

# Stanislaus County Academic Decathlon

## Subject-area Test Instructions for Proctors – Please Review with Team

**Nothing allowed in testing room except acceptable calculator. Calculators can only be used during the math portion of the subject-area testing.** Extra blank scantron forms and test booklets are available at the Lead Test Proctor table.

### **Box # Contents:**

Student Test Books for Test #1 – 7 (one per student for each section)  
Scantron forms (one per student, per test, pre-slugged)  
50 sharpened pencils  
Test instructions (this form)  
Testing Room Seat Assignment List (by row number and by student code)  
Testing Schedule  
USAD calculator guidelines  
Tissues and mints

### **Test Instructions**

#### **Before Testing – Coach Proctor**

- ✓ Assist students in locating their testing seat (post-its are at each site and should match location indicated on student's name tag)
- ✓ Check for empty spaces in your section and report to Lead Proctor
- ✓ NOTHING allowed in testing area except calculators for math test only – personal items can be stored under proctor tables
- ✓ Check calculators – report unacceptable calculators to Lead Proctor. If you are unsure of the acceptability of a calculator see Lead Proctor
- ✓ Distribute a pencil and pre-slugged mathematics test scantron to each student (check that code on scantron matches the student's code on name tag)

#### **Before Testing – Lead Proctor**

- ✓ Review time schedule
- ✓ Review contents of test box
- ✓ Ask students to check the accuracy of the following on each scantron form: (Repeat for each test)
  - \*Student's name and bubbled student code
  - \*Subject (i.e., Test #1 Math)
- ✓ Use only number 2 pencil supplied—completely erase changes. Raise pencil high in the air if a new one is needed.

#### **Testing – Lead Proctor/Coach Proctor**

- ✓ At Lead Proctor's instruction, distribute Test 1: Math Test face up (ask students to wait for the signal before opening the test booklet—repeat for each test)
- ✓ At Lead Proctor's instruction, students complete the following on the front of the test booklet: (Repeat for each test)
  - \*Print name and I.D. Number (student code)
  - \*Signature and Date
- ✓ Students have thirty (30) minutes to complete each test—Lead Proctor will Signal start time, a five-minute warning, and finish time

### **After Each Test – Coach Proctor**

- ✓ Collect the test booklet and scantron form. Separate the test booklet from the scantron form.  
**Organize the scantron form so that they face the same way. Rubber band the scantron forms together and place on table for pickup. Place test booklets on table. Runners will pick up the scantron forms after each test.**
- ✓ As one proctor picks up the test booklet and scantron (in a snake fashion) the other proctor distributes the next scantron form. The first proctor then follows with the next test booklet instructing students not to open test booklet until instructed to do so
- ✓ Upon completion of testing place all items back inside the box and leave on top the table.

**IMPORTANT:** Please ask students to check their student ID code (on name tag) against the number on the post-it in front of them and entered on each scantron form. All students remain in room during testing.

**BREAK:** Students must remain in their seat until break. If a student must leave before or after the break they may do so between tests only. If an emergency situation exists the testing will be stopped until the emergency has passed (i.e., a student feels ill and must go to the restroom).

**No food allowed inside the gym. Coaches can provide snacks in the gym hallway or outside the gym. Locker rooms will be open so students can use the rest room and change for Super Quiz/Awards.**

**CHEATING:** If any student is suspected of cheating in any form, including looking on another student's paper, that student will be disqualified from the competition.