



## Proctor Instructions

(Each proctor should be familiar with this information prior to the coaches/proctors meeting.)

- The proctor may be a principal, a coach, a teacher, or any other responsible adult.
- **As each competitor arrives at the competition table, open the electronic roster to the tab for the school you are proctoring. Have the student find their name and type their own initials in the space provided by their name on the roster form.** If a student's name is not on the team roster form, inform the procedural committee immediately.
- Make every effort to allow contestants to concentrate. Do not talk or gesture to or around the speller from the time a word is pronounced until “time” is called.
- Do not attempt to write the spelling of words or take notes during the competition.
- Be sure all student requests for repeats are recognized, by raising your hand along with the student requesting the repeat. However, if the emcee does not see your repeat request and says “Begin,” lower your hand, since no repeat can then be given.
- Do not take the score sheet from the student until time has been called.
- When the timer announces “time” or the buzzer sounds, all pencils must be lifted from the paper.
  - a. The correct spelling of the word will then be read by the emcee and projected on a screen.
  - b. If the word is *incorrect*, place an “X” on the number of the word.
  - c. If the word is *correct*, no mark is made and the answer sheet is returned to the student.
- **Mark their answers as either correct (C) or incorrect (i) on the electronic score sheet as instructed. (See separate electronic scoring instructions.)**
- This is not a handwriting contest, but if a word is not legible the proctor should mark it as incorrect (the student may then challenge the scoring if they choose).
- Be sure all student challenges are recognized by standing if a student tells you he believes a word has been mis-scored. There are no challenges allowed when a student believes there is an alternate spelling. A student can challenge at any time, up until the time they sign the scoresheet and leave the competition table.
- See that the team’s cumulative score is posted on the flip charts.
- If you have a question at any time during the competition (except the time that a student is actually spelling) you should stand. The decision of the procedural committee is final.