

45th Annual Sacramento County
Academic Decathlon



**Arena Lead Testing Proctor
Handbook**

Sacramento County
Office of Education

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January 25, 2025
Christian Brothers HS
Sacramento, CA



WELCOME

Thank you for volunteering as an Arena Testing Proctor for the 45th Annual Sacramento County Academic Decathlon on Saturday, January 25, 2025, at:

Christian Brothers High School
4315 Martin Luther King Jr Blvd
Sacramento, CA 95820

At the decathlon, approximately 210 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 an Arena Testing Proctor. Please read it before the Decathlon.

Please report to the Learning Commons between 8:00-8:15 a.m. The Arena Testing Proctor Orientation will begin at 8:20 a.m. in the Field House. At this meeting, you will be given testing supplies and instructions, and learn who your partner Arena Testing Proctor is. A continental breakfast will also be available. Your service as an Arena Testing Proctor will be completed at approximately 4:00 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 an Arena Testing Proctor, please don't hesitate to contact me (cirish@scoe.net). Also, if you have any last-minute conflicts, please call David Berryman at (916) 228-2203 or me at (916) 803-5682 (cell phone).

See you at the Decathlon!

A handwritten signature in black ink that reads "Craig Irish". The signature is written in a cursive, flowing style.

Craig Irish, Academic Decathlon Coordinator
Sacramento County Office of Education
916-803-5682; cirish@scoe.net



TABLE OF CONTENTS

Academic Decathlon Schedule	1
Overview of Arena Testing Proctor Responsibilities	2
What to Bring and What to Wear	2
Before Testing Begins	2
Preparation for Testing	3
When Decathletes Arrive	3
Administration of the Tests: General Information	4
Test Materials	4
Assuring that Decathletes Have the Right Test Materials	4
Sample Scannable Answer Sheet	5
Timing of Tests	6
Monitoring Decathletes During Testing	6
Administering the Music Test	7
Administering the Other Non-Mathematics Tests	9
Test Directions	9
Administering the Mathematics Test	11
Calculators and the Mathematics Test	11
Test Directions	11
USAD Calculator Policy	14
Lunch and Team Photos	15
When the Final Test Has Been Completed	15
Rules and Policies	16
About the Academic Decathlon.....	18
TBD High School Campus Map	19



ACADEMIC DECATHLON SCHEDULE

During the Academic Decathlon competition, each decathlete will be assigned to a testing “section” in the test arena room (TBD). The decathlete will take all written tests (Art, Economics, Language and Literature, Mathematics, Music, Science, and Social Science) in that 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 Arena Testing, all decathletes are dismissed for the day.

Below is a sample competition day schedule. A more complete schedule showing Interview and Speech event times and locations, by Arena Testing and decathlete identification number, will be provided on competition day.

Sample Schedule

<u>Time</u>	<u>Activity</u>
8:30 a.m. – 8:50 a.m.	Team Registration
8:50 a.m. – 9:00 a.m.	Decathletes report to TBD
9:00 a.m. – 9:10 a.m.	Welcome Ceremony
9:10 a.m. – 9:50 a.m.	Testing Period 1: Music Test
9:50 a.m. – 10:30 a.m.	Testing Period 2*
10:30 a.m. – 10:55 a.m.	BREAK (snack provided in the Learning Commons for volunteers and in the Cafeteria for decathletes and coaches)
10:55 a.m. – 11:35 a.m.	Testing Period 3
11:35 a.m. – 12:15 p.m.	Testing Period 4
12:15 p.m. – 1:15 p.m.	LUNCH (provided in the Learning Commons for volunteers and in the Cafeteria for decathletes and coaches) TEAM PHOTOS (Field House)
1:15 p.m. – 1:55 p.m.	Testing Period 5
1:55 p.m. – 2:35 p.m.	Testing Period 6
2:35 p.m. – 3:15 p.m.	Testing Period 7
3:15 p.m. – 3:55 p.m.	Testing Period 8: Math Test
3:55 p.m. – 4:00 p.m.	Decathletes dismissed

