DUTIES OF TEST PRESIDERS

Entrepreneurship Cluster Events: Saturday, February 7th, 2026, 8:00 am - 9:15 am Dominion Ballroom

Duty	Arrive at:	Location	First Name	Last Name	School
Entrepreneurship Test Manager	7:00 am	8:00 am; Dominion Ballroom (2nd floor)	Kristie	Lee	Sinclair SS
Entrepreneurship Test Manager	7:00 am	8:00 am; Dominion Ballroom (2nd floor)	Kathleen	Routledge	Sinclair SS

Arrive 45 minutes prior to the test time: 7:00 am. I know it's early but we need that much time to set up!

Order of Duties:

1. Sign in with the Test Manager upon arrival.
2. Lay out Scantron sheets – 1 per seat.
3. Lay out exams – 1 per seat – according to diagram provided by the Test Manager.
4. As participants enter the room, guide them toward their row/section (recorded on their name badges) using Row # signs as your aid.
5. Ensure participants do not open the test booklet until instructed to do so by the Test Manager.
6. 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! NO EXCEPTIONS!!!**
   - 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/do rough calculations
   - Cannot share calculators
   - ALL bags, notes, books are to be out of sight or under their chairs
   - 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.
7. As students finish the test, ensure they have a label on their Scantron and their ID is bubbled in correctly. If they do not, they go to the **NO LABEL STATION** to get a label. They do not hand in paper without label.
8. Ensure the student's name and school is also written on the Scantron
9. 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!