

DUTIES OF TABULATION, PROOFERS & SORTERS

Friday, February 10th, 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.