* **NOTE:** The Interview and Speech events will take place by section 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 ARENA TESTING PROCTOR RESPONSIBILITIES

As an Arena Testing Proctor, you will administer seven multiple-choice tests to the decathletes assigned to your section. You and your partner Arena Testing Proctor will be responsible for:

- maintaining the security of the test materials,
- distributing and collecting test materials,
- providing test directions to decathletes,
- monitoring decathletes while they are testing,
- noting any infractions of the rules, and
- preparing test materials for return to the TBD room

You will administer the following tests in this order:

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

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

It is very important that you keep your section on schedule. If you don't, then your decathletes' Interview and Speech event times may be disrupted, or your decathletes will be late for lunch.

Do not leave your section 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 arena testing room, but you may have a beverage.

BEFORE TESTING BEGINS

Arena Testing Proctor Orientation: 8:20 a.m.,
Field House

Report to the Field House by 8:20 a.m. for Arena Testing Proctor Orientation. At this meeting, you will be given testing supplies and a short training. You will learn who your partner Arena Testing Proctor is, meet the Lead Arena Testing 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 **Arena Testing 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),
- two copies of a roster of decathletes assigned to your section (one white and one yellow),
- a roster of all 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.

If you need more of any of these supplies during the day, you may obtain them in TBD room, which is connected to the TBD.

If you have a problem in your section or need something you can contact the Lead Arena Testing Proctor. The lead proctor will provide you with his/her cell phone number at the orientation if you need to text them.

Preparation for Testing: Completed by 8:45 a.m.

Report to your section as soon as possible following the Arena Testing Proctor Orientation. You need to make the following preparations for testing before decathletes arrive at 8:50.

- Separate the desks as much as feasible to maximize the space between decathletes.
- Verify that you have a sticker for each decathlete listed on the roster of decathletes assigned to your section. Each sticker shows the decathlete's identification number, school name, and assigned seat number in the section. If you do not have a sticker for a decathlete on your list, write the decathlete's identification number, school, and seat number on a post-it note and use that instead. Attach a sticker to each desk in seat number order. Decathletes are to sit in these assigned seats for all testing.
- Review testing processes and procedures with your partner Arena Testing Proctor and decide who will do what.
- Verify that you have all the Music Test materials needed. Get the Music Test materials ready to be distributed to decathletes. If you are missing any materials,

notify the Lead Arena Testing Proctor as soon as possible.

- Put a pencil on each decathlete's desk for them to use for their multiple-choice tests.
- Check the schedule to find out when the decathletes assigned to your section are scheduled to leave the section for their Interview and Speech events.

When Decathletes Arrive: 8:50 a.m.

As decathletes enter the room:

- Tell them to sit in their assigned seats as indicated by the stickers on the desks, and assist them as necessary; and
- Ask them to store their belongings under their desks. 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 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 Mathematics test.) Do a visual roll call using the white copy of the section decathlete roster to verify that all decathletes are in the section:
- Note on your roster any decathlete who is absent.
- If a **decathlete is in your section but not listed** on your section roster, check the master roster to see what section the decathlete should be in. If you can't find a decathlete on either roster, write the decathlete's name on your section roster and let the decathlete test (you will need to use one of your blank scan forms for the student).



- 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 roster and turn it in with your Music exams at the completion of the Music Test.

ADMINISTRATION OF THE TESTS: GENERAL INFORMATION

You and your partner Arena Testing Proctor will administer the written tests according to the provided schedule. Please be sure that your cell phone is off or on vibrate. Avoid using your cell phone during testing and don't use it in the testing room.

Test Materials

You will be provided with all test materials. In your Arena Testing Supply Box that you will pick up at the Arena Testing 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 roster. After each remaining test, a runner will come to your room 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 Arena Testing 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; arena section, speech, and interview room numbers; speech and interview times; and first name. For all 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/room 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 be preprinted here. **Decathletes should verify their ID number.**

Academic Decathlon Score Sheet

Decathlete section, seat number, name, test, and test number will be preprinted.

