ROOM PROCTER GUIDELINES

"Commitment to Quality Education for All"
The Academic Decathlon is a ten-event scholastic competition for teams of high school students. The ten events include comprehensive written exams in: Art, Economics, Language and Literature, Mathematics, Music, Social Science and Science. In addition, students deliver both a prepared and impromptu speech, write an essay, and communicate through a conversational interview. Students also participate in the culminating team event, open to the public, known as the Super Quiz.

The Ventura County Office of Education (VCOE) inaugurated the first Ventura County Academic Decathlon in 1982 to promote learning and academic excellence through teamwork among students of all achievement levels and has continued to coordinate this competition on an annual basis. Ventura county teams have enjoyed tremendous success in the Academic Decathlon winning both state and national championships.

A particularly unique aspect of the Academic Decathlon format is that it is designed to include students from all academic backgrounds. A team consists of nine full-time students from the ninth through twelfth grades of the same high school. Each nine-member team is comprised of three students whose grade point average falls into the "A" category (Honor students), three students in the "B" category (Scholastic students), and three students in the "C" or below category (Varsity students). All students compete in all ten events. Students in each category compete only against students in that category.

Fostering academic excellence is a cooperative education effort. Without the help and support of our sponsors, volunteers, parents, and teachers, this premier scholastic competition would not be such a great success. On behalf of my office and the Ventura County Academic Decathlon, I thank you for your participation and hard work, and look forward to a fun, successful, and rewarding competition.

Sincerely,

John E. Tarkany
Ventura County Office of Education
Day 2 Competition Schedule

7:30 - 8:00 a.m.  Team Registration and Snacks
8:00 - 8:30 a.m.  Procter Orientation
8:30 - 8:45 a.m.  Last Minute Team Preparation
8:45 a.m.  Dismissal to Test Rooms
9:00 AM – 9:30 AM:  Mathematics
9:35 AM – 10:05 AM:  Music
10:05 AM – 10:20 AM:  Break
10:30 AM – 11:00 AM:  Economics
11:05 AM – 11:35 AM:  Art
11:35 AM – 12:40 PM:  Lunch
12:50 PM – 1:20 PM:  Science
1:25 PM – 1:55 PM:  Language & Literature
2:00 PM – 2:30 PM:  Social Science
2:30 p.m.  Dismissed
2:45 p.m.  Line-up for March of the Decathletes
3:15 p.m.  Super Quiz—March of the Decathletes
3:30 p.m.  Super Quiz—Instructions
3:40 - 5:00 p.m.  Super Quiz—Oral Relay
Thank you for joining us. Your dedication to our Ventura County students and the Academic Decathlon is greatly appreciated.

**Room Proctor Process:**
You will be proctoring approximately 25-30 students in your test room. They will be taking 7 tests throughout the day (Math, Language & Literature, Music, Economics, Science, Social Science, and Art) interspersed with various breaks. Each test will be 30 minutes long.

You have a roster of the students that are in your room. When your students first arrive at 8:45 AM, before the Math test, please take roll, this will be the only time you will need to take role during the day. After this just do a head count after each break.

There will be announcements over the P. A. System to instruct the students when to begin and end each test. The tests will be given in the order that appears on the Competition Schedule you have.

You will be responsible for distributing and collecting the test materials before and after each test. Before each test, ask the students to verify that they have the correct SCANTRON Form, and ask them not to open their test booklets until instructed to do so. After each test, please collect the SCANTRON Forms and Test Booklets. Please place the completed SCANTRON Forms in the box by the door to be collected for scoring. Place the completed test booklets back in your test room box at the end of the day; it is very important that these test booklets do not leave the room. The students are not to interact with each other during testing:

- No Talking
- No Cell Phones
- No MP3 Players
- Nothing on the students desks except a calculator during the Mathematics Test Only
- Students must use the No. 2 Pencil that you will distribute to them
- When the students are instructed to stop be sure that they put their pencils down

**Test Room Boxes Contain:**
- Room Roster
- Test Booklets
- Student SCANTRON Forms
- No. 2 Pencils
- Timer (in case something goes wrong with the PA System)

Thank you again for being here today.

**FINAL REMINDERS:**

BE AN OBJECTIVE PROCTOR— BE SURE to treat each decathlete in the same manner. Maintain your objectivity throughout the day.

ENJOY!

**At End of the Competition:**
- Pat yourselves on the back for a job well done!
- Collect all Event materials and turn them to the Scoring Center, located in the F building, on the first floor, in the corner where the two hallways meet.

NOTE: In fairness to all decathletes, please refrain from offering feedback to decathletes you may encounter when walking out to your car.