

PROCTOR:

Connect to Google scoring sheet (if your host has provided scoring device and has already connected to the Google scoring sheet, disregard this step). If not, your host will provide link to connect to scoring sheet.

Across the bottom of the scoring sheet, **choose the correct tab for the team you are proctoring**. Host coordinator will supply tab number. The name and class of the team you are proctoring will appear in cells A2 and A3. If you are on the correct tab, but the team name or class are not correct, notify the Scorekeeper or Procedural Chairperson.

Word numbers are vertical under the column titled *Word*.

Round numbers go across the sheet (R1 is Round 1, R2 is Round 2, etc).

Students write spelling of word on paper answer sheet.

After correct spelling is revealed on the powerpoint, you will

mark the paper answer sheet,

then on the electronic scoring sheet, **enter C for correct or i for incorrect** in Red cell for correct Round/Word. You will only enter data in RED cells and only use a capital C or lower case i.

then hit **Enter**.

Each cell you enter a C or i in will be red until you enter a response. It turns white after you hit enter.

Once the scorekeeper updates the answer key:

the cell to the right of a C response will change to green and score 1 point.

the cell to the right of an i response will remain white and not change from the 0.

The round score at the bottom of the round column will update after each word is scored, along with the total score and tiebreakers at the end of the round.

The emcee will ask you to **check and verify scores after each round** against the paper answer sheet.

At the end of the contest, **verify scores, click out of the last response box, then close the sheet.**