



# Instructions for Academic Super Bowl Proctors

(Each proctor should read this information prior to the coaches/proctors meeting.)

## Before The Competition:

1. Sit at the end of the squad's table.
2. Check to see the school name and subject area are on the top of each answer sheet.
3. Instruct the team members or captain to print each squad member's name at the top of the answer sheet.
4. Check to see each listed name is marked for the current round on the Team Registration Form. Place your initials next to the names of each student, and report any irregularities to the procedural committee immediately.

## During The Competition:

Decorum: It is the proctors responsibility to make sure every effort is made during competition to allow contestants to concentrate. No unnecessary talking or gestures should be made to or around contestants in competition. Proctors must give undivided attention to the task of scoring and not be overly concerned with his/her home school score as this can be distracting.

1. As necessary, remind students that no oral communication is permitted prior to the command "begin." If this is a problem, ask to see the Procedural Committee Chairperson.
2. Refrain from talking to students once each round begins.
3. For each correct answer mark a "+" to the left of the question number. Then circle the appropriate number on the horizontal line of numbers (1 - 25) directly below the answers to keep track of the team's cumulative score.
4. For each incorrect answer draw a line through the entire line of response.
5. After question #12, teams will be permitted to make substitutions for any team member, except the captain ( who must remain at the table for the entire round). As alternate students arrive at the table they should add their names to the top of the answer sheet. The proctor should check to make sure their name is marked on the Team Registration Form for this round. If an alternate student is not marked in the correct column, please notify the procedural committee before question #13 is read.

## At The End of Each Round:

1. Total the score for the round by adding the number of plus signs, and comparing that to the cumulative total circled below the answers. (Maximum regular score for the squad is 25.)
2. Record the squad's total score (maximum of 25) in the box on the bottom of the answer sheet, and make sure the team's flip chart score matches this number.
3. Record the squad's first tie-breaker score (maximum 5). (The number correct from questions #21-22-23-24-25.)
4. Record the squad's second tie-breaker score (maximum of 3) in the appropriate box provided on the answer sheet. (The number correct from questions #23, 24 and 25).
5. Record the squad's third tie-breaker score (maximum of 25) in the appropriate box provided on the answer sheet. (The greatest number of questions answered correctly in succession. Example: The squad misses the first two questions but answers the remaining questions correctly "in succession" - score 23).
6. Request each captain to certify, by his/her signature, the accuracy of the score at the end of each round.