

## DUTIES OF INDIVIDUAL ORAL, TEAM ORALS AND PRINCIPLES ORALS SERIES DIRECTOR

Friday, February 10<sup>th</sup>, 2017

<b>Reporting to:</b> <ul style="list-style-type: none"><li>the MANAGER of your event/category</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 event/category with 10 - 11 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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### Order of Duties:

7:45 a.m. & Noon – Report to Sheraton Hall to collect your category resource bucket and/or return the category resource bucket from the morning oral. Upon pick-up and drop-off, ensure your bucket includes:

- Judge cases (1 per judge)
- Participant cases
- Participant Scantrons (Student ID and information have been preprinted directly on the Scantrons)
- Time sheets (multiple copies for category team)
- Participant schedule
- Pencils (for Judges)
- 1 Calculator (for administrator)

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

- Ensure you have all your Judges. There should be **11 Judges for each Individual Series Event, 10 for each Team Decision Making Event, and 12 Judges for each Principles Series**
- Distribute materials to your category team as indicated above
- Before/After the general judge training, delivered by your Judge Trainer, conduct case-specific training with your Judges. Training should include the following:
  - Read and discuss the case content
  - Emphasize the need to ask each participant the case questions exactly and consistently (i.e. even if the student has addressed the question topic, ask the question to be consistent - the student may make connections they didn't mention already)
  - Encourage Judges to make notes about the presentations - suggest "Things that were excellent" and "Things to incorporate next time" - on the **back** of the Scantrons (Scantrons are returned to students at the end of the competition and is vital for student reinforcement and improvement). The notes will also help the Judges remember each presentation more clearly.
- Demonstrate how to correctly fill in Scantron evaluations by bubbling the correct numbers, paying attention to the scale of each item (i.e. some items are out of 12, others are out of 5, etc.); and printing the score in the box to the right of each set of bubbles
- Ask Judges to keep their marks between 40 and 100
- Instruct Judges to put their judge letter and **print their FULL name** on the bottom of their Scantron sheets (i.e. Judge A writes the letter A on each of the evaluation sheets he/she completes plus his/her name)
- Reinforce the need for the Judges to collect all participants' notes at the end of their presentations. Participants should not have preprinted notes of any kind (this is grounds for cheating and disqualification)
- Any issues with the students!? ...Complete Judge Referral form
- Advise Judges to report conflicts of interest (i.e. judge knows participant, or, has evaluated the same participant in Oral 1) to ensure unbiased and equitable judging

Discuss these evaluation tips to guide your Judges:

- Score each student as they go through the role-plays. For each successive role-play, begin to stack the evaluations with the 'best' role-play on top regardless of the score.
- If needed, adjust/modify scores before submitting them to the Series Director.
- Make comments about the participant's performance on the back of the Scantron (excellent things - to incorporate next time).

#### Mark Guidelines:

- First and second best = 90% and above
- Third and fourth highest = 80% to 89%
- Fifth and sixth highest = 70% to 79%
- Aim to submit only a few marks over 90%
- These are only *guidelines*. If ALL role-plays weren't very good, then mark accordingly. Perhaps all will be below 70% but avoid extremely low scores. Nothing is gained by decimating a student by assigning a mark of 23%.
- Complete a Judge Referral Form for extreme cases of inappropriate student performance: unprepared, admits to cheating, behaviour is inappropriate behaviour/comments. IMMEDIATELY, hand in the form so that we can deal with the issue.
- As a group, move to the category location indicated on your name badge.

