

Volunteer Positions

Proctor

General

Proctors are responsible for administration of the Sprint, Target and Team Round testing.

Specific Duties

1. Arrive at 8 AM for proctor training at the Grader Room.
2. Receive room assignment during or immediately after proctor training.. Rooms will consist of either teams or individuals, typically 3 or 4 teams to a room. All individuals will take the together, separate from students completing on a team. Due to the number individuals in one room, at least two proctors will be assigned to the room with individuals.
3. Review your test packet inside the Grader Room. For team rooms, it should contain extra pencils, scratch paper, 1 Sprint Round test for each student plus 1 for proctor, 1 Target Round test for each student plus 1 for proctor, 1 Team Round Test for each team plus 1 for proctor. If anything is missing from the packet, notify the Mathcounts Coordinator immediately. Guests and Coaches are not allowed in the Conference Center until all students have completed the Team Round. Proctors will not have the answer key.
4. All test packets shall materials shall reside in the Grader Room or in the proctor's possession under the tests are given.
5. The proctor should visit their room and make sure that it is properly set up. If help is needed, a gopher should be contacted.
6. At about 9:20 AM, when directed by the Mathcounts Coordinator, the proctors shall proceed to the Cafe (where all students should be waiting). The Mathcounts Coordinator will announce the test room, proctor name and schools assigned to that room. All individuals will be assigned to the same testing room. It is the proctor's responsibility that all students are in the correct room and that no one else is there, such as guests and coaches. Ask the students to fill out the student classification slip, if provided. Make sure individuals are in the individual room and team students are in the team room for their school.
7. Once the proctor has led all students to the room, they should indicate where students can sit (team rooms will want student form the same school to be in the same area. This will make it easier to relocate during the Team Round) and indicate where the restrooms are. Students should be separated to prevent reading another persons test.
8. The overall competition should be explained including how long the breaks will be. Ask if there are any special student needs.
9. It is important to begin testing as soon as possible, in order to maintain the overall schedule. The gophers should be used by the proctors to take care of errands, notifications, etc. to minimize delays and disruptions in testing.

10. The first test is the Sprint Round. Announce that no calculators are allowed to be used for this test. Make sure that they are put away. Pass out scratch paper. The students should only use proctor scratch paper. Notify the students that extra pencils are available, if needed.
11. Pass out the tests, reminding the students that they cannot begin until told to do so by the proctor.
12. Read the front page of the test. Ask if there are any questions. If there are any questions that effect testing that you cannot answer, get a gopher to find the Mathcounts Coordinator. Once the testing begins, the proctor cannot answer any questions regarding the test. Proctors are not to interpret test questions. Defer to the Mathcounts Coordinator. Students can ask for additional scratch paper, pencils, access to the restroom, etc.
13. The proctor shall insure that no talking or other communication takes place between students during the Sprint Round. The proctor should give a warning to the student(s) when test rules may have been broken. Breaking of the rule a second time should be reported to the Mathcounts Coordinator immediately. The proctor can relocate the seating positions of students during the Sprint and Target Round to avoid potential cheating.
14. Students that finish early cannot leave the room or talk to another student that has finished until time is called.
15. Follow the test requirements for end-of-test warning and “pencils down”.
16. Immediately collect test and scratch paper. Notify the student to return to the room within 10 minutes. Let students return to the Cafe.
17. All test materials and used scratch paper must be returned to the Graders Room as soon as possible. The proctor can use a gopher to deliver the tests and scratch paper to the Grader Room or do it themselves.
18. After ten minutes, the proctor should verify that all students are ready for the next round. If students are missing, a gopher should go to the Cafe to track them down.
19. The second test is the Target Round. Announce that calculators are allowed to be used for this test. Pass out scratch paper. The students should only use proctor scratch paper. Notify the students that extra pencils are available, if needed.
20. Repeat steps 11 to 18. Individuals do not test in the Team Round. Proctors in individual rooms are finished with their duties after the tests are delivered to the Grader Room.
21. The third test is the Team Round. Announce that calculators are allowed to be used for this test and teams can talk. Stress that a team captain needs to be identified on one test and that that test will be graded. Pass out scratch paper. The students should only use proctor scratch paper. Notify the students that extra pencils are available, if needed.
22. Repeat steps 11 to 17, except that the students are not to return to the room. Check the tests to insure that the team captain is indicated for each school before the students leave the room. Once all tests are delivered to the Grader Room is completed, the proctor’s duties are finished.