43rd Annual Sacramento County

Academic Decathlon



Proctor Handbook

Sacramento County
Office of Education

10474 Mather Boulevard P.O. Box 269003 Sacramento, CA 95826-9003 (916) 228-2500 <u>www.scoe.net</u> February 4, 2023 Folsom High School Folsom, CA



WELCOME

Thank you for volunteering as a Proctor for the 43rd Annual Sacramento County Academic Decathlon on Saturday, February 4, 2023, at:

Folsom High School 1655 Iron Point Road Folsom, CA 95630

At the decathlon, approximately 200 of the best and brightest Sacramento and Placer County high school students from 15 schools will compete in a series of written tests, speeches, interviews, and the always exciting Super Quiz relay. Your participation is critical to the success of the event.

This handbook contains important information explaining your responsibilities as a Proctor. Please read it before the Decathlon.

New for 2023 – All students will test in the Auxiliary Gym. As a proctor you will be assigned to a section with approximately 30 students.

Please report to the Learning Resource Center (LRC) between 7:30 - 7:45 a.m. The Proctor Orientation will begin at 7:45 a.m. in the Auxiliary Gym. At this meeting, you will be given instructions. A continental breakfast will also be available. Your service as a Proctor will be completed at approximately 3:25 p.m. We invite you to join us afterwards in the Main Gym for the Super Quiz relay—the high-energy culmination of the day's activities. It is scheduled to begin at approximately 3:45 p.m.

Again, our thanks for your willingness to volunteer. We look forward to seeing you and spending an exciting day for the benefit of our students.

If you have any questions about your responsibilities as a Proctor, please don't hesitate to contact us at acadeca@scoe.net. Also, if you have any last-minute conflicts, please call Claudia Golsong at (916) 228-2670 or me at (916) 803-5682 (cell phone).

See you at the Decathlon!

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Craig Irish, Academic Decathlon Coordinator Sacramento County Office of Education

916-803-5682; cirish@scoe.net



ACADEMIC DECATHLON SCHEDULE

During the Academic Decathlon competition, each decathlete will be assigned to a "Section" in the Auxiliary Gym. The decathlete will take all written tests (Art, Economics, Language and Literature, Mathematics, Music, Science, and Social Science) in this room. During one of the testing periods, the decathlete will report to a different room for the Interview event and another room for the Speech event. At the conclusion of testing, all decathletes will report to the Main Gym for the Super Quiz relay, the final event of the competition.

Below is a sample competition day schedule. A more complete schedule showing Interview and Speech event times and locations will be provided on competition day.

Sample Schedule

<u>Time</u>	<u>Activity</u>
8:00 a.m. – 8:20 a.m.	Team Registration
8:20 a.m. – 8:30 a.m.	Decathletes report to Testing Room
8:30 a.m. – 8:40 a.m.	Welcome Ceremony
8:40 a.m. – 9:20 a.m.	Testing Period 1: Music Test
9:20 a.m 10:00 a.m.	Testing Period 2*
10:00 a.m. – 10:25 a.m.	BREAK (snack provided in the LRC for volunteers and in the Multipurpose Room for decathletes and coaches)
10:25 a.m 11:05 a.m.	Testing Period 3
11:05 a.m 11:45 a.m.	Testing Period 4
11:45 a.m. – 12:25 p.m.	Testing Period 5
12:25 p.m. – 1:25 p.m.	LUNCH (provided in the LRC for volunteers and in the Multipurpose Room for decathletes and coaches) TEAM PHOTOS (Main Gym)
1:25 p.m. – 2:05 p.m.	Testing Period 6
2:05 p.m. – 2:45 p.m.	Testing Period 7
2:45 p.m. – 3:25 p.m.	Testing Period 8: Math Test
3:25 p.m. – 3:45 p.m.	Break and assemble for Super Quiz relay
3:45 p.m. – 5:15 p.m.	Super Quiz relay (Main Gym)

^{*} **NOTE**: The Interview and Speech events will take place during testing periods 2-7. Each decathlete will complete those two events during a single testing period. A more detailed schedule will be provided on competition day.



