

## 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 computer. Your host will have shared that roster with the coaches, and it should be accessible on the device your students are using to record their answers. 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. You will need to click the check boxes on the electronic roster form to indicate that the student has checked in for the round. A correctly checked in student will look like this:

	First Name	Last Name	Science	Fine Arts	Soc. St.	Math	English	Interdisc.
1	Jackson	Pollock	<input type="checkbox"/>	XAC <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

[Example: Jackson Pollock is a member of the English squad, and the Captain of Fine Arts Squad A. The check mark is an indication that the student has checked in for the Fine Arts Round with the proctor. ]

These are the codes the coaches should have used in the red boxes:

**X = squad member**

**A or B = The school has two squads for this subject matter. Check the answer sheet to make sure you are on the correct tab for the school and squad.**

**C= Captain of the squad and must remain for entire round**

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:

**There are new answer sheets for 2024. Make sure the answer choices are 1,2,3,4 and not a,b,c,d.**

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:**

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 the team captains are entering scores for the correct school on the correct tab.

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

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

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

- When time is called. Have the student show you the answer that they entered, and then copy it to the paper answer sheet.
- Wait for the answer to be revealed.
- 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:**

A	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
Springfield	1	0	1	1	0	0	0	1	0	1	1	1	1	1	1	1	1	0	0	0	0	0	0	1	0	13	1	1	8
	1	3	4	2	2	3	1	1	4	2	3	3	4	1	3	3	2	1	1	4	3	2	2	1	1				

You notice that all of the red cells have now disappeared, and have been replaced with the letter of the answer that the student entered.

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.

