

## Relay Team Competition – Proctor Information

### **GENERAL RULES FOR NON-ORAL COMPETITIONS**

The proctors are responsible for knowing all rules for their competition.

Proctors must be alert to the entire room. Proctors must not:

- leave the room unless relieved
- discuss answers with each other
- distract any student unnecessarily, including watching a particular student working out the problem

At the completion of each competition the proctors will make available the answers to all questions. In the Two-Person Team Competitions, the proctors will read the correct answer after each round. If a Regional Site is holding the competition on a date earlier than other Regional Competitions, contestants will not be allowed to retain a copy of the answers

At the completion of each competition, proctors shall allow contestants to retain the question sheets, unless the competition is at a Regional Site holding the competition on a date earlier than other Regional Competitions. In that event, all questions will be collected and made available to the teams after the remaining Regional Competitions are held

### **SPECIFIC RULES FOR NON-ORAL COMPETITIONS**

#### **Relay Team Competition (Held at State Finals Only)**

Only teams who have qualified as entire school teams are eligible for this competition.

Proctors will read the prepared statement as found in the contest manual

There are 3 rounds in the Relay Competition. Two extra rounds of questions are available in case appeals are upheld

Proctors will pass out scratch paper and give a supply of Official Answer Sheets to each relay team member. Students shall be quiet from this point on during each round

Each team member must print their school and school code on each copy of the Official Answer Sheet that will be used. Team members also must indicate either Relay Team I or Relay Team II on each copy of the Official Answer Sheet

Proctors shall distribute, face down, questions for Round 1. Questions should be organized so that Question 1 is given to each Team Member 1, Question 2 to Team Member 2, Question 3 to Team Member 3, and Question 4 to Team Member 4

When all is ready, the Head Proctor will tell students to begin and start timing

In each Round, the Head Proctor will announce at the end of 3 minutes: "First Command to Stand"; at the end of 5 minutes: "Second Command to Stand"; and at the end of 7 minutes: "Final Command to Stand". The proctor will also announce 15 seconds before each command to stand: "FIFTEEN SECONDS"

At the end of the third round of questions, the Head Proctor will ask for any appeals. If there is an appeal, a team member will fill out an appeal form. The Appeals Judge(s) and any other person(s) he/she chooses to consult will act on the appeal immediately. If an appeal is upheld, the round will be thrown out and an additional round will be conducted