

If there is a personal emergency and a student needs to leave, is it ok or do they get disqualified?

- If a student leaves before the team completes all five tests, the Envirothon Committee will handle it on a case-by-case basis.
- If the team still has three members remaining after the student leaves, the team will not get disqualified.

What to do if there is