

DUTIES OF TEST PRESIDERS

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

Marketing Cluster Events: Saturday, February 11th, 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!