

## DUTIES OF ADMINISTRATOR

Friday, February 9th, 2018

(ensure evaluation/scantron sheet integrity - student number, judge scores, totals, set is intact)

<b>Reporting to:</b> <ul style="list-style-type: none"><li>Series Director</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 10 Judges</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>Manager</li><li>Series Director</li><li>Administrator, Caller, Timer, Reserve</li></ul>
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; actual competition is in either Grand Ballroom or Osgoode Ballroom

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom

### Order of Duties:

- 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team. Collect the Scantrons, participant schedule, and a pencil from your Series Director.
- When dismissed by the Judge Trainer, go directly to the category location indicated on your name badge.
- Begin bubbling and recording the participants' 4-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons are in **TIME ORDER** to make Scantron distribution easier. You will have time to continue this as students are prepping.
- As the Caller leads rounds of participants into the competition area, direct them to the appropriate seating block (i.e. prepping or waiting).
- After bubbling and recording the IDs, distribute Scantrons to the seated participants.
- Scantrons for participants who do not show up for their event should be given a score of 1 for item 1 ONLY. Clearly record "No Show" **BESIDE** the participant information, and keep it aside.
- Two minutes before they go to the Judge, hand them their scantrons and instruct them to give it to their Judge as soon as they walk into the booth. Judge #3 must see kids **ONLY** assigned to Judge #3 and must give them the correct scantron with the kid's name on it which will SAY GO TO JUDGE #3....

## YOUR goal is to PROOF accuracy of ALL the scantrons!

- Check the bubble matches the number recorded by the Judge
- PROOF the Judge's addition!
- Sort the scantrons in time order i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83, etc.

If YOU are perfect then tabulation will be a dream... if not, then it becomes a nightmare 😡  
Knowing you, I know it will be a dream 😊 .... Bring out that teacher perfectionist in you!!!

### Timing Note:

	Prep [minutes]	Presentation [minutes]
<b>Individual Series Events</b>	10	10
<b>Principle Events</b>	10	10
<b>Team Decision Making Events</b>	30	15

Student(s) are inappropriately dressed!? Not in business attire!?

Use the **HIGHLIGHTER** to COLOUR over the DECA logo and then use a pen and write in the blank space on the front side of the scantron the **actual infraction AFTER they leave**.

i.e. NO tie, skirt was too short, wore running shoes, wore black jeans