OVERVIEW OF PROCTOR RESPONSIBILITIES

As a Proctor, you will administer seven multiplechoice tests to the decathletes assigned to your section in the Auxiliary Gym. You will be responsible for:

- maintaining the <u>security</u> of the test materials,
- distributing and collecting test materials,
- monitoring decathletes while they are testing,
- noting any infractions of the rules, and
- preparing <u>test materials</u> for return to the scoring room.

Tests will be administered in this order:

- Music
- Art
- Economics
- Language & Literature
- Science
- Social Science
- Math

At some point in the day the decathletes in your section will leave the Auxiliary Gym and will go to other rooms for the Interview and Speech events. When this occurs, you will have a break, but make sure that no test materials are left unattended in the room.

It is very important that we keep the testing room on schedule. If we don't, then our decathletes' Interview and Speech event times may be disrupted, or our decathletes will be late for lunch or the Super Quiz relay, the concluding event.

Do not leave the room while decathletes are present. Make sure that test materials are not left unsupervised or accessible.

What to Bring and What to Wear

Please wear casual attire, including soft-soled shoes to minimize noise. You may want to wear layered clothing because of room temperature fluctuations.

You are not allowed to have any food in the Testing Room, but you may have a beverage.

BEFORE TESTING BEGINS

Proctor Orientation: 7:30 a.m., Auxiliary Gym

Report to room the Auxiliary Gym by 7:30 a.m. for Proctor Orientation. At this meeting, you will be given testing supplies and a short training. You will learn who your partner Proctor is, meet the Lead Proctor and learn how he or she will support you, and synchronize your watch with those of the other volunteers. Any questions you have will be answered.

During the orientation, you will pick up the **Section Supply Box** for your section that will include the following:

- all materials needed for the first test: Music. (The other test materials will be delivered to your section over the course of the day),
- a roster of decathletes assigned to your Section,
- a roster of <u>all</u> decathletes and their Section,
- a detailed schedule for the day,
- stickers for use in assigning seats to decathletes,
- extra (blank) scannable answer sheets,
- general supplies (e.g., pencils, pens, post-it notes), and
- an evaluation form you can use at the end of the day to give us your judgments about the quality of the processes and procedures.

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When Decathletes Arrive: 8:20 a.m.

As decathletes enter the room:

- Help them find the correct Section
- Tell them to sit in their assigned seats as indicated by the stickers on the tables, and assist them as necessary; and
- Ask them to store their belongings (e.g., jackets, backpacks) in a designated area in the room. Decathletes MUST NOT bring a cell phone, smart watch, or ANY OTHER electronic device into the testing room or a Speech or Interview room. (An approved calculator is the only exception to this rule). A decathlete found with a cell phone or any other electronic device (other than an approved calculator) will have the phone or device confiscated immediately and will receive a zero on the test currently being administered. (The phone or device will be returned to the decathlete at the end of the Super Quiz relay.)
- Take attendance using the white copy of the Section decathlete roster to verify that all decathletes are in the room:
- Note on your roster any decathlete who is absent.
- If a decathlete is absent a coach may have asked an alternate to compete in his or her place. The alternate will use the identification number of the absent decathlete and will use the scannable answer sheets with that identification number. On the roster, cross off the original decathlete's name and write the alternate's name.

When you have completed taking roll, make the same changes/notes on the yellow copy of the Section roster and turn it in with your Music exams at the completion of the Music Test.

Test Materials

You will be provided with all test materials. In your Section Supply Box that you will pick up at the Proctor Orientation will be all materials needed to administer the Music Test. This includes the following materials:

Music Test

- · Music Test Booklets, and
- scannable answer sheets, preprinted with the decathlete's name, ID #, room #, and "Music" in the subject line.

At the end of the Music Test, a runner will come by to pick up the Music Test materials and the yellow copy of your Section roster. After each remaining test, a runner will come to your section to pick up the completed test materials and give you the next set of test materials.

