

## Lead and Proctors FAQ

### What are the Leads' responsibilities?

- Receive tests package.
- Take attendance.
- Give **team** test directions to students.
- Call time at the end of test and collect **Team Answer Packet**.
- Return **Team Roster** and **Team Tests** to the library.
- Score tests.

### What are the Proctors' responsibilities?

- Take attendance.
- Give **individual** test directions to students.
- Call time at the end of test and collect **Individual Answer Sheets**.
- Have students straighten up classroom after tests.
- Bring **Individual Roster** and **Individual Tests** to the library.

### What is everyone's responsibility?

- Ensure that answers are not shared between teams or individuals.
- Remind students they have 45 minutes to complete the test. Announce remaining times at 30, 15 & 5-minute marks.
- Monitor class behavior.
- According to grade level, **monitor calculator** use:
  - **Grades 5-6: No calculators** of any type allowed.
  - **Grades 7-8:** Four-function or scientific calculators will be allowed.  
**No graphing or cell phone calculators!**

### Timeline for the day

8:00 am	Lead and Proctor check-in at tables outside the Cafeteria.
8:45 am	All Leads and (Teacher/Parent) Proctors should be in assigned rooms.
8:45-9:00 am	Have students arrange desks to accommodate teamwork. Take attendance, orient students to pencil sharpeners and give a last call for the restroom.
<b>9:00 am</b>	<b>Team Test begins.</b> Distribute team test packet to every student, but only one answer packet per team. Answer packet cover sheet should have all team members names, their school and grade printed clearly. Read directions to students.
<b>9:45 am</b>	<b>Team Test ends.</b> Collect one Answer Packet from each team. Ask students to arrange desks in rows for next test. Please congratulate students on their efforts.
9:45-10:00am	Restroom break
<b>10:00 am</b>	<b>Individual Test begins.</b> Distribute individual test packet to each student. Have students print their names, school and grade clearly on the Answer Sheet. Read directions to students.
<b>9:45 am</b>	<b>Individual Test ends.</b> Collect one Answer Sheet from each student. Please congratulate students on their efforts.