

DUTIES OF TABULATION, SCANNING, CHECK FOR ZEROS and PROOFERS & SORTERS

Friday, February 7th, 2020

The Thursday to Saturday LEADS have more responsibility in tabulation: VIP Room.

Corwin will train you on the Scanners and will show you some of the common problems we face in scanning and how to correct them. We need accuracy here....

The bulk of our competition testing will be done by late Friday night, but I will need you as well Saturday morning at 9am to continue scanning the 2 500 writing the Marketing and Finance Cluster exams. No proofing on this day but missing scantrons may be an issue. We need to ensure EVERY scantron is accounted for.

Great duty BUT I need you all to scan, proof and sort and check for zeros for nearly 40 000 scantron sheets! In order for us to give back all of the scantrons by Saturday at 5:00 pm we need to scan, proof and sort and that needs MANY hands....

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.