- Seat Judges and discuss with your category team the importance of “DECA Time”. DECA Time stresses the need for all members of a category team to synchronize their watches and not adjust the timesheets provided. For example, if your event was scheduled to start at 9:30 a.m. but delays cause you to start at 9:40 (10 minutes behind schedule), category team members should adjust their watches back to 9:30 a.m. such that their watches still reflect the times indicated on the timesheets.
1. For Individual Series Events, Principles Events and Team Decision Making Events, there will be enough chairs for two rounds of participants; while one round preps, the other round quietly sits and waits behind them.
  2. Check to ensure prepping students are only using the approved competitive materials: blue/black pen, grey lead pencil, any DECA padfolio; only non-programmable calculators; no pre-printed notes may be referenced or used. No pencil cases. **Anything** beyond this is grounds for disqualification.
  3. Give a 1-minute call/warning to Judges to wrap up any presentations still going and at the end of the presentation time, escort any remaining participants out of the booths. No participant is to have extra time.
  4. In the scheduled morning break, bring your Judges together to discuss their best presentations and determine whether the same quality of presentation is garnering the same mark. The goal is to have all your Judges assess as though they are one Judge.
  5. When Judges are done with the Scantrons, collect and count them to ensure you have one for every student/team who has been judged thus far (i.e. if Judge A was scheduled to see 15 participants, you should have 15 Scantrons including the kept “no shows”). Occasionally, go to each judge when there is a break and see how many scantrons they have. Theoretically, the SAME number PER judge.
  6. Check to ensure each Scantron has been correctly and completely filled out (checklist below). Any recurring errors should be mentioned and clarified with the judge(s) by the Series Director to prevent more work for you. If you notice exceptionally high scores from the SAME judge or if EVERY judge is scoring nothing but 90s, you, the Series Director, should discuss judging tips with the Judges again.
    - Scantron is completed using pencil only
    - Student ID is correctly bubbled
    - Each performance indicator and evaluation item on the scantron has been scored
    - Each score is bubbled in; not circled, ~~not crossed-out~~, ~~not underlined~~...completely **COLOURED** IN
    - Each score is handwritten in the box to the right of the bubbles, and, the handwritten score matches the bubbled score
    - The total score is accurate and bubbled correctly
    - The judge has printed his/her name and judge letter at the bottom of the Scantron

**As the Series Director, please SIGN YOUR NAME using a RED pen at the bottom of the sheet, that you proofed the Judges bubbling and adding, on each Scantron**

- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing.**
- Collect and organize all event materials, place them back in the bucket, and return them to the Vide office at the end of each session.
- Individual and Principles Events hand in their morning Orals BEFORE lunch in the Vide office where they will be given Oral 2 events. They will repeat this process for the second oral event in the afternoon with training taking place at lunch.
- A hot, sit-down lunch will be served at noon in Sheraton Hall / City Hall Room for all assigned Advisors, Alumni on duty and Judges. Series Directors and Judges must sit at tables designated by category so they can conduct case-specific training for the afternoon orals.
- Review evaluation tips with your Judges if Scantrons are not filled in correctly or there are exceptionally high/low scores. Use the tips listed above to guide them.

## DUTIES OF ADMINISTRATOR

Friday, February 10<sup>th</sup>, 2017

(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 -12 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 C must see kid C and must give them the correct scantron with the kid's name on it which will SAY GO TO JUDGE C....

## 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]
Individual Series Events	10	10
Principle Events	10	10
Team Decision Making Events	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

**DUTIES OF TIMER**  
Friday, February 10<sup>th</sup>, 2017

(give students cases, moves students from prep area to judge, collects evaluation sheets)

<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 -12 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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Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom

**Order of Duties:**

1. 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team.
2. Receive either 10 or 12 students at a time from your **CALLER**; always have FULL rounds
3. Check Picture ID and Name badge ~ **NO ID, NO COMPETE. MUST have ID AT time of competition; that is, BEFORE they start to prep.**
4. Give participants the case when it says **GET CASE** (INDIVIDUAL - 10 minutes to prepare; TEAM - 30 minutes)
5. Go to the judge when it says **TO JUDGE** (INDIVIDUAL - 10 minutes to present; TEAM - 15 minutes)
6. Have students set case on their chair at the end of **10 (TEAM - 30) minutes** and proceed to judge.
7. Give 1-minute call or 'wave' for judges at the **9 (TEAM - 14) minute** mark.
8. Remove any remaining students from the judge's booth at the **10 (TEAM - 30) minute** mark; **NO ONE** is to have extra time.
9. While one round is prepping the case, the CALLER should be bringing in the next round of students. Have them sit quietly in the second set of rows. Repeat process with next group of students.