When you receive materials for a test, make sure that there are enough test booklets and answer sheets. If not, notify the Lead Proctor immediately.

Assuring that Decathletes Have the Right Test Materials

Each decathlete competing in the Decathlon will wear a name badge that includes the decathlete's ID number; section, speech, and interview room numbers; speech and interview times; and first name. For all of the tests, decathletes will use scannable answer sheets. A sample scannable answer sheet is provided on the next page. There will be separate answer sheets for each test. Each answer sheet has the following preprinted information:

- decathlete ID number
- decathlete's name,
- subject (i.e., test),
- section number, and seat number.



For each test, make sure that each decathlete receives the answer sheet with that decathlete's name and ID number, and that the subject identified on the answer sheet matches the test that the decathletes are about to take.



SAMPLE SCANNABLE ANSWER SHEET

This answer sheet will be used for the following multiple-choice tests: Art, Economics, Language and Literature, Mathematics, Music, Science, and the Social Science Test.

Student ID number will **Proctors:** Do NOT write anywhere on the score sheet. be preprinted here. **Decathletes should** verify their ID number. **Academic Decathlon** Decathlete homeroom, Score Sheet seat number, name, test, and test number will be preprinted. Student ID Number: Room A101, Seat 04 Section / Room: Scott Adams Decathlete Name: 2 0 1 3 4 5 6 7 8 9 Art **DECATHLETES WHO FINISH EARLY** 4 0 1 2 3 6 6 7 8 9 Test Number: (1) (1) (3) (4) (5) (6) Decathletes who finish a test before time is called are to close their test materials and sit Answers 1 – 50 quietly. 1 (A) (B) (C) (D) (E) 21 (A) (B) (C) (D) (E) They may NOT pull out ANYTHING ELSE 2 A B C D E 22 A B C D E including: 3 A B C D E 23 A B C D E **Study Materials** 4 (A) (B) (C) (D) (E) 24 A B C D E Calculators/Speech note cards* 5 A B C D E 25 A B C D E Phones or other electronic devices 6 (A (B) (C) (D) (E) 26 (A) (B) (C) (D) (E) Books or magazines 7 (A) (B) (C) (D) (E) 27 (A) (B) (C) (D) (E) Any other items 8 A B C D E 28 A B C D E If you see a student with any of these items at 9 A B C D E 29 A B C D E his/her desk (except a calculator or Speech 10 (A (B) (C) (D) (E) 30 A B C D E note cards <u>under</u> their desk), you should take the item, and contact the Lead Proctor. The 11 (A (B) (C) (D) (E) 31 (A) (B) (C) (D) (E) decathlete will receive a zero on the test 12 (A) (B) (C) (D) (E) 32 A B C D E being administered (see rules on page 9). 13 (A) (B) (C) (D) (E) 33 (A) (B) (C) (D) (E) 14 (A) (B) (C) (D) (E) 34 A B C D E Do NOT release decathletes to the break or lunch until the end of the preceding testing 15 (A) (B) (C) (D) (E) 35 A B C D E session even if all decathletes are done testing. 16 (A) (B) (C) (D) (E) 36 (A) (B) (C) (D) (E) 17 (A) (B) (C) (D) (E) 37 (A) (B) (C) (D) (E) Calculators and Speech Note cards may be kept under the decathletes desk until needed 18 (A) (B) (C) (D) (E) 38 A B C D E for the Speech or Math test. However, they 19 (A) (B) (C) (D) (E) 39 A B C D E should not be taken out during other tests.

40 (A) (B) (C) (D) (E)

20 A B C D E



MONITORING DECATHLETES DURING TESTING

As you prepare to administer each test, make sure that decathletes do not open their test booklets until told to do so.

While decathletes are taking the tests, keep your eyes on them. Please do not read or otherwise occupy yourself. Regularly get up and walk around the room to make sure that proper test-taking is occurring.

No material except the appropriate test booklet, or answer sheet, calculator (for the Math Test only), and pencils are allowed on decathletes' desks. (Other items should be placed in a designated storage area in the room or under the decathlete's chair.)

