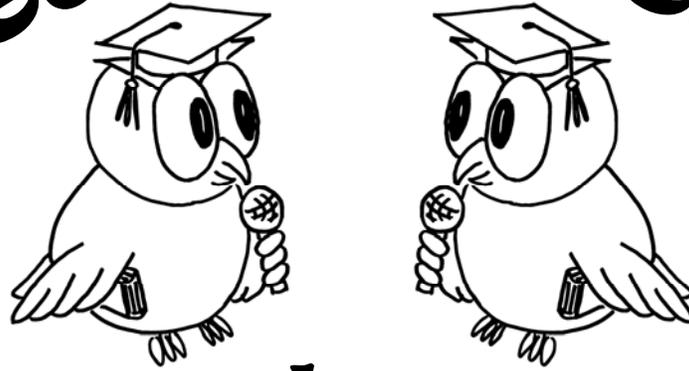


**Head to Head**



**Let's Go!**

**Written Test Monitor**  
**Job Description & Information**

## Written Test Monitor:

- Obtain from the host coordinator:
  - the packets of testing materials
  - a supply of pencils and scratch paper
  - signs for each subject and a "Quiet, Please!" sign for outside the room
- Confirm the start time of each round with the two coordinators.
- Know which tests occur in Round 1 and which occur in Round 2.
- Keep the testing room door closed and students outside until just before the round begins.
- Lay out a sign for each subject indicating where testers in different subjects are to sit.
- Lay out 12 tests for each subject alternating home and visitor students.
- Lay out a pencil at each place (and scratch paper for the Math test).
- When the timekeeper announces that there are 5 minutes remaining before the round begins, open the door to the testing room and allow the students to find their places.
- Instruct students to remove the answer sheet from the back of their test packet and fill in the top portion with their name, school, and event, etc. Instruct students NOT to look at the questions until you say "begin."
- If Scantron® answer sheets are used, tell students to:
  - write their name, school, and event on them - do NOT check the box for the subject
  - erase mistakes thoroughly
- Remind students of the rules:
  - No talking during the test.
  - Students may use scratch paper and they may write on the tests, but all answers must be on the answer sheet.
  - If a student needs a new pencil, he or she is to raise the old pencil in the air silently, and a replacement pencil will be provided.
  - Turn off all cell phones.
- At the appropriate time, ask the students, "Are you ready?"
- When the students and the timekeeper are ready, say "Begin."
- Monitor the students for compliance with the rules and signs of cheating.
- Timekeeper will assist where needed, monitor the time and make announcements when there are 2 minutes and 30 seconds remaining in the round.
- Timekeeper will announce "Time's up - pencils down" at the end of the round.
- Gather tests and answer sheets and send them with a crew member to headquarters.
- Close the testing room door repeat all appropriate steps listed above.
- At the end of Round 2, gather the pencils, subject signs, "Quiet" sign, and any other misc. materials and return them to the host coordinator.
- If any student is caught cheating, notify the coordinators - name of student and school.

### Rules for the Written Testing Events:

- 1-6 students per team for each event
- Top score for each team - for each event - applies to team point total
- Students may not talk or ask questions during the test.
- If a student needs a new pencil, he or she should raise a hand, and a new pencil will be provided.
- Students MAY use scratch paper. (no calculators)
- If a student is caught cheating, his/her school will receive 0 points for that test regardless of which student is that school's high scorer.