NC Area 4 Envirothon

Envirothon Test Proctor Training

1. **Expectations of the test proctors**
   a. Have signed a code of conduct form and returned the form to the Envirothon Committee.
   b. Ensure that teams follow the Envirothon Rules and Code of Conduct.
   c. Verify the names of the team members prior to the start of testing. Any changes to team members must be coordinated by the team advisor and confirmed by the **Envirothon Committee.**
   d. Ensure that teams do not access unauthorized materials.
   e. Ensure that teams do not receive outside assistance.
   f. Observe the teams during testing to ensure that the source code for the test questions is not accessed.
   g. Ensure that the team is not disturbed during testing.
   h. Proctors are not required to have their cameras on during testing.
   i. Report any violations immediately to the **Envirothon Committee.**

2. **Testing Procedures**
   a. Team Advisors and Team Captains will coordinate testing times with the test proctors. Test Proctors will be assigned by the Area IV Envirothon Committee.
   b. Test proctors must sign the Envirothon Code of Conduct and participate in the test proctor training on March 11.
   c. Only the team captain will receive a link to the tests. Team Captains must be able to receive an email from Quilgo on the day of testing. If the Quilgo email address needs to be whitelisted by school IT security, this must occur in advance of testing.
   d. 5 separate tests are to be completed by each team.
   e. Tests can be shared with team members online by the team captain via a virtual meeting platform like Zoom or projected onto a screen, wall, TV, etc. It is up to the team to decide if they are taking the test as a group virtually or in-person while practicing social distancing.
   f. With both virtual and in-person social distanced test-taking, Test Proctors must be able to see all team members and the online test the <u>entire time</u> while they are taking the tests. Proctors will be observing the test taking virtually, so this will be done via camera(s) and a virtual meeting platform. **Teams found breaking this rule will be disqualified.**
   g. Each test can only be opened once and must be completed and submitted within 30 minutes of opening the test. Test Proctors will remind Teams when they are close to time. Tests do not automatically submit when time has ended, so it is critical that Teams keep track of time and submit before the end of time to avoid disqualification.
   h. The testing window is from 8:00 am to 5:00 pm. See appendix A for examples of test schedules. All tests must be submitted by 5:00 pm on Testing Day, which is March 18.
   i. Breaks in between tests should be coordinated with the Team Advisor and Test Proctor. Breaks taken *during* a test should be avoided unless there is an emergency.
   j. Technical issues with the tests should be reported immediately to the

Envirothon Committee Representative.

3. **Envirothon Rules**
   a. Team eligibility will be determined through the registration process.
   b. Teams can have no more than 5 members.
   c. Alternates can participate as individuals or groups of alternates of any size. Alternates cannot participate or confer with the official team.
   d. Alternates are not allowed to open a test before their associated team(s) has/have opened the corresponding test.
   e. A team advisor should be accessible but, is <u>not</u> allowed to assist during testing.
      i. If advisors are monitoring the test virtually, their cameras and microphones should be turned off during testing.
      ii. If advisors are monitoring the testing in-person, they should not speak to the students or interact with them during testing unless they are trying to correct inappropriate conduct.
   f. The proctor, advisor, and team should be the only people present during testing.
   g. Team members are only allowed to access electronic devices to view the tests and any materials embedded with the tests.
   h. Violations of any of the rules must be reported immediately to the **Envirothon Committee.**

4. **Envirothon Code of Conduct**
   a. **All** electronic devices other than those used to view the tests are prohibited.
      1. Only electronic devices necessary to view the tests are permitted in the testing area.
      i. Any other electronic devices (cell phones, smart watches, etc.) are not to be in the possession of team members during testing.
      ii. No websites other than the testing link are to be accessed.
   b. Notes or reference materials of any type are prohibited during the testing.
   c. Team members are allowed and expected to work together during the tests.
   d. Outside assistance is prohibited during testing.
   e. Copying of the tests in any manner is prohibited.
   f. Drugs, alcohol, vaping and tobacco products are NOT permitted during any part of testing. Students are responsible for following school conduct rules.
   g. Grievances should be submitted immediately upon completion of testing and must be received within 24 hours of test completion. Contact Quinton Cooper at quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3 within 24 hours of completing the test. All Grievance Committee decisions are final.
   h. Please see the official Area IV Envirothon Code of Conduct form for additional details and requirements.

YOU ARE THE ASSURANCE THAT EVERY ENVIROTHON TEAM IS TREATED JUSTLY!

Appendix A

Table 1. Example morning exam schedule with tests back to back and one long break in the middle.

Time	Activity
9am-9:30am	Test 1
9:35am-10:05am	Test 2
10:10am-10:40am	Test 3
10:40am-11 am	Break
11am-11:30am	Test 4
11:35am-12:05pm	Test 5

Table 2. Example afternoon schedule with fifteen minute breaks between each test.

Time	Activity
1:15pm-1:45pm	Test 1
2pm-2:30pm	Test 2
2:45pm-3:15pm	Test 3
3:30pm-4pm	Test 4
4:15pm-4:45pm	Test 5