If a decathlete needs to use the <u>restroom</u>, give the decathlete the restroom pass. **Only one** decathlete may go at a time, and all of the

decathlete's test materials must be left in the at their spot. The decathlete will not get to makeup the testing time that he or she misses.

Decathletes are NOT allowed to have any food or beverage in the testing room except bottled water with a cap and no label. Proctors are not allowed to have any food in the testing room, but may have a beverage.

If a decathlete is clearly cheating or behaving inappropriately in some other way note the decathlete's name and identification number and go to the Lead Proctor as soon as possible. The Lead Proctor will contact the Decathlon Coordinator to determine next steps. If a decathlete is using an unauthorized testing aid, confiscate the item and deliver it to the Lead Proctor.

The Academic Decathlon "Rules and Policies" that have been provided to each team's Coach are provided in this handbook beginning on page 9.



CAD CALCULATOR POLICY

Decathletes May Use Calculators for the Mathematics Test

If competitors wish to use calculators on the Mathematics Test, they are responsible for bringing them to the test. Calculators will not be provided for decathletes who do not bring their own. Calculator use is permitted only for Mathematics; competitors will not be allowed to use calculators on any other test.

CAD no longer requires decathletes to clear the memory of their graphing calculators.

Permissible Calculators

If a competitor wishes to use a calculator, it can be a basic, four-function, scientific, or graphing calculator, provided it has none of the features listed in Prohibited Calculators. Decathletes that are found guilty using a prohibited calculator will receive a zero on the math portion of the Academic Decathlon.

Prohibited Calculators

Calculators with any of the following features are NOT allowed in CAD competitions:

- pocket organizers
- hand-held or laptop computers
- electronic writing pads or pen-input devices
- models with an alphabetic (QWERTY) keypad, e.g. TI-92 or HP-95
- models with paper tape
- models that make noise
- models that can engage in wireless communication (transfer data or information with other calculators)
- models that require a power cord
- models with CAS (computer algebra systems), e.g. TI-89
- NOTE: USAD has approved the TI-Nspire calculator so long as it does not have the (CAS) stamped on the back side of the machine.

Because companies are continuously introducing new products, it would be impossible for CAD to maintain an upto-date list of specific model numbers that possess these features. If a competitor is uncertain whether a particular calculator will be allowed, the student should bring a backup that does not possess any of the features in question. No backup calculator will be provided for any competitor whose calculator is disallowed.

Competing without a Calculator

Competitors may opt to take the Mathematics Test without a calculator; however, CAD is suggesting competitors use a basic, scientific, or graphing calculator for solving the trigonometry test items.

Calculator Failure During a Test

If a competitor's calculator stops working during a test, the student should continue taking the test without a calculator. No additional calculator will be provided, and the competitor will not be allowed to take the test again later. However, as noted in Section III above, a competitor may bring a backup calculator and/or spare batteries to the test.



LUNCH AND TEAM PHOTOS

12:25-1:25

Decathletes will be dismissed for lunch and team photos at about 12:25 or when they complete the last test they will take before lunch and you have collected those answer sheets and test booklets. Remind decathletes about the team photos and to return to the testing room no later than 1:25.

Please stay in the room until a runner comes by to pick up your sections test materials.

Make sure you do not leave any test booklets unattended. A runner will bring the next set of test materials to your section after lunch. You should report back to the room by 1:15 so that you are ready to begin the next test at 1:25.

WHEN THE FINAL TEST HAS BEEN COMPLETED

Approximately 3:25

The final test you will administer will be the Math test. When that test has been completed and you have collected all test booklets and answer sheets, please do the following:

- Dismiss the decathletes to the Super Quiz Relay in the Main Gym. They are to line up in the Auxiliary Gym with their coach and other teammates by 3:35.
- Prepare the Math test materials for return. (Stack the test booklets and the answer sheets separately. For any absent decathlete, print "Absent" at the top of the decathlete's answer sheet next to test subject, (do not mark in any areas with bubbles) and place it on the top of the other answer sheets. Place the test booklets and the answer sheets back into the envelope in which they came.) A runner will be by to pick up the testing materials.

