

44th Annual Sacramento County
Academic Decathlon



Super Quiz Proctor Handbook

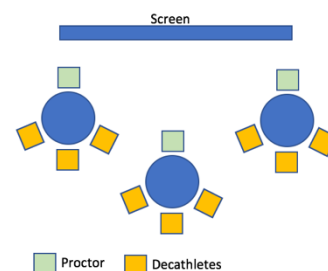
Sacramento County
Office of Education

10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
(916) 228-2500 www.scoe.net

February 3, 2024
Sheldon High School
Sacramento, CA

OVERVIEW

- Each team of up to 9 participants includes:
 - 3 Honor Students: 3.75-4.00 GPA*
 - 3 Scholastic Students: 3.00-3.74 GPA
 - 3 Varsity Students: 0.00-2.99 GPA
- There will be a short welcome and then the teams will enter the gym while music is played.
- The three Varsity decathletes will go stand next to their table on the gym floor.
- The Scholastic and Honor decathletes will proceed to the designated section of the bleachers (this section is designated by reserved seat signs).
- After the National Anthem, the Quizmaster will be introduced and will go over the rules and procedures.
- There will be three rounds of 14 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.
- Each decathlete has a 4-digit identification number.
- Decathletes will be allowed to collaborate with the other two members of their team. However, they will individually answer each question on their own answer sheet.



INSTRUCTIONS

- You will stand on the side or in front of the 3 decathletes during each round. If you are in any way affiliated with that school, please proctor a different team.
- Answer sheet (Scan Form):** Nine scan form answer sheets will be provided in your envelope (see sample on page 4). The decathlete identification number, name, and subject have been pre-printed on each sheet. The first two digits of the ID# number are the school number, the second two digits are the decathlete number.

School # Decathlete ID#
 first two digits last two digits
 2601

Example High School

Round 1	Round 2	Round 3
2607 \	2604 \	2601 \
2608 } Varsity	2605 } Scholastic	2602 } Honor
2609 /	2606 /	2603 /

When instructed, you will hand them their corresponding answer sheets. 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.

4. **Test Booklets:** You will have **one** colored test booklet per team for each round.

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

For Round One: When instructed place a Yellow (varsity) colored test booklet on the table. Make sure they do not open it until the Quizmaster begins reading the first question. Make sure they do not move on to the next question until the Quizmaster begins reading the next question. After the 14 questions for varsity are done – the Quizmaster will instruct you to collect the test booklet. You will distribute the appropriate test booklet for each round.

5. **Pencils:** Please place a pencil on each desk.

DURING THE COMPETITION

1. Each of the three groups of decathletes (Varsity, Scholastic, Honor) will be asked 14 questions.
2. Decathletes may begin quietly discussing the question with their team once the quizmaster begins reading the questions.
3. Teams will be given an additional 10 seconds (20 seconds for math) after the last answer choice (“e”) has been read. The bell will sound and the quizmaster will say "Pencils Up". The correct answer will then be announced and displayed on the screen.
4. Remind decathletes to hold their pencils up when time is called. Do not talk to the decathletes while the questions are read.
5. Since they can collaborate with one another, you are not really monitoring the decathletes on the team but instead you are there to make sure they get the right forms, and everything is collected correctly.
6. Once 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 **blue pencil**:
 - a. Underline the answer they selected. (This is so they can't change it as the test continues)
 - b. 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. (see sample on page 5)

Note: Please make sure they put the answer on their answer sheet and not in their test booklet. However, it is okay for decathletes to write

