

Gallaudet University Academic Bowl

Proctor's Duties 2005

1. Wear solid, contrasting colors. Dress professionally.
2. Place team's answers under the lamp for projection onto the screen or TV.
3. Check to be sure each individual player has enough blank answer sheets and working markers.
4. Watch for discussion among team members during toss-up questions and Round Two. If you see communication happening, inform the moderator.
5. Watch for communication between the audience/coaches and team members.
6. Answer sheets for Round One and Round Two must always be used horizontally. Answers are not to be shown if players have used the paper vertically. At the time the answers are to be shown, inform the moderator if the paper was used incorrectly.
7. Inform the moderator if the team did not complete bonus or math questions within the specified time limit. The pen must be off the paper by the time the clock reaches zero and the light flashes.
8. During the Math toss-up questions in Round One, watch to be sure the player who buzzes in with an answer does not write anything further after the buzz in. All players must do calculations, write the answer, and circle if necessary before they buzz in.
9. During the Math toss-up questions in Round One, if you are the proctor for team A and a player for team B has buzzed in with an answer, encourage your team A to keep working if there is still time left on the clock. If a player on team A has an answer ready for the time has expired, but cannot buzz in because team B is waiting for an answer, ask the player to hold their paper up to get your attention. If the player on team B has an incorrect answer, inform the moderator that the player holding up the paper finished before the time expired.
10. After the answer has been shown, write the question number on the answer paper, and then write a "+" for a correct answer or a "v" for an incorrect answer.
11. Save all answers in the order of the questions answered. If there is an objection, set the answer in questions apart from the other answer sheets. You will be asked at the end of the round to show that answer again.
12. During Round Two, alert the player, whose turn it is to answer the questions, that time is running out beginning with five seconds left.
13. Before the final round, the moderator will give the proctor envelopes to collect answer sheets at the end of the round.
14. During the final round, alert the team that time is running out beginning with 10 seconds left.
15. During the final round, when the time has expired, collect the answer sheet from your team. Cover all the answers with another paper and wait for the moderator to signal that he/she is ready for the answer to question one. When the judge holds up a "yes" card to your team, write +3 beside that question. Be sure the scorekeeper adds the three points for your team. If the judge holds up a "no" card to your team, you need not write anything next to the question. Continue in this manner until all questions are completed.
16. At the end of the final round, collect the envelope, answer sheet, and papers used by the team and give them to the room coordinator. Teams do not keep their papers.

yes

no