- Remove stickers from tables.
- Help stack tables and chairs. The Lead Proctor will direct you on where to put them.
- Put all supplies back into your Supply Box.
- Complete the evaluation form. We appreciate receiving your comments and any suggestions or techniques that will improve the Academic Decathlon.
- Come and enjoy the Super Quiz relay!



RULES AND POLICIES

TARDINESS

All participants must be at the Welcome Ceremony in the gym by 8:20 a.m. Coaches should meet their teams before 8:20 a.m. so that decathletes are not wandering about the area.

All decathletes are to report to their assigned testing section by 8:40 a.m.

Decathletes must be in the proper test section at the time each test or event begins. If a decathlete is tardy, the decathlete will not be allowed to make up the lost time on a written test. If a decathlete reports late to the decathlete's Interview or Speech event, the decathlete may not be able to participate in that event. (To avoid tardiness, help team members locate their Interview and Speech event rooms prior to their scheduled times for those events. The morning break is a good time for this.)

LEAVING THE TESTING ROOM

Decathletes will not be excused from the testing room for any reason before the end of testing except for their scheduled Interview and Speech events, morning break, lunch, and, if necessary, to use the restroom. If a decathlete must use the restroom, the decathlete must ask the Proctor for a pass. Only one decathlete may leave at a time, and the testing time lost will not be recovered. (A decathlete who has a medical condition that requires special provisions of any kind must provide the Competition Manager with written documentation in advance of the competition. The Competition Manager will attempt to accommodate the decathlete's needs.)

PERSONAL ITEMS

All materials that decathletes will need for taking the tests (i.e., pencils, test booklets, and answer sheets) will be supplied by the Proctor. Decathletes are not permitted to have any other items at their table except, if desired, approved calculators for the Mathematics Test and bottled water with a cap and no label. Decathletes should not bring any other items into the testing room.

Proctors will instruct decathletes to place any items that are brought into the testing room (other than approved calculators for the Mathematics Test and bottled water with a cap and no label) in a designated area of the room, and decathletes will not be allowed access to these items until a scheduled break or when they are dismissed from the testing room for the Super Quiz relay at the end of the day.

A decathlete found with any disallowed item at his or her table will have the item(s) confiscated immediately and will receive a zero on the test currently being administered. (The item(s) will be returned to the decathlete at the end of the Super Quiz relay.)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Decathletes MUST NOT bring a <u>cell phone</u>, <u>smart watch</u>, or ANY OTHER <u>electronic device</u> into a Testing, Speech or Interview room. (An approved calculator is the only exception to this rule; see USAD Calculator Policy behind the "USAD Policies" tab.) A decathlete found with a cell phone or any other electronic device in a testing room (other than an approved calculator) will have the phone or device confiscated immediately and will receive a zero on the test currently being administered. (The phone or device will be returned to the decathlete at the end of the Super Quiz relay.)

CALCULATORS

For the Mathematics Test only, decathletes will be allowed to use calculators that they bring to the event and that comply with certain restrictions. The California Academic Decathlon (CAD) Calculator Policy will be applied to the Sacramento County Academic Decathlon.



Calculators will not be supplied at the event. A decathlete found using a calculator that does not comply with the (CAD) Calculator Policy will have the calculator confiscated immediately and will receive a zero on the Mathematics Test. (The calculator will be returned to the decathlete at the end of the Super Quiz relay.)

CHEATING

If a Proctor finds a decathlete involved in any form of cheating, the Proctor will report the incident to the Competition Manager. If a consequence for the type of cheating is spelled out in the rules, it will be implemented. If not, the Competition Manager will determine and apply the appropriate consequence.

SECURE TEST MATERIALS

Decathletes, Coaches, and anyone else associated with the school's Academic Decathlon program are prohibited from seeing or possessing any current or previous years' secure Academic Decathlon tests or test items.

