator, provided it has none of the features listed in Section III (Prohibited Calculators).

**III. Prohibited Calculators**

Calculators with any of the following features are NOT allowed in CAD competitions:

- pocket organizers
- hand-held or laptop computers
- electronic writing pads or pen-input devices
- models with an alphabetic (QWERTY) keypad, e.g. TI-92 or HP-95
- models with paper tape
- models that make noise
- models that can engage in wireless communication (transfer data or information with other calculators)
- models that require a power cord
- models with CAS (computer algebra systems), e.g. TI-89
- NOTE: USAD has approved the TI-Nspire calculator so long as it does not have the (CAS) stamped on the back side of the machine.

Because companies are continuously introducing new products, it would be impossible for CAD to maintain an up-to-date list of specific model numbers that possess these features. If a competitor is uncertain whether a particular calculator will be allowed, the student should bring a backup that does not possess any of the features in question. No backup calculator will be provided for any competitor whose calculator is disallowed.

**IV. Competing without a Calculator**

Competitors may opt to take the Mathematics Test without a calculator; however, CAD is suggesting competitors use a basic, scientific, or graphing calculator for solving the trigonometry test items.

**V. Calculator Failure During a Test**

If a competitor's calculator stops working during a test, the student should continue taking the test without a calculator. No additional calculator will be provided, and the competitor will not be allowed to take the test again later. However, as noted in Section III above, a competitor may bring a backup calculator and/or spare batteries to the test.

Revised on 10.22.09

# HOMEROOM PROCTOR SCRIPT

## Objective Testing

9:05 - 9:15 AM

Read the following instructions to the students:

1. Good morning and welcome to the North Bay Region Academic Decathlon [Day 2] of competition.
2. [Introduce the Homeroom Proctors].
3. You should not be sitting side-by-side with a decathlete from the same school. Please raise your hand if you are so that we may assist in finding a new seat for you. [Pause and look around. Move Decathletes if necessary before continuing.]
4. Where you are sitting will be your seat for the entire day. You are responsible for being in your assigned seat in this testing room at the designated times.
5. Please make sure that you have your Academic Decathlon ID Badge visible at all times.
6. You will be writing your 4-digit I.D. number (located on your name tag) and your first name on each test that you take in this room.
7. Make sure there is nothing on or around your desk. Only test materials are to be on the table during the entire testing day. If you should need additional supplies, raise your hand and a proctor will assist you.
  - a. Decathletes are not allowed to bring food and drinks into the testing room.
  - b. Watches on testing table are allowed so long as they make no noise. Besides watches (& calculators for Math), all other electronic devices are not allowed.
  - c. Calculators are permissible for the MATH TEST ONLY. Decathletes must supply their own calculator and you may have an extra calculator. Extra calculators must be placed underneath the desk. Decathletes are to use “only” calculators that have been approved with a colored dot visible to the Proctors.
8. There will be breaks scheduled throughout the day to prevent you from leaving the room during testing. There will be a break from 10:55 – 11:05 AM and Lunch will be from 12:15 – 1:00 PM.
9. Before getting started today, we will conduct roll call. We will call out your ID number and your first name. After saying your name, please respond by saying “Here.”
  - a. Proctors: Report any missing students or extra students to the Test Center in the space provided on the roll call sheet. Continue with the testing in order to stay on time.
10. You are about to take the first of seven objective tests. The instructions I am about to read to you are applicable to all of the tests. Listen carefully to the directions.
  - a. [Distribute pencils, Blank Scantrons and the Math Test Booklet to each student while reviewing the instructions.]
11. DO NOT open your test booklets until told to do so.

12. Complete each Scantron with your I.D. number (both by writing the number and completing the bubbled section), print your name and print the subject being tested. It is important that you complete this process with each Scantron sheet and test booklet given to you today. Always double check your answer sheet for your I.D. number, your name, and the test title.
13. On each test booklet today you will find a "Certification Statement." You are to print your name and four-digit I.D. number on the designated line and then sign and date the statement.
14. READ all of the printed directions in your test booklet. Read each question and the accompanying numbered answers before marking your answer sheet. When you have decided which answer is **correct, blacken in the corresponding** space on your answer sheet. If you change your mind, erase your first answer completely. Make no stray marks; they will count against you. Should you mark more than one answer, neither will be counted. You will receive no credit for unanswered questions. A dull pencil point will make a better mark than a very sharp one.
15. You will have 30 minutes to complete the test. If you finish early, recheck your answers, then close your booklet and wait quietly. Do not leave your seat. You will have only 25 minutes for the Written Super Quiz Test ~ this is the only exception for today's tests.
16. Use your test booklet for scratch paper when needed.
17. Scoring is based on the number of correct answers. There is no penalty for guessing.
18. Are there any questions? (Look to see if any proctors need help.)
19. Before beginning each test, check through your test booklet to be sure the pages are in the correct order (1, 2, 3, etc.) and that there are 50 items to complete. EXCEPTIONS: Math has only 35 items; Super Quiz has only 40 items.

---

**9:15 AM, TEST 1 – Math - 30 MINUTES - 35 TEST ITEMS**

---

20. Is everyone ready? [LOOK AROUND TO SEE IF THERE ARE ANY HANDS.]... You may begin.
21. [Begin time immediately after saying, "you may begin" and watch carefully.]

