**Mu Alpha Theta - Proctoring Instructions for Individual Tests**

1. Tell the students that you are about to read the directions and there is to be no further talking.
2. *Read: This is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ individual test. No two students from the same school are to sit adjacent to each other.*

*In the NAME blank of the answer sheet you should print your name.*

*In the SCHOOL blank, print your school name - no abbreviations.*

*In the TEST blank, print the proper test name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Be certain your ID# is correct and bubbled properly. The first four digits should be your school number, digits 5-7 are your unique student number for your school, the 8th digit is your division, and the 9th digit is your team number. Remember, misbubbling your ID number will likely result in your score showing up as someone else. In some cases, it can lead to your disqualification.*

1. Walk the aisles and check to see that the ID numbers on scan sheets are filled in while at the same time checking improper seating among students by checking their school names. Students may come in up to 10 minutes late; however, their testing time ends at the time set for everyone in the testing room.
2. *Read: The following are the directions for taking this test:*
	1. *You may not leave this room until the testing time of one hour has passed.*
	2. *No electronic devices (including calculators except for Statistics students) are allowed.*
	3. *WATCHES, Sunglasses and hats are not to be worn.*
	4. *At the end of the testing session, you are to hand in only the answer sheet. You may write on the test. Use the blank pages for scratch paper. You may keep your copy of the test.*
	5. *Ties will be broken by the sudden death method beginning with question #1. Ask your sponsor about this method if you do not know what it is.*
	6. *The scoring will be 4 times the number of questions you answer correctly minus one point for each incorrect answer. A response that is left blank will count as zero points.*
	7. *Answers will be posted in the courtyard between the front office and the cafeteria at the end of the test.*
	8. *The dispute center will be held open 15 minutes after the test is over. It will be located in front of the front office. You will need to know your student ID to submit disputes. If you do not know your student ID, then you should write it on the front cover of your test once you receive it.*
	9. *There will be three warnings for the end of the test: at the 15, 5, and 1 minute marks.*
	10. *Proctors will not answer any questions, explain, correct, or clarify in any way any part of this test. Proctors will only be able to exchange a defective test.*
	11. *If you need the proctor’s attention, please stay seated and raise your hand. The proctor will come to you.*

*Please listen carefully to the clarification of unique test item issues.*

* 1. *If a student believes a test item is defective, select E. NOTA and file a dispute explaining why.*
	2. *In the case that a question has multiple correct answers, all correct answers will be counted as correct. DO NOT select E) “NOTA”. This applies even if one of the answers is in a more simplified form than another. If your answer is (is not) one of the choices, write a dispute explaining why your answer should also be accepted.*
	3. *If AN ANSWER CHOICE IS NOT COMPLETE choose E) “NOTA.” For example, when solving a quadratic where there should be two solutions, a choice providing only one solution should NOT be chosen. On the other hand, if a questions asks for “A solution … ” a choice providing only one solution would be correct.*
	4. *The phrase “two numbers” is to be interpreted as allowing for two numbers to be equal. The phrase “two distinct numbers” means find two different numbers.*
	5. *If a student files a dispute claiming what the dispute center believes is a unique or highly unusual interpretation of the problem, the dispute center may award that student credit while allowing the intended answer for all other students.*
	6. *Students should select E. “NOTA” ONLY if they believe either there is no correct answer or the question is seriously flawed.*
	7. *Unless a question asks for an approximation or a rounded answer, give the EXACT answer.*
1. Read: Please clear your desk, of everything except your answer sheet, and your writing instruments. Do not open the test until you are instructed to do so. (read only if this is a Statistics test): Statistics students can have a calculator on their desk as well. No calculator covers may be on the desk.
2. Distribute the tests, one to each student. Students may not open the tests yet.
3. Read: Are there any questions? (pause for questions) You have 60 minutes to work. Begin.
4. Note the exact start time. Write the ending time on the board.
5. As students are working, circulate occasionally to keep kids alert.
6. Give the 15 minute, 5 minute, and 1 minute warnings when appropriate.
7. *Read when exactly 60 minutes have passed:* *Time is now up. Please put all pencils down.*
8. Have students pass the answer sheets to the front.
	1. Ensure that all answer sheets are facing in the same direction.
	2. Count the answer sheets and ensure that you have an answer sheet for every student. Place the answer sheets in the folder provided.
9. *Read: Please gather all your personal items. Deposit any garbage in the garbage can as you exit the room. Answers will be posted in the in the courtyard between the front office and the cafeteria.*
10. Write the number of answer sheets on the folder. Return the folder to the location where it was picked up.