



NATIONAL LEADERSHIP CONFERENCE

ADMINISTRATOR | PROCTOR TIPS (Judged Events)



BEFORE THE TEST

1. The administrator must report to Competitive Events Headquarter to pick up the contest box **1 HOUR** prior to the start of the event.
2. The proctors must report to judge rooms **30 MINUTES** prior to the start of the event.
3. The administrator will meet the event judges at the assigned room (not at the Judge Orientation) in order to properly assist in preparing them.
4. The proctors will ensure the room is set properly for the contest.
5. Welcome the contestant and have them sign-in using the Contest Sign-In sheet.
6. Contestant name badges are allowed during the judged event.
7. Remind contestants to turn off/silence all cell phones (this includes administrator and proctors).

DURING THE TEST

8. Strictly follow the WSAP Guidelines. A copy has been placed in your contest box.
9. The administrator will be in charge of giving all instructions and conducting the contest.
10. The proctors are to assist the administrator.
11. Contestants who are not dressed according to the dress code should not be allowed to enter the presentation room. They can, however, go back and change into appropriate attire. You will then do your best to fit them in.
12. Please ensure that only the registered contestant goes into the presentation room. No advisors are allowed.
13. There is no internet access provided, but contestants or teams may use their own access solely for their presentation to the judges.
14. Encourage the judges to include comments for all contestants or teams directly in the scoring system.
15. Scores should not be revealed to the contestants, and please do not discuss or advise judges regarding rankings.

AFTER THE TEST

16. Once the judges have finished with the last scheduled contestants, ensure there are **no ties**. (Disregard for events with technical scores as the technical score will likely break the tie).
17. You as well as the proctor should not discuss or advise the judges regarding ranking.
18. Once the judges have submitted their scores, encourage them to complete the Judge Survey and thank them for their time.
19. Please take the time to complete the survey in your administrator's folder and encourage proctors to as well.
20. All contest materials for all sections must be returned to Competitive Events Headquarters. Wait for assistance to check in your contest box, iPads and materials.