

## DUTIES OF TEST PRESIDERS

Marketing and Finance Cluster Events: Saturday, February 10<sup>th</sup>, 2018, 8:00 am - 11:00 am, 3 locations

Day	Actual Duty	Location	first	last	school
Saturday, February 10, 2018	ADC, FMP Test Manager	8:00 am; Dominion Ballroom (2nd floor)	Kevin	Sousa	Stephen Lewis SS (Peel)
Saturday, February 10, 2018	ADC, FMP Test Manager	8:00 am; Dominion Ballroom (2nd floor)	Christina	Aust	Innisdale SS
Saturday, February 10, 2018	ADC, FMP Test Manager	8:00 am; Dominion Ballroom (2nd floor)	Virginia	Houston	Acton HS
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Jennifer	Hughes	DECA Ontario
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Olga	Plagianakos	DECA Ontario
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Kim	Alexander	DECA Ontario
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Alison	Christie	Sandalwood Heights SS
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Matthew	Jenkins	Garth Webb SS
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Sherri	Dickie	DECA Ontario
Saturday, February 10, 2018	Sheraton Test Manager I and II	8:00 am; Sheraton Hall (lower level)	Ambika	Maheshwari	DECA Ontario
Saturday, February 10, 2018	STDM Manager	8:00 am; Civic Ballroom (2nd floor)	Megha	Raj	Harold M. Brathwaite SS
Saturday, February 10, 2018	STDM Manager	8:00 am; Civic Ballroom (2nd floor)	Umair	Ashraf	DECA Ontario

### Order of Duties:

1. **Arrive 45 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. If they do not, they go to assigned area to get a label. They do not hand in paper without label.
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!**