

Academic Super Bowl Proctor Instructions

Proctor's Responsibility:

Your first responsibility as proctor is to check the students who sign in to your round against the official roster on your table. Students may only compete in 2 subject rounds + Interdisciplinary round.

Have students sign in on the top of the paper answer sheet, and indicate the captain.

If there are substitutions after question 12, please sign in the substitutes by initialing next to their names on the registration form and have them sign the answer sheet in the spaces provided.

If the student's name does not appear on the squad list on the roster, contact the scorekeeper immediately! DO NOT LET THEM ANSWER ANY QUESTIONS. A non-eligible competitor will cause the squad to be disqualified. If you catch this before they compete, the person can be replaced by a qualified squad member, or the team can compete short a member.

Materials at the Table:

You should have rosters, answer sheets, scrap paper, pencils, red pens, and any necessary handouts. If there are charts or tables to distribute in your round (generally only in math, science, and ID rounds), the emcee will instruct you to do so before you begin. You will also have an electronic device and an instruction sheet on how to access the correct document. It will have the school name and tab number at the top.

Calculator and Electronic Device Policy:

Students may take their calculators onto the stage. **Any other materials including pencils, pens, books, smart watches, phones, or any good luck charms will not be allowed at the competition table.**

Proctors will check student calculators at the table. The only calculators allowed during this competition are the following models: **TI-30Xa and TI-30X IIS.**

If someone at your table has a different model, raise your hand for a procedural official.

Communication Rules:

During the round, students may not orally confer with other squad members until the reader says "begin" after each question.

Only written communication is allowed before the word "begin."

No notes, formulas, etc. may be written on any paper or entered into a calculator by any member of the squad until the reader begins the first question. (If this is the first round of the evening, this will be a practice question.)

Once a round has begun, students may write down any information at any time for the remainder of the round.

If an infraction of this rule occurs, the proctor will warn the squad captain and remind the squad of the rule. If the squad continues to confer vocally before the word “begin,” the proctor shall notify the host who will call the Procedural Committee.

Keeping Score Electronically:

Step 1: Open the Correct Google Sheets Document

Step 2: Select the proper TAB at the bottom. Check on the instruction sheet to see that you are entering scores for the correct school on the correct tab.

Step 3: Once the contest has begun, enter the answer the team gives you in the RED CELL. Hit TAB to record your answer. Cell will turn white. **If the students do not answer the question in time, enter an ‘X’ in the RED CELL and hit TAB.**

Step 4: Wait for correct answer to be revealed and check that your score is updated. Score block will turn green and a 1 will be recorded if the answer is correct.

Step 5: On the Student PAPER Answer Sheet.....

- IF THE STUDENTS ANSWERED CORRECTLY: proctors should mark a “+” to the left of correct answers. (Please, no check marks or circles!)
- IF THE STUDENTS ANSWERED INCORRECTLY: proctors should draw a line through the entire line of response.
- CALCULATE THE TIEBREAKERS.
- PROCTOR AND CAPTAIN SIGN.

DO NOT make any additional marks on the page (like marking which was the correct answer)

This is an example of what a completed round should look like:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total	TB1	TB2	TB3
Team Name	1	1	0	1	0	0	0	0	0	1	1	1	0	0	1	1	1	1	0	1	1	1	0	1	1	15	4	2	4
Class	A	A	B	B	C	D	D	D	C	A	A	D	A	A	A	B	B	C	A	C	A	D	C	B	B				
Subject																													

You notice that all of the red cells have now disappeared, and have been replaced with the letter of the answer that you were shown by the contestant. At the end of the round make sure you have **NO RED BOXES LEFT!** If students do not put an answer down in time, you should enter an X in the box.

Notice that If the answer given is correct, the zero turned to a 1 and the cell turned green. The yellow boxes keep a running total of the score, and the 3 tiebreakers.

- TB 1: Total Number of correct answers in # 21-25.
- TB 2: Total Number of correct answers #23-25.
- TB 3: Longest streak of correct answers in a row. [Cannot be 0 unless total score is also 0]

If your screen does not match your answer sheet, make the needed change between questions, or at the end of the round. Do not interrupt a question in process to discuss scoring issues.

At the end of the round, have the team captain verify that the electronic score and the paper score sheets are both correct and match before signing the paper answer sheet!

