

**29th Annual Sacramento
County**

Academic Decathlon



Super Quiz Proctor Handbook

**Sacramento County
Office of Education**

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**February 7, 2009
Inderkum High School
Sacramento, CA**

Overview

- Each team of up to 9 participants includes:
 - 3 - Honor (3.75 - 4.00 GPA),
 - 3 - Scholastic (3.00 - 3.74 GPA), and
 - 3 - Varsity (0.00 - 2.99 GPA) decathletes.
- There will be a short welcome and then the teams will enter the gym while music is played.
- The three Varsity decathletes will sit at desks on the gym floor.
- The Scholastic and Honor decathletes will proceed to the designated section of the bleachers (this section is roped off with colored flags).
- After the National Anthem, the Quizmaster will be introduced and will go over the rules and procedures.
- There will be three rounds of 10 questions.
- The first round will have all Varsity decathletes, the second round will have all Scholastic decathletes and the third round will have all Honor decathletes.
- During each round you will oversee three decathletes (some schools may have fewer than three decathletes in each category). They will all represent the same high school.

Instructions

1. You will sit beside your three contestants during each round. If you are in any way affiliated with that school, please proctor a different team.
2. **Scantron Answer Sheets:** Nine scantron answer sheets will be provided in your envelope. The decathlete identification number, name, and subject have been pre-printed on each answer sheet. The first two digits of the identification number are the school number, the second two digits are the decathlete number.

School # Decathlete ID#
 \ /
 2601

Example High School

2607	\		2604	\		2601	\	
2608	>	Varsity	2605	>	Scholastic	2602	>	Honor
2609	<		2606	<		2603	<	

As the decathletes are seated, you will hand them the correct scantron answer sheet. The first round you will use answer sheets that end with 07, 08 and 09 (i.e., 2607, 2608, 2609); the second round you will use sheets that end with 04, 05 and 06; the third round will end with 01, 02 and 03.

3. **Test Booklets:** You will also have three sets of different colored test booklets (three copies of each).

<u>Order</u>	<u>Booklet Color</u>	<u>Name on Booklet</u>
Round 1	Yellow	Varsity Test booklet
Round 2	Orange	Scholastic Test Booklet
Round 3	Red	Honor Test Booklet

As the Varsity decathletes are seated you will place on their desk a yellow colored test booklet with the title "Varsity Test Booklet" printed on the front. Make sure they do not open these until the Quizmaster begins reading the first question. Make sure they do not move on to the next questions until the Quizmaster begins reading the next question. After the 10 questions for varsity are done - collect the test booklets. You will distribute the appropriate test booklets for each round.

4. **Pencils:** Please place a pencil on each desk. You will have a red pencil for scoring and extra pencils for the contestants. You will also have a pen so you can complete the NCR Master Score Sheet. Please check your supplies.

During the Competition

1. Each of the three groups of decathletes (Varsity, Scholastic, Honor) will be asked 10 questions. They will be given seven seconds to respond to each question; the bell will sound and the quizmaster will say "Pencils Up". The correct answer will then be announced and displayed on the screen.
2. Remind decathletes to hold their pencils up when the bell sounds. Do not talk to the decathletes once each question is read.
3. Immediately after the quizmaster reads the correct answer to each question, check each decathlete's answer sheet (the correct answer will also be displayed on the screen). Using your **red pencil**, mark each correct answer with a plus (+) to the left of the question number. Mark each incorrect answer with a minus (-) to the left of the question number. **Note:** Please make sure they put the answer on their score sheet and not in their test booklet.
4. At the end of each question, show the audience how many of your decathletes answered correctly by holding up the laminated colored score card showing the correct number (zero, one, two, or three).

At the End of Each Round (10 questions in a round)

1. Collect the Round 1 test booklets and return them to the proctor folder.
2. Total the score for each decathlete by adding up the number of plus marks (+) on their answer sheet. The maximum score for each decathlete is 10.

3. Record the decathlete's score in the section of the scantron answer sheet labeled "SUBJECT" for each decathlete.
4. Record the scores (0-10) on the super quiz *Master Score Sheet* [use ink pens provided] on the appropriate identification number line. Complete the calculation of the team score, record it on the form, and then initial the score. (see sample score sheet below)

Special Circumstances: Some schools will not have a full team so there may be empty chairs during a round. On the *Master Score Sheet* place an "X" next to the ID number for any students missing.

5. Detach the bottom copy (last page) of the *Master Score Sheet*, clip the Scantron answer sheets to the back of the sheet and hold for pick up by a runner.
6. Repeat for next round of testing.

After the Final Round

1. Keep the Honor decathletes in their chairs until the Super Quiz activities have concluded.
2. Collect all test materials (pencils, score cards, etc.) and place them in the folder.
3. Return the folder to the Super Quiz Coordinator once the Super Quiz has concluded.

The Master Score Sheet is a NCR triplicate form. After the first round you will tear off the last page (pink) to turn in to the runner. After the second round you will tear off second page (yellow), and after the last round you will return the first page (white). For recording scores use "0-10". For a now show place an "X" next to the ID No.



ACADEMIC DECATHLON SUPER QUIZ RELAY MASTER SCORE SHEET

TEAM No.: FIRST two digits

Print school name

School Name

INDIVIDUAL
STUDENT'S
SCORE

TOTAL OF TWO
HIGHEST
SCORES

CUMULATIVE
TOTAL TEAM
SCORE

ROUND 1

VARSITY

ID No.

(07)	6
(08)	X
(09)	4

Add highest
two scores
together

10

Round 1 Score

10

Proctor
Proctor's Initials

ROUND 2

SCHOLASTIC

ID No.

(04)	4
(05)	8
(06)	6

Add highest
two scores
together

14

+

10

Round 2 Score

24

Proctor
Proctor's Initials

ROUND 3

HONOR

ID No.

(01)	9
(02)	6
(03)	0

Add highest
two scores
together

15

+

24

Round 3 Score

39

Place an "X" next to the ID No. of any missing decathletes.

I certify that the scores recorded in the boxes above are correct.

Proctor's Signature _____ **Proctor**