Student ID Number: 1 1 2 3 4 5 6 7 8 9

Section / Room: Room A101, Seat 04

2 1 2 3 4 5 6 7 8 9

Decathlete Name: Scott Adams

0 1 2 3 4 5 6 7 8 9

Test: Art

4 1 2 3 4 5 6 7 8 9

Test Number: 1 2 3 4 5 6

Answers 1 – 50	
1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
5	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
6	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
7	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
8	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
9	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
10	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
11	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
12	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
13	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
14	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
15	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
16	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
17	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
18	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
19	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
20	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
21	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
22	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
23	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
24	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
25	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
26	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
27	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
28	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
29	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
30	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
31	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
32	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
33	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
34	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
35	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
36	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
37	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
38	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
39	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
40	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E

DECATHLETES WHO FINISH EARLY

Decathletes who finish a test before time is called are to close their test materials and sit quietly.

They may NOT pull out ANYTHING ELSE including:

- Study Materials
- Calculators/Speech note cards*
- Phones or other electronic devices
- Books or magazines
- Any other items

If you see a student with any of these items at his/her desk (except a calculator or Speech note cards under their desk), **you should take the item, and contact the Lead Arena Testing proctor. The decathlete will receive a zero on the test being administered** (see rules on page 16).

Do NOT release decathletes to the break or lunch until the end of the preceding testing session even if all decathletes are done testing.

- Calculators and Speech Note cards may be kept under the decathletes desk until needed for the Speech or Math test. However, they should not be taken out during other tests.



TIMING OF TESTS

It is very important that you time each test accurately. All tests are 30 minutes, not including directions.

As each test begins, put the exact starting time and ending time for the test on the chalk or white board for the decathletes to see. Give a verbal 5-minute warning before the end of each test.

MONITORING DECATHLETES DURING TESTING

As you prepare to administer each test, make sure that decathletes do not open their test booklets until you tell them 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 section to make sure that proper test-taking is occurring. Remember: You are the authority figure in your section.

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.)

If a decathlete needs to use the restroom, allow them to go to the restroom. **Only one** decathlete per section may go at a time, and all the decathlete's test materials must be left in the room. 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 arena testing room except bottled water with a cap and no label. Arena Testing 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 contact the Lead Arena Testing Proctor as soon as possible. The Lead Arena Testing 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 Arena Testing Proctor.

The Academic Decathlon "Rules and Policies" that have been provided to each team's Coach are provided in this handbook beginning on page 16.



ADMINISTERING THE MUSIC TEST

9:10 – 9:50 (includes 30 minutes of actual testing time)

The Music Test is the first test you will administer. After taking role begin distributing Music Test materials. Give the following to each decathlete at his/her desk:

- a Music Test booklet, and
- a Music Test answer sheet with the decathlete's name and ID number on it.

As you or your partner Arena Testing Proctor are distributing these materials, one of you should begin reading the **bold** text below aloud to decathletes.

You will now take the Music Test. You will be given a Music Test booklet, a scannable answer sheet, and a pencil. Do not open the test booklet until you are told to do so. When you get your answer sheet, make sure your name and ID number are on it and that it says it is for the Music Test. Then, on the cover of your test booklet, print your name and ID number, read the statement, and sign your name where indicated. Write today's date: January 26, 2025.

Pause and make sure that all decathletes have followed the instructions you just read.

Read each question and the accompanying answer choices carefully. When you have decided which answer is correct, fill in the correct space on your answer sheet using a pencil. Be careful to fill in the correct space for each answer. If you change your mind, erase your first answer completely. Avoid making any stray marks as they may be counted as an answer. If you mark more than one answer you will get the question wrong. Be sure to answer every question. There is no penalty for guessing.

You may write in your test booklets.