SUPER QUIZ RELAY

Decathletes should not bring any personal items to the team seating areas during the Super Quiz relay. When on the gym floor competing in the Super Quiz relay, decathletes may only have a pencil.

Coaches are not allowed to sit or communicate with their team members during the Super Quiz relay. Decathletes will not be excused from the Super Quiz relay until it is over.

Coaches should communicate to their team members and to all those who might come to watch the Super Quiz relay that spectators are to be as quiet as possible when decathletes are answering the questions (i.e., from when the question is being read aloud to when the time for answering is up).

RESTRICTED AREAS

Testing, Interview and Speech rooms are off-limits to everyone except assigned decathletes and event staff. The Test Center (staff headquarters for the event) is off-limits to decathletes, Coaches, and any other unauthorized staff.

TEST ITEM CHALLENGES

Decathletes, through their Coaches, may challenge an item on a written test or on the Super Quiz relay. The Challenge Procedures and Guidelines are provided behind the "USAD Policies" tab. No challenges will be accepted for any reason related to the Essay Test or the Interview or Speech events.



ABOUT THE ACADEMIC DECATHLON

Founded in 1981, the United States Academic Decathlon (USAD) is the most prestigious high school academic team competition in the United States. Its purpose is to promote learning and academic excellence through teamwork among students of all achievement levels. Each year, high school students compete as school teams and as individuals in a series of scholastic events.

At the Academic Decathlon, student decathletes participate in ten individual events and one team event (not necessarily in this order):

- 1. Art (multiple-choice test)
- 2. Economics (multiple-choice test)
- 3. Language/Literature (multiple-choice test)
- 4. Mathematics (multiple-choice test)
- 5. Music (multiple-choice test)
- 6. Essay (one essay, 50 minutes writing time)
- 7. Interview (6-7 minutes)
- 8. Speech (one 3½-4 minute prepared speech and one 1½-2 minute impromptu speech)
- 9. Science (multiple-choice test)
- 10. Social Science (multiple-choice test)

The **Super Quiz** relay is the final activity of the competition and takes place in front of an audience of friends and family. It consists of 12 test questions from Art, Economics, Language and Literature, Science and Social Science. A facilitator reads aloud multiple-choice questions, decathletes select their answers, and volunteers display unofficial team scores to the audience after each question.

Academic Decathlon Teams

In Sacramento, high schools can field one <u>primary</u> team and up to two <u>secondary</u> teams. Each team consists of 9 students with three students in each of the following categories:

Honor: 3.75-4.00 GPA Scholastic: 3.00-3.74 GPA Varsity: 0.00-2.99 GPA A decathlete may compete in a higher category than warranted by his or her GPA but not in a lower category.

The primary team may also have up to three alternate decathletes, one in each of the three academic categories defined above, who could compete on the primary team if needed. Each primary-team member will compete, and is eligible for individual awards, in all ten events of the Decathlon. Only six primary-team members' scores, however, will contribute to team scores: the top two Honor decathletes' scores, the top two Scholastic decathletes' scores, and the top two Varsity decathletes' scores. If a school has five or fewer members on its primary team, the team will not be eligible for team awards, but the decathletes will be eligible for individual awards.

A school may also submit one or two <u>secondary</u> teams with up to nine participants each.

Secondary teams will not be eligible for team awards. Secondary-team participants can compete in all events except the Super Quiz relay, but are not eligible for individual awards.

2019-20 Curricular Theme: In Sickness and In Health: An Exploration of Illness and Wellness

The USAD curriculum is an interdisciplinary curriculum in which an annual theme is integrated across six subject areas: art, economics, language & literature, music, science, and social science. In most subjects, the majority of the topics relate to the overall curricular theme. Some topics that cover fundamentals may also be included to encourage a thorough understanding of the subject area as a whole. The Academic Decathlon mathematics curriculum is unrelated to the theme and focuses on standard high school math topics. The Interview and Speech events are also unrelated to the theme.