SAMPLE	CALL Sheets for ALL Individual Orals				Morning Session	
Round	Competitors	Called at	Get Case	Go To Judge	Leave Judge	Judge Done
<b>1</b>	1-10	8.45	8.50	9.00	9.10	9.15
<b>2</b>	11-20	9.00	9.05	9.15	9.25	9.30
<b>3</b>	21-30	9.15	9.20	9.30	9.40	9.45

- Follow the timesheet for distributing competitions and the time which students go to the judge
- Move students as a group. **Students may have less time with a judge, but none are to have more time.**
- Check picture that Scantron ID **AND** name badge corresponds with picture ID. Students will be allowed to compete if they are late, within **ONE** round of their actual competition time. Any later and they will not be able to compete. As the Timer, please make a note of it on the scantron card.
- Ask students to check that their name and ID number are correctly recorded on the scantron card.
- Ensure that students do not know their judge. This will disqualify the student score for that round.
- BEFORE Participants go to the Judge, remind students to give Judges the scantron card and that it is important that students do not see the same judge for Orals 1 and 2. Also, ask each Judge to notify you if they see the same competitor more than once.
- Synchronize your watch(es) to match the time sheets or 'DECA' time when you are ready to begin the event
- When it says '**TO JUDGE**', take that round of 10-12 kids to their Judges. Ten minutes later, according to the '**LEAVE JUDGE**' time, the Oral is officially over. If the students are still in the booths, please call time. The judges will then have one minute to complete the evaluation form before the next student comes in.
- Count the number of completed scantron forms. This should match the number of students in your category. The scantron cards are pre-numbered in the bottom right-hand corner. This will help prevent you and us from losing any scantron evaluations.

**NOTE: TEAM ORAL STUDENTS HAVE 30 MINUTES TO PREPARE AND 15 MINUTES TO PRESENT.**

- Students must leave cases on their chairs. Please make sure that the students **do not** take the cases with them to the judge
- Students may only bring Padfolios (supplied by DECA) to do hand-written notes which can be used when presenting to a judge, but these notes must be left behind with the judge when they are done.
- Students can hand materials to Judges so long as they were PREPARED during their prep time
- Not allowed ANYTHING that was prepared in advance of their prep time

## DUTIES OF CALLER

Friday, February 10<sup>th</sup>, 2017

(call and bring students to the waiting and prep area)

**Note:** Wearing a watch in which the time can be manually adjusted easily is critical for this role. Most cell phones do not allow for manual adjustments to time and therefore will not suffice.

<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 -11 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. Confirm the number of Judges present with your Series Director to know how many students should be called per round. (
- When dismissed by the Judge Trainer, go directly to the category location indicated on your name badge.
- Identify your calling area **outside** your category location marked by a large category stand up banner in the foyer of either the Grand Ballroom (Individual Orals), Dominion Ballroom (Principles Orals) or Osgoode Ballroom (Team Orals). This is where participants will congregate and you will stand to call and organize each round of the competition.
- Review your call sheet (provided by Series Director at initial meeting) and ensure your watch is set to “DECA Time” (according to the start time of your event such that your watch is always in sync with the timesheet).
- Standing by your category stand up banner begin calling students repeating both category and time. “BSM, 8:45 – BSM, 8:45!”
- Organize two rounds at a time such that vacant spots from one round can be filled with participants physically present for the subsequent round. If someone is late within 1 round of his/her call time, reschedule him/her. Beyond 1 round of the call time, the participant is disqualified.
- To initiate the competition, you will lead the first two rounds into the competition area at once where the Timer will further direct them. Thereafter, continue to call two rounds at a time, but only lead one round into the competition waiting area at a time.

**IMPORTANT!!!** ON THE STUDENT TIME CARDS, students are to go to SPECIFIC Judges. Have students proceed to the PREP or WAIT areas according to their Judge Letters!

**Student’s badge that say GO TO JUDGE C will sit on the chair marked “C” for prepping and then will go to Judge booth “C” for the actual presentation**

### Timing Note:

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

## DUTIES OF RESERVE

Friday, February 10<sup>th</sup>, 2017

(act as support for your event)

<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 -12 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:

1. 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team.
2. Get direction from the Series Director of your event and assist in the running of the event. If anyone is missing, we are short of Judges, there is an issue of any kind, you will assume their position until it gets resolved. You will essentially be the support for the entire team.

## DUTIES OF WRITTEN EVENTS SERIES DIRECTORS

Friday, February 10<sup>th</sup>, 2017

**Note:** Wearing a watch in which the time can be manually adjusted easily is critical for this role. Most cell phones do not allow for manual adjustments to time and therefore will not suffice.