There are 50 questions on the Music Test. The first 12 questions on the Music Test involve listening to excerpts of music and answering multiple-choice questions about the music you hear. Each music selection will be played only once so you will not be able to go back. When the listening portion is finished, continue with the remainder of the test.

If you have any problems or questions while working on the test, raise your hand and one of us will assist you.

You will have a total of 30 minutes for the entire test. You will be given a five-minute warning before the end of the test session. If you finish the test before time is called, please close your test booklet and sit quietly. You May NOT pull out ANYTHING ELSE to look at or read. Possession of an electronic device or other prohibited items such as study guides will lead to an immediate zero on the test being administered.

(continued on the next page)



Are there any questions? [Answer any questions.]

Time to begin.

Begin playing the MP3 or CD Player. Write the starting time and ending time on the board.

After 25 minutes, announce:

There are 5 minutes remaining.

At the end of 30 minutes, announce:

Stop. Please put your pencils down and close your test booklets.

Pause and make sure that all decathletes have complied.

Make sure that you have printed your name and ID number on the test booklet cover, and that you have signed and dated it. Please place your answer sheet on the left and your test booklet on the right side of your desk. Your answer sheet and test booklet will now be collected.

First go through the section and collect all of the answer sheets

Second go through the section and collect test booklets.

Make sure that you get a test booklet and an answer sheet from every decathlete.

- Stack the test booklets and the answer sheets separately. *Do not allow students to place answer sheets in the test booklets!!!*
- For any absent decathlete, print "Absent" at the top of the decathlete's answer sheet next to the test subject and place it on the top of the other answer sheets. *Do not mark in any area where bubbles appear or write no show across the form. We do scan these.*
- Place the test booklets and the answer sheets back into the envelope in which they came.

They are now ready for the runner to pick up.

Prepare to administer the Mathematics Test (next page).



ADMINISTERING THE OTHER NON-MATHEMATICS TESTS

Art, Economics, Language/Literature, Science, and Social Science

Administer the next five tests according to the schedule for your section. Be sure to dismiss your decathletes for their Speech and Interview events at the scheduled time. As described on page 15, lunch and team photos are scheduled for 12:15-1:15. Instructions for the Mathematics, the last test administered, are on pages 11-14.

For each test, give the following to each decathlete at his/her desk:

- an answer sheet for that test with the decathlete's name and ID number on it, and
- a test booklet

Decathletes are to be given 30 minutes for each of the remaining tests.

Test Directions

Read the following directions (**bold** text) to decathletes for each test:

You will now take the [name of test] Test. You will be given a scannable answer sheet and a test booklet. Do not open the test booklet until you are told to do so. When you get your answer sheet, make sure your name and ID number are on it and that you have the correct answer sheet for the test you are taking. Then, print your name and ID number on the cover of your test booklet, and sign your name where indicated. Write today's date: January 26, 2025.

Pause and make sure that all decathletes have followed the instructions you just read.

Read each question and the accompanying answer choices carefully. When you have decided which answer is correct, fill in the correct space on your answer sheet using a pencil. Be careful to fill in the correct space for each answer. If you change your mind, erase your first answer completely. Avoid making any stray marks as they may be counted as an answer. If you mark more than one answer you will get the question wrong. Be sure to answer every question. There is no penalty for guessing.

You may write in your test booklets.

If you have any problems or questions while working on the test, raise your hand and one of us will assist you.

You will have a total of 30 minutes for the test. You will be given a five-minute warning before the end of the test session.

(continued on next page)



If you finish the test before time is called, please close your test booklet and sit quietly. You May NOT pull out ANYTHING ELSE to look at or read. Possession of an electronic device or other prohibited items such as study guides will lead to an immediate zero on the test being administered.

Are there any questions? [Answer any questions.]

You may begin.

After 25 minutes, announce:

There are 5 minutes remaining.

At the end of 30 minutes, announce:

Stop. Please put your pencils down and close your test booklets.

