

United States Academic Decathlon® National Finals
April 20-22, 2017 Madison, WI
Objective (Arena) Testing Proctor Orientation

Welcome to the USAD national finals competition. The contribution of your time to this competition is very valuable. Without the help of many, many volunteers, we would not be able to make this competition a success. You are contributing to the lives of several hundred students from across the world. On their behalf, let me say, "Thank You."

I. Review Testing Arena Layout and Schedule

II. Responsibilities of Proctor

You will be assigned a specific row(s) in the color-coded section of the arena. Your responsibilities as a proctor include:

- 1. Assisting students, as they enter the arena, in finding their proper seat location.**
 - a. All students must be wearing a badge. **NO** other materials are permitted in the testing arena.
 - b. The arena door will be opened at **7:45 AM**. Doors to the arena will close at **8:00AM**.
- 2. Distributing the test booklets prior to the administration of each test.**
 - a. Prior to each test, distribute the appropriate test booklet with the signature page face up at the upper-left at each student's seat location in your assigned color-coded row.
 - b. Once the 5-minute warning is given by the Emcee, you will distribute the next test to be taken by placing the test booklet on the table to the upper left of the student.
- 3. Collecting test booklets following the completion of a test and placing all test booklets into box on your table for your color-coded area.**
- 4. Collecting the NXT Clickers at the completion of the testing.**
- 5. Monitoring students during each testing situation to:**
 - a. Ensure that no cheating occurs (notes of paper in pockets, writing on hands or arms, etc.)
 - b. Assist with another pencil should the one being used not work
 - c. Provide a tissue for a student with the sniffles
 - d. Answer questions students may have. Direct to Testing Director if needed
 - e. Once students are well into the test, you may choose to stand, or sit, quietly to the side of your assigned section. However, even when standing or sitting to the side, you should be watching the students in your assigned section and row(s)
 - f. Once students enter the testing room, they are not permitted to leave until the designated break. Should a student ask to leave for a bathroom break, please respond with, "No, you need to wait until the break." Should a student say that he/she has a bathroom emergency, (s)he will have to forfeit taking all remaining tests scheduled before the next break.
 - g. Students must wait to be dismissed by the Testing Arena Emcee.

IF AN ABNORMALITY IS SPOTTED, NOTIFY THE USAD TESTING DIRECTOR IMMEDIATELY

TESTING SCHEDULE

Friday, April 21, 2017

7:45 am – 8:00 am	Doors Open for Student ID Check <i>Students must be in the Testing Room seated and ready to test by 8:00 am</i>	Convention Center-Exhibition Hall A & B (Level 1)
8:05 am – 8:15 am	Prepare for Testing	Convention Center-Exhibition Hall A & B (Level 1)
8:20 am – 8:50 am	Economics Test	Convention Center-Exhibition Hall A & B (Level 1)
8:55 am – 9:25 am	Music Test	Convention Center-Exhibition Hall A & B (Level 1)
9:30 am – 10:00 am	Social Science Test	Convention Center-Exhibition Hall A & B (Level 1)
10:05 am – 10:25 am	Team Break <i>(on your own)</i>	
10:35 am – 11:05 am	Mathematics Test	Convention Center-Exhibition Hall A & B (Level 1)
11:10 am – 11:40 am	Literature Test	Convention Center-Exhibition Hall A & B (Level 1)
11:45am – 12:15 pm	Science Test	Convention Center-Exhibition Hall A & B (Level 1)
12:20 pm – 1:15 pm	Team Break	

THANK YOU FOR YOUR CONTRIBUTION TO ACADEMIC DECATHLON!