

PREPARED STATEMENT FOR THE RELAY COMPETITION

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Relay Team Competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items.

If any students are here as substitutes for later rounds, please remain quietly (*give location here*) until you are instructed to switch with a student currently competing.

If, during a round, you want to change the answer to your question, you should take a new answer sheet and write your current answer along with any preceding answers on it. In order to do this, you will want to keep a record of the most current set of answers that have been passed back to you. Only answer sheets may be passed back, and nothing may be passed forward. The answer sheet cannot contain anything but answers. No codes may be used in recording answers. No other communication of any type is permitted during a round.

I am not permitted to answer questions about interpretation of the questions. However, if there is a problem with legibility or copy quality, I will give you another copy of the contest.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. (*Allow students time to be sure that these items are turned off.*)

The time limit for each question is 7 minutes. I will give commands to stand at 3 minutes, 5 minutes and 7 minutes. I will also announce 15 seconds before each command to stand. At each command to stand, the 4th person on each team may submit an answer sheet. Only one answer sheet will be accepted per team per round. Proctors will collect all answer sheets from the 4th team member after the command to stand or at the end of each round. Substitutions for team members may be made between rounds.

At the end of each round of the competition, there will be a period of time during which appeals may be submitted. If you have an appeal, you need to come forward and fill out an appeal form at that time. Do not leave the room at the end of this event prior to the announcement of appeals, as an additional round may be needed if an appeal is accepted.

We will now distribute scratch paper and answer sheets to each team member. Please print your full school name, not just an abbreviation, on each answer sheet. Also be sure to indicate your team level (Freshman-Sophomore or Junior-Senior) and whether you are Team I or Team II. Answer sheets without this complete information will be disqualified.

(After students have written their information on their answer sheets, pass out the question sheets. Be careful to note that team member 1 receives question 1, team member 2 receives question 2, etc.)

(After 2 minutes, 45 seconds announce "15 seconds"

After 3 minutes, announce "First Command to Stand"

After 4 minutes, 45 seconds, announce "15 seconds."

After 5 minutes, announce "Second Command to Stand"

After 6 minutes, 45 seconds, announce "15 seconds."

After 7 minutes, announce "Third Command to Stand - STOP")

(Collect and score all answer sheets. When all answer sheets have been collected, you may announce the answers to the questions for that round.)

At the end of each round, Announce:

If there are any appeals, you must come forward now and fill out an appeal form.

If any team wishes to substitute for a member, please do so now.

(If there are any appeals, submit the appeal to the appeals judge to rule on and move to the next question. If appeals are upheld, an additional round will be completed at the end of the competition.)

Repeat the process for the next round. When all three rounds are completed, announce:

Please do not leave the room until it has been determined whether any appeals are being upheld in this room or in other competition rooms.

(If an appeal is upheld in any room for your level and division, use an additional round. If multiple rooms are being used for the competition for your level and division, be sure to check with other rooms before determining if students may be dismissed. If an additional round is not necessary, students may be dismissed.)

(At the end of the competition, compile all scoresheets and record the scores for individual rounds and the overall team score for each team on the final scoresheet. Clip or staple all sheets for each team together and give all sheets to the appeals judge.)