

OBJECTIVE CONTEST DIRECTOR CHECKLIST

Before Contest:

- _____ Check in at the Contest Official Table in the Tab Room (Music Room across from the stairs).
- _____ Pick up contest packet in the Tab Room (Music Room) 30 minutes prior to your contest.
- _____ Review the contents of your packet, including this Objective Contest Director Checklist; the Instructions for Contestant for your particular contest; and the Additional Information for Coaches/Contest Directors, if any, for your particular contest.
- _____ Leave the sealed test envelope inside the contest packet until a few minutes before the contest.
- _____ Leave the sealed answer key envelope inside the contest packet until the designated time and location for grading.

At Contest Time:

- _____ As contestants enter the room, direct them to be seated away from others from their school.
- _____ With the Assistant Director present, open the sealed test envelope. Count the number of tests, and ensure that you have a test for each contestant on your Contest Roster.
- _____ Use the Contest Roster to call roll.
- _____ Seat substitutes, if any. A substitute is a contestant who is not on the Contest Roster who is taking the place of an absent entry from his or her school. Collect the Substitute Form from any substitute, and note any substitute on the Contest Roster. At the start of the contest, if a substitute from the same school shows up with a verbal message, then his verbal message will be equivalent to the substitution form.
- _____ Distribute one answer sheet to each contestant. Instruct the contestants to write their ID#s and grade levels in the spaces provided on the answer sheet. The contestant ID#s are printed on your Contest Roster and on the contestants' name tags.
- _____ Distribute one test face up to each contestant. Instruct the contestants to write their ID#s and grade levels in the spaces provided on the cover page of the tests. The contestants should not write their names on the tests.
- _____ ANNOUNCE the time allotted for the test. See the contest-specific instructions to determine the time allotted.
- _____ ANNOUNCE: "Start" and make a note of the time. Time the contest.
- _____ If a contestant is missing at roll call, put his test aside. If he arrives late, seat him quietly and without distracting the other contestants. A late contestant does not receive extra time.
- _____ If you see an instance of academic dishonesty, ask the other contest official in the room with you to verify what you see. After the test period is over, please immediately contact the Tab Room to report what you observed.
- _____ At the expiration of the contest period, announce "Stop" and instruct the students to stop writing.
- _____ Collect all tests and answer sheets. Place each contestant's answer sheet on the bottom of his test, and paper clip them together.
- _____ Return all materials to the contest packet envelope, and dismiss the contestants from the contest room.

After the Contest:

- _____ The Contest Director and Assistant Director may serve as graders only when needed.

_____ Proceed to designated grading room at the designated time to meet the other graders.

_____ Review the Objective Contest Grader Instructions. Ensure that each grader also reviews the grading instructions. Also review any contest specific grading instructions for your contest.

_____ Grade the tests. Ensure that the top ten tests are graded by at least three different graders in order to ensure accuracy.

_____ After all grading is complete, use the Contest Roster to add each contestant's name and school to the front of his test.

_____ After all grading is complete, transfer all final scores and rankings from the answer sheets to the Contest Roster in pencil.

_____ After all grading is complete, staple an answer key to the back of each student's test and answer sheet.

_____ Return the contest packet and all its contents to the Tab Room (Music Room).

Verification:

_____ Pick up the contest packet from the Tab Room (Music Room) 10 minutes before verification time.

_____ Arrive at the designated time and location for the verification period for your contest.

_____ Each contestant and one coach or parent per contestant may attend the verification period.

_____ Announce that no pens, pencils, cell phones, papers or any other items should be in the possession of the contestants, coaches or parents during the verification period.

_____ Announce that the verification period lasts 15 minutes.

_____ Pass out to each contestant his test, answer sheet, and answer key for his review.

_____ Address questions, if any, from the contestants, coaches, or parents. Generally, most contestants simply want to know their scores. If a conflict arises regarding a test question, a grading issue, or another dispute, please reference the PSIA contest rules and guidelines document located inside the Director's Packet or call the telephone numbers listed below.

_____ Collect all tests, answer sheets, and answer keys at the end of the verification period.

_____ After the verification period is over, fill out an Overall Contest Results Form (if your contest does not include multiple grade levels) or a Grade Level Results Form (if your contest includes multiple grade levels). Please fill out these forms in black ink.

_____ Fill out a Contest Evaluation Sheet.

_____ Please turn in your packet and all its contents in the Tab Room, pick up awards, and announce the winners.

If you have any questions or need any help, please call Tammy Tran's cell phone 214-538-5330 She is in the Tab Room and is happy to help.

Thank you for volunteering your time
and helping us make this a successful PSIA competition.