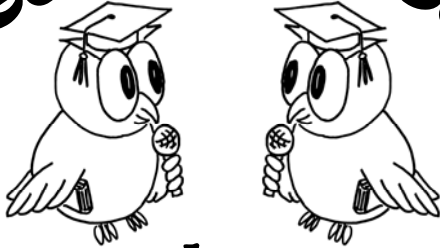


Head to Head



Let's Go!

Written Test Timekeeper Job Description

Written Test Timekeeper:

- Have a stopwatch or other reliable clock with a second hand.
- Testing period is 20 minutes.
- Assist the monitor with room set-up and preparation.
- Communicate with the monitor and be ready for the official beginning of each round.
- Assist the monitor in watching for compliance with the rules...but WATCH THE CLOCK!
- Make announcements when there are 2 minutes and 30 seconds remaining in each round.
- Announce, "Time's up - pencils down." at the end of each round.
- Assist the monitor in gathering materials and re-setting the room.

Thanks for helping!