

**Math Contest LEAD and PROCTOR
Responsibilities/Instructions**

LEAD Responsibilities - for TEAM TEST

- **Oversee Team Test and Grades Completed Team and Individual Tests**
 - Picks up team and individual test package at check-in table
 - Take attendance for team test & also write your name on the ROSTER
 - Read directions to students
 - Call time at the end of test and collects **One Team Answer Packet – Check for student names and grade on the Answer Packet**
 - Have students prepare classroom for individual test
 - Return **Team Roster** and **Team Tests** to the library
 - **Lead/Teacher grades tests** in the library while **remaining Proctor(s) administer the Individual test**

PROCTOR Responsibilities-for INDIVIDUAL TEST

- **Oversee Individual Test, Monitor Students**
 - Check-in for assigned room number
 - Take attendance for individual test & also write your name on the ROSTER
 - Read directions to students
 - Call time at the end of test and collect Answer Sheets-Remind students to put name and grade on the answer sheet
 - Advise students to wait in quad for parents
 - Bring **Individual Roster** and **Individual Answer Sheet** to the library
 - NO STUDENT LEAVES ROOM EARLY! Dismissal is 10:50AM

Everyone’s Responsibility

- Ensure that answers are not shared between teams or individuals
- Remind students they have 45 minutes to complete the test. Announce remaining times at 30, 15 & 5-minute marks
- Monitor calculator use:
 - Grades 5-6: **No calculators** of any type allowed.
 - Grades 7-8: **No calculators** of any type allowed.

Timeline for the Day Aptos High School May 9, 2020

LEADS PLEASE check in & pick up your packets upstairs near the QUAD/Cafeteria

8:15am	Lead (Teacher) and Proctor (Teacher/Parent) check-in (alpha by school) at tables by Cafeteria.
8:45am	All Proctors should be in assigned rooms. Students go to assigned rooms with assistance from our Volunteers.
8:45am - 9:00am	Have students arrange desks to accommodate teamwork. Take attendance, write <u>your</u> name on the roster! Read directions to students, orient students to pencil sharpeners and give a last call for the restroom.
9:00am Team Test Begins	Distribute test packet. Answer packet should have all team members’ names, school and grade clearly printed on cover sheet.
9:45am Team Test Ends	Collect ONE TEAM ANSWER PACKET from each team TO BE GRADED . Ask students to arrange desks in rows for next test. Please congratulate students on their efforts. LEADS report to Library for scoring.
9:45am-10:00am	Student in-class break and bathroom run.
10:00am Individual Test Begins	Distribute test packet to each student. Have students print their name, school and grade clearly. Read directions to students.
10:45am Individual Test Ends	Collect one Answer Sheet from each student. Please congratulate students on their efforts. Dismissal from Room at 10:50am Advise students to wait in quad for parents.