Pause and make sure that all decathletes have complied.

Make sure that you have printed your name and ID number on the test booklet cover, and that you have signed and dated it. Please place your answer sheet on the left and your test booklet on the right side of your desk. Your answer sheet and test booklet will now be collected.

First go through the room and collect all of the answer sheets

Second go through the room and collect test booklets.

Make sure that you get a test booklet and an answer sheet from every decathlete.

- Stack the test booklets and the answer sheets separately. *Do not allow students to place answer sheets in the test booklets!!!*
- For any absent decathlete, print "Absent" at the top of the decathlete's answer sheet next to the test subject and place it on the top of the other answer sheets. *Do not mark in any area where bubbles appear or write no show across the form. We do scan these.*
- Place the test booklets and the answer sheets back into the envelope in which they came.

Depending on the schedule, move on to the next test or dismiss your decathletes for the Speech and Interview events, break, or lunch.

Prepare to administer the next test (see above).



ADMINISTERING THE MATHEMATICS TEST

3:15 – 3:55 (includes 30 minutes of actual testing time)

Calculators and the Mathematics Test

The Sacramento County Academic Decathlon will follow the USAD Calculator Policy, which begins on page 14. Calculators are permitted for the Mathematics Test only. Decathletes must bring their own calculators. Calculators will not be provided to decathletes. If a decathlete'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 decathlete will not be allowed to take the test again later. Decathletes may, however, bring a backup calculator and/or spare batteries.

Permissible calculators are basic four-function calculators, scientific calculators, and graphing calculators, provided they have **none** of the features or characteristics listed below in the directions you will read to the decathletes.

Before administering the Mathematics Test, you need to check each decathlete's calculator(s) to confirm that it is a permissible calculator. Calculators that do not meet the criteria above can not be used and must be put away.

Test Directions

Before distributing Mathematics Test materials, you or your partner Arena Testing Proctor are to read the **bold** text below aloud to decathletes.

You will now take the Mathematics Test. For this test only, you may use a calculator that you brought with you only if it meets all the following criteria:

- It is not a pocket organizer, a hand-held or laptop computer, an electronic writing pad, or a pen-input device.
- It does not have an alphabetic (QWERTY) keypad or paper tape.
- It cannot engage in wireless communication.
- It does not have a computer algebra systems, or CAS.
- It makes no noise and doesn't require a power cord.

If your calculator does not meet all of these criteria, you may not use it.

Please place any calculators you want to use on top of your desk so that we can check them as we distribute the test materials.

(continued on the next page)

Distribute the Mathematics Test materials. Give the following to each decathlete at his/her desk:

- Mathematics Test answer sheet with the decathlete's name and ID number on it, and



- Mathematics Test booklet.

While distributing the test materials, check each decathlete's calculator(s) to verify that it meets all of the criteria listed in the directions you just read. If a calculator does not meet those criteria, the decathlete cannot use it and it must be put away.

As you or your partner Arena Testing Proctor are distributing the materials and checking calculators, one of you should begin reading the **bold** text below aloud to decathletes.

You will now be given a Mathematics Test booklet and a scannable answer sheet. Do not open the test booklet until you are told to do so. When you get your answer sheet, make sure your name and ID number are on it and that it says it is for the Mathematics Test. Then, on the cover of your test booklet, print your name and ID number, read the statement, and sign your name where indicated. Write today's date: January 26, 2025.

Pause and make sure that all decathletes have followed the instructions you just read.

Read each question and the accompanying answer choices carefully. When you have decided which answer is correct, fill in the correct space on your answer sheet using a pencil. Be careful to fill in the correct space for each answer. If you change your mind, erase your first answer completely. Avoid making any stray marks as they may be counted as an answer. If you mark more than one answer you will get the question wrong. Be sure to answer every question. There is no penalty for guessing.

You may write in your test booklets.

If you have any problems or questions while working on the test, raise your hand and one of us will assist you.