<b>Reporting to:</b> <ul style="list-style-type: none"><li>Paola Fiocco, Michele Axelrod or Vicki Moore Birchwood Ballroom</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 1 - 11 Judges depending on the category</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>2 Written Events Managers (smaller events will have only one)</li><li>39 Series Directors</li></ul>
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You will pick up the business papers from Vicki Moore, Michele Axelrod or Paola Fiocco which you will then share with your Judges.

### Order of Duties:

- NEW THIS YEAR!!** Judges have been timetabled to READ a paper then listen to the PRESENTATION immediately afterwards, then READ the next paper then listen to the PRESENTATION, and so on (10 page papers ~ 5 minutes to read; 30 page papers ~ 10 minutes read)
- 7:45 a.m. – **Birchwood Ballroom** You will meet your Judges there.
- Identify your calling area outside your category location. Look for the large pull-up banner with the event code. This is where participants will congregate and you will stand to call and organize each round of the competition.
- Review your call sheet (provided by Written Events Manager at initial meeting) and ensure your watch is set to “DECA Time” (according to the start time of your event such that your watch is always in sync with the timesheet).
- 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 order to make Scantron distribution easier.
- Once your Judges have arrived, begin calling students repeating both category and time. “IBP, 8:45 – IBP, 8:45!”
- Organize two rounds at a time so that vacant spots from one round can be filled with participants physically present for the subsequent round. If someone is late within 1 round of his/her call time, reschedule him/her. Beyond 1 round of the call time, the participant is disqualified. Check that the scantron card and badge(s) match the photo ID. **NO ID, NO COMPETE..... no exceptions!**
- Distribute Scantrons to the participants as they proceed to the judge (with bubbled IDs). Scantrons for participants who do not show up for their event should be given a score of 1 for item 1. RECORD the words “No Show” beside the participant information, and kept aside.
- When Judges are done with the Scantrons, collect and count them to ensure you have one for every student/team who has been judged thus far (i.e. if Judge A was scheduled to see 15 participants, you should have 15 Scantrons)
- Check to ensure each Scantron has been correctly and completely filled out (checklist below). Any recurring errors should be mentioned and clarified with the judge(s) to prevent more work for you. If you notice exceptionally high scores, discuss judging tips with the Judges again.
  - Scantron is completed using pencil only
  - Student ID is correctly bubbled
  - Each performance indicator and evaluation item on the scantron has been scored
  - Each score is bubbled in; not circled, ~~not crossed-out~~, not underlined...completely **COLOURED** IN
  - Each score is handwritten in the box to the right of the bubbles, and, the handwritten score matches the bubbled score
  - The total score is accurate and bubbled correctly
  - The judge has printed his/her name and judge letter at the bottom of the Scantron
- As the Written Events Series Director, please SIGN YOUR NAME at the bottom, that you proofed the Judges bubbling and additions using a RED pen, on each Scantron.**
- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing.**
- At the end of the day, all materials, binders and Scantrons should be given to the Written Events Manager.

## **DUTIES OF TABULATION, PROOFERS & SORTERS**

Friday, February 10<sup>th</sup>, 2017

### **Order of Duties:**

1. 15 minutes before your assigned time (2 pm or 7 pm), report to the VIP Room to register and check-in.
2. Proof then sort all scantrons by Board then by school into the respective folders.
3. Initial and sign all printout sheets and submit them to your lead supervisor, Corwin Wong.



## DUTIES OF LEADERSHIP FACILITATORS

Friday, February 10<sup>th</sup>, 2017

Please register in the VIDE Foyer at 7:45 a.m. on Friday, February 10th, 2017 then proceed to the LDA room - the Civic Ballroom (marked on your name badge). Please introduce yourself to the workshop facilitator, Dustin Ching from Tri-Leadership and assist with set up as needed. Programming starts promptly at 8:30 a.m.

1. You will act as facilitators for the day
2. Students who are late (more than 15 minutes) will not be allowed in; please confiscate their name badge and bring them down to the VIDE Office to answer to the Disciplinary Committee
3. NO students are allowed to leave during the session except for scheduled breaks and lunch
4. Students who are not actively participating and who are less than exemplary, should be asked to leave; please confiscate their name badge and bring them down to the VIDE Office to answer to the Disciplinary Committee
5. Take attendance for both the morning and afternoon sessions
6. Students are expected to stay for the ENTIRE session

\*\*\* Rules will apply for both morning and afternoon sessions

## **DUTIES OF SEQUESTERED JUDGES**

Friday, February 10<sup>th</sup>, 2017

Please register in the Sheraton Hall A at 8:00 a.m. on Friday, February 10th, 2017. PLEASE check in and ON TIME!

