

Virtual Testing Code of Conduct

For Area IV Envirothon Participants

(To be completed by all Advisors, Proctors, Volunteers, and EVERY Team Member)

Envirothon participants have an excellent reputation for honesty, sportsmanship, and integrity. Your conduct at any Envirothon function should make a positive contribution to the reputation that has been established by those who have participated before you.

ADVISORS, PROCTORS, VOLUNTEERS, and TEAM MEMBERS

1. The Area IV Envirothon and its participants operate on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, age, marital status, or physical/mental challenges.
2. Participant's conduct is the responsibility of one's self at the event.
3. Participant's behavior always should be such that it reflects well on yourself, your county/district, and the Envirothon.

TEAM MEMBERS

TESTING

1. Only the Team Captain or his/her delegate from the team will receive the test links and screen-share with team members. Only the Team Captain or his/her delegate will enter and submit the team's answers to each test within the 30-minute time limit.
2. For the duration of the tests, I will not use or attempt to use any personal items, such as:
 - Cameras
 - Phones
 - Any communication or recording devices
 - Watches with communication abilities
 - Personal notes and study materials, including printed copies of the Envirothon resources
 - Eyewear with any electronic modification
 - Any reference materials outside of the test
3. For the duration of the tests, I will not access any website other than the testing link and any other links that are directly embedded within the test.

BEHAVIOR

1. I will not engage in any conduct that creates a disturbance or interferes with testing operations.

UNSCHEDULED BREAKS

1. If I take a break during my session, I agree that I will not access any unauthorized items, and I understand that I will not receive additional time to complete the examination.

ASSISTANCE

1. I will not receive or attempt to receive assistance related to examination content from any person outside of my immediate team members for the duration of the testing period.
2. I will not provide or attempt to aid related to examination content to any other person outside of my immediate team members for the duration of the testing period.

CONFIDENTIALITY

1. I acknowledge that the testing materials are the property of the Area IV Envirothon. I will maintain the confidentiality of these materials, including the questions and my answers to the questions.
2. I will not electronically capture or attempt to capture any test content from my computer screen. I will not take or distribute pictures of tests or copy tests through any means including screen shots, pictures, printing, downloading, recording, (unless specifically told to record by an Area IV Envirothon authorized representative).
3. I will not reproduce or attempt to reproduce examination materials through memorization or any other means. This prohibition includes but is not limited to discussing, posting, or disclosing information about the examination via email, social media, or any other internet presence. I understand this prohibition applies before, during, and after my test session.
4. I will only discuss the test with my immediate team members during the testing period. I will not disclose or discuss with anyone, including advisors and instructors, information about the items or answers in my test session until after the close of the competition.

- Any grievances about material contained in the test will be reported immediately upon completion of the test to the Area IV Grievance Committee with any Area IV test issues. Contact Quinton Cooper at quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3 within 24 hours of completing the test.

ADVISORS

- As a Team Advisor, I will work with the proctor to ensure that the team does not access materials of any form outside of the test.
- As a Team Advisor, I will not assist in the test taking process including opening tests, providing answers, providing indirect information to formulate an answer, and will maintain testing integrity before, during and after the test session.
- As a Team Advisor, I understand it is the team's responsibility to contact Area IV Envirothon with any test issues. Team captains contact Quinton Cooper at quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3. within 24 hours of completing the test.

PROCTORS & VOLUNTEERS

- As a Proctor, I will work with the advisor to ensure that the team does not access materials of any form outside of the test.
- As a Proctor or Volunteer, I will not assist in the test taking process including opening tests, providing answers, providing indirect information to formulate an answer, and will maintain testing integrity before, during, and after the test session.

I am a Team Member: Yes or No

If yes, Team Name: _____

Team County: _____

I am an Advisor: Yes or No

If yes, Team Name: _____

Team County: _____

I am a Proctor: Yes or No

If yes, Team Name: _____

Team County: _____

(check all that apply) ___Advisor ___Teacher ___SWCD staff ___SWCD Supervisor

I am a Volunteer: Yes or No

"Volunteers are those persons who are outside the SWCD staff that assist with the 2021 Virtual Area IV Envirothon event by scoring tests, serving on the Grievance Committee, etc.

Examples: Conservation Partners from USDA NRCS, NC Division of Soil & Water Conservation, Friends of a District, etc."

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE AREA IV ENVIROTHON CODE OF CONDUCT.

Print Name

Signature

Date

Mail or email this form by Friday, March 5, 2021 to: Quinton Cooper, Franklin SWCD, 101-B South Bickett Blvd., Louisburg, NC 28549, Telephone: 919-496-3137 ext.3, Email: quinton.cooper@nc.nacdnet.net