



NATIONAL LEADERSHIP CONFERENCE

ADMINISTRATOR | PROCTOR TIPS (Non-Judged Events)



CAREFULLY REVIEW THE WSAP GUIDELINES BEFORE YOU ARRIVE.

BEFORE THE TEST

1. The administrator and proctors must report to Competitive Events Headquarter to pick up the contest box **30 MINUTES** prior to the start of the event.
2. Allow all contestants to enter the computer lab at the same time.
3. Have contestants sign-in using the Contest Sign-In.
4. The door to the contest room should close at the scheduled time.
5. Contestant name badges should be worn at all times.
6. Late contestants may compete but must finish at the scheduled ending time.
7. The contest room should NEVER be left unattended.
8. Welcome everyone and remind them of the name of the contest; make sure they are sitting in the correct area since there are multiple contests going on at once. Be certain everyone has signed in.
9. Remind contestants to turn off/silence all cell phones (this includes administrator and proctors); also, **NO talking during the exam except to an administrator or proctor.**
10. Administrators and proctors should limit their amount of talking while students are testing.
11. Remind contestants of the length of test – 90 minutes, 60 minutes, etc. Contests must begin and end at the designated time.
12. In tests where an "orientation/warm-up/preparation/wrap-up" time is provided, be certain to allot time for contestants to ask questions and become familiar with the equipment (see WSAP Guidelines).
13. There should be no interruptions once the test begins.

DURING THE TEST

14. Contestants may NOT share individual supplies and reference materials.
15. **Share the password with the contestants prior to downloading the test booklet, competition files, etc.**
16. Strictly follow the WSAP Guidelines to determine reference materials that are allowed in the contest room. No previous contests are allowed.

17. Contestants should be informed to notify the Contest Administrator promptly of any problems with the equipment or if the software is not what they expected. This way, clarification of software and/or additional time may be given. **(If there is a problem caused by the equipment or software, additional time will be awarded for the time that is needed to fix the equipment or software.)**
18. If equipment that a contestant has brought fails, that contestant may use the equipment furnished for the event for the remaining time if there is equipment available (except for C++, C#, Python, and Java). No additional time will be given, and the contestant must use the software provided.
19. Contestants must use the software designated for the event.
20. Contestants are not permitted to access the Internet during any portion of the exam, except for the specific websites they are instructed to go to. **Contestants caught accessing the Internet will be allowed to complete the exam; however, the administrator or proctor will notify the student they have been disqualified before they leave the room.**
21. A warning should be given when 30, 15, 5, and 1 minute are remaining. When time is called, all keying must stop.

AFTER THE TEST

22. Record Pass or Fail on the sign-in sheets once the students have completed the certification requirements (if applicable).
23. Contestants may leave the testing site when they have completed all required test(s), including any certifications.
24. Please take the time to complete the survey in your Administrator's folder.
25. Return the testing materials to the Competitive Events Headquarters. The grading center will notify you if they need assistance in the process.