You will have a total of 30 minutes for the test. You will be given a five-minute warning before the end of the test session.

If you finish the test before time is called, please close your test booklet and sit quietly. You May NOT pull out ANYTHING ELSE to look at or read. Possession of an electronic device or other prohibited items such as study guides will lead to an immediate zero on the test being administered.

Are there any questions? [Answer any questions.]

You may begin.

(continued on the next page)

After 25 minutes, announce:

There are 5 minutes remaining.



At the end of 30 minutes, announce:

Stop. Please put your pencils down and close your test booklets.

Pause and make sure that all decathletes have complied.

Make sure that you have printed your name and ID number on the test booklet cover, and that you have signed and dated it. Please place your answer sheet on the left and your test booklet on the right side of your desk. Your answer sheet and test booklet will now be collected. Please put your calculators away.

First go through the room and collect all of the answer sheets

Second go through the room and collect test booklets.

Make sure that you get a test booklet and an answer sheet from every decathlete.

- Stack the test booklets and the answer sheets separately. *Do not allow students to place answer sheets in the test booklets!!!*
- For any absent decathlete, print "Absent" at the top of the decathlete's answer sheet next to the test subject and place it on the top of the other answer sheets. *Do not mark in any area where bubbles appear or write no show across the form. We do scan these.*
- Place the test booklets and the answer sheets back into the envelope in which they came.

Prepare to administer the next test (see above).

Make sure that the decathletes know where to go after the break (refer to the competition day schedule provided that morning), and that they should be there no later than 10:25. Following the break, all of your decathletes will either return to the section for the next test, or go to their assigned Speech/Interview rooms.



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 up-to-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

12:15-1:15

Dismiss your decathletes for lunch and team photos at about 12:15 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 room no later than 1:15. **Please stay in your room until a runner comes by to pick up your test materials.** Make sure you do not leave any test booklets in the section unattended. A runner will bring the next set of test materials to your room after lunch. You should report back to your section by 1:05 so that you are ready to begin the next test at 1:15.

WHEN THE FINAL TEST HAS BEEN COMPLETED

Approximately 3:55

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

- Dismiss the decathletes for the day.
- Prepare the Mathematics written 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 desks.

- Put desks back the way you found them. Please leave the room as it was when you entered in the morning. The Lead Arena Testing Proctor took pictures of how the room was set-up if needed
- Put all supplies back into your Arena Testing Supply Box.
- Complete the evaluation form. We appreciate receiving your comments and any suggestions or techniques that will improve the Academic Decathlon.
- Return the following to the Learning Commons (*There will be a designated area for you to stack your Arena Testing box. Please make sure that your room number is visible on your box.*):
 - your Arena Testing Supply Box
 - your name badge
 - your completed evaluation form
- Have a great rest of your day!



RULES AND POLICIES

TARDINESS

All participants must be at the Welcome Ceremony in the Field House by 9:00 a.m. Coaches should meet their teams before 8:50 a.m. so that decathletes are not wandering about the area.

All decathletes are to report to their assigned sections by 9:10 a.m.

Decathletes must be in the proper seat 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 ARENA TESTING ROOM

Decathletes will not be excused from their section 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 Arena Testing Proctor for permission. (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 Arena Testing Proctor. Decathletes are not permitted to have

any other items at their desk 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 arena testing room.

Arena Testing 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.

A decathlete found with any disallowed item at his or her desk 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 Mathematics Test.)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Decathletes **MUST NOT** bring a cell phone, smart watch, or **ANY OTHER electronic device** into the arena testing or a 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 the arena 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 completion of the Mathematics test.)

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 Mathematics Test.)

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 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

The Arena Testing room and the rooms in which the Interview and Speech events are being held 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 primary team and up to two secondary 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 secondary 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.

2024-2025 Curricular Theme: Our Changing Climate

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. The theme for the 2024 Academic Decathlon curriculum is **Our Changing Climate**. In most subjects, most 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. 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.