You will step in for absent Judges and/or Series Directors, Timers, Callers, etc. By 9:30 am, we will hopefully be well on our way and in competition mode so if there is no need for support, you will be dismissed and free for the rest of the day.

There are just so many moving parts that if we get hit with 40 last minute Judge cancellations, teachers don't show, bus doesn't pick up a school and 15 teachers are stranded.....We need to pick up and have a plan B in place... and you are all essentially my plan B.

It WOULD be great if I could release you and I will, BUT.... only after I know we've started and we are well under way.

### DUTIES OF TEST PRESIDERS

Finance and Principles Events: Friday, February 10<sup>th</sup>, 2017, 4:30 pm - 5:45 pm, 4 locations

Marketing Cluster Events: Saturday, February 11<sup>th</sup>, 2017, 8:00 am - 9:15 am, 4 locations

Friday Testing					
ACT, BFS, FCE Test Manager	4:30 pm; Provincials Ballroom	4:00 pm	Olga	Plagianakos	DECA Ontario
FTDM Test Manager	4:30 pm; Civic Ballroom	4:00 pm	Jennifer	Hughes	DECA Ontario
PFL Test Presider	4:30 pm; Birchwood Ballroom	4:00 pm	Nerissa	Coronel	St. Roch CSS
Principles Test Manager	4:30 pm; Sheraton Hall A, E, F	4:00 pm	Greg	Gregoriou	DECA Ontario
Principles Test Manager	4:30 pm; Sheraton Hall A, E, F	4:00 pm	Julia	Chen	DECA Ontario
Principles Test Manager	4:30 pm; Sheraton Hall A, E, F	4:00 pm	Umair	Ashraf	DECA Ontario
Saturday Testing					
ADC, FMP, PSE, SEPP Test Manager	8:00 am; Dominion Ballroom	7:15 am	Umair	Ashraf	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Jennifer	Hughes	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Vicki	Moore	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Kim	Alexander	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Shirley	Zhu	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Samantha	Doedens	DECA Ontario
Sheraton Test Manager I	8:00 am; Sheraton Hall	7:15 am	Alex	Moore	DECA Ontario
STDM Manager	8:00 am; Civic Ballroom	7:15 am	Julia	Chen	DECA Ontario

**Order of Duties:**

1. Arrive 30 minutes prior to the test time.
2. Sign in with the Test Manager upon arrival.
3. Lay out Scantron sheets – 1 per seat.
4. Lay out exams – 1 per seat – according to diagram provided by the Test Manager.
5. As participants enter the room, guide them toward their row/section (recorded on their name badges) using Row # signs as your aid.

**Students will sit in ALPHA order (see example below). Row numbers will be taped at the end of each row. The students' row number will actually be printed on their name badge!**

10		Last names starting with the letter A
...		
...		
85		Last names starting with the letter M
...		
...		
106		Last names starting with the letter Z

6. Ensure participants do not open the test booklet until instructed to do so by the Test Manager.
7. As participants are writing, pass through each row of your section executing the following:
  - Check for photo ID. Participants without ID must leave and their exams confiscated. **NO ID, NO COMPETE!**
  - Students are allowed to use any non-programmable calculator; they cannot use cell phones/programmable devices
  - Advise participants to use their exam paper to make notes; no scrap paper will be distributed.
  - Stick student labels onto their Scantrons as they are writing their exams.
  - **IMPORTANT** Return extra labels to the Test Manager.
  - Actively monitor the participants in your area.
8. As students finish the test, ensure they have a label on their Scantron and their ID is bubbled in correctly.
9. Ensure the student's name and school is also written on the Scantron
10. Direct them to the test drop off tables, which should be monitored by 2 advisors. Students are not allowed to keep tests.

**ABOVE ALL ELSE, ACTIVELY MONITOR THE EXAM!!! STAY AND CIRCULATE IN YOUR EVENT AREA!**