---

**PROCTORS ~ EXTRA INFORMATION**

---

- A. [DO NOT REPEAT directions after a test has begun. A proctor may answer questions individually and quietly.]
- B. [NOTE: In the event a student is guilty of severe infraction of good test-taking behavior, the proctor will note the infraction on the roll call sheet. If the decathlete intentionally disrupts others in class, the proctor will take the test booklet and the answer sheet from the decathlete, escort the decathlete quietly out of the classroom and notify the Test Center immediately.]
- C. [After 25 minutes, announce to students that they have 5 minutes remaining. IMPORTANT TO DO THIS FOR EACH TEST.]
- D. [After 30 minutes, call time. Ask proctors to collect the following:]
  - a. Answer sheets in numeric order
  - b. Test booklets in numeric order

- E. [Have proctors check for:]
  - a. Completed "Certification Statement."
  - b. Student's name, I.D. Number (written and bubbled-in) and Subject on Scantron sheet.
  - c. Clear, dark marks
  - d. Clean erasures and completeness
- F. Proctors: separate tests, answer sheets and the roll call sheet and place in envelope and deliver to Test Center. Tests and answer sheets must be delivered immediately to the Test Center upon review of Proctors. If only one Proctor in the Homeroom, Tests and answer sheets will be picked up.]

**9:50 - 10:20 AM, TEST 2 –Science - 30 MINUTES - 50 TEST ITEMS**

Follow same instructions given for Test 1, Math.

- A. Make sure pencils are distributed.
- B. Make sure Scantrons are distributed. Student names, I.D. numbers and Subject should be completed by the decathlete immediately. Important to make sure ID numbers are correctly bubbled into the appropriate section of the Scantron.
- C. Make sure the Social Science Test is distributed "Face Up." (Test booklets are to be used for needed scratch paper.)

**10:25 – 10:55 AM, TEST 3 - ECONOMICS - 30 WORKING MINUTES - 50 ITEMS**

- A. Ask proctors to distribute Scantron answer sheets. Ask students to complete their Scantron and sign test booklet.
- B. Ask proctors to distribute Economics Tests.
- C. Follow same instructions given for Math & Social Science.

**10:55 – 11:05 AM, Break**

- A. Collect all Test Booklets, Pencils and Scantrons before dismissing decathletes.
- B. Dismiss students at 10:55 AM for break. Remind them to be back in their seats promptly at 11:05 AM.
- C. AT LEAST ONE PROCTOR MUST REMAIN IN THE HOMEROOM WITH THE TESTING MATERIAL DURING THE BREAK.

**11:05 - 11:10 AM, CONDUCT ROLL CALL**

- A. Conduct roll Call before issuing out next test.

**11:10 - 11:40 AM, TEST 4 – LANG. & LIT. - 30 WORKING MINUTES - 50 ITEMS**

---

- A. Follow same procedure as before.

**11:45 – 12:10 PM, TEST 5 – SUPER QUIZ - 25 WORKING MINUTES - 40 ITEMS**

---

- A. Follow same procedure as before.
- B. [NOTE: After **20** minutes, announce to students that they have 5 minutes remaining.]
- C. [After 25 minutes, call time. Ask proctors to collect the test materials.]

**12:15 – 1:05 PM, LUNCH – QUAD & MULTIPURPOSE ROOM**

---

- A. Remind students to report back promptly after lunch at 1:05 PM
- B. PROCTORS: Deliver homeroom boxes with Lang/Lit test booklets and Scantrons to Test Center. Pick up afternoon tests after lunch.

**1:15 – 1:45 PM, TEST 6 - MUSIC - 30 WORKING MINUTES - 50 ITEMS**

---

- A. Follow same procedure as before.
- B. First 12 questions - listening - master music tape played
- C. Timing begins when tape begins.
- D. Remind students to continue with the remainder of the test questions after the tape has stopped.

**1:50 – 2:20 PM, TEST 7 - ART - 30 WORKING MINUTES - 50 ITEMS**

---

- A. Follow same procedure as before.
- B. Hold all students until all tests have been collected and verified. Scoring Center personnel will collect the final test material from the proctors.
- C. Proctors should be reminded to return all of their supplies to the box, which is to be returned to the Library.

**2:25 P.M. – DISMISSAL**

---

- A. Thank students for their cooperation and dismiss them.
- B. Instruct them to meet their coaches immediately after dismissal so that the team can walk to the Big Gym for the Super Quiz.

**THANK FOR ALL OF THEIR HELP!**

## Homeroom Proctor ~ Day 2 EVALUATION FORM

Chart: Y = Yes    N = No            ⑤ = Excellent    ④ = Great    ③ = Average    ② = Below Average    ① = Poor	Yes No	Rating
Questions / Comments		
1. Do you feel you were given adequate training to perform your job? Comments:	<input type="checkbox"/> Y  <input type="checkbox"/> N	⑤ ④ ③ ② ①
2. What was the most critical component of the training that you found valuable?		
3. Was the time allotted sufficient for the training? Comments (suggestions):	<input type="checkbox"/> Y  <input type="checkbox"/> N	⑤ ④ ③ ② ①
4. How was your experience in the classroom during testing? Comments	<input type="checkbox"/> Y  <input type="checkbox"/> N	⑤ ④ ③ ② ①
5. Would you be willing to volunteer again in the future? If yes, print name and phone number at the bottom of this evaluation form. Comments:	<input type="checkbox"/> Y	<input type="checkbox"/> N

*Additional comments can be made on the back of this evaluation form.*

Print Name (*optional*): \_\_\_\_\_ Phone: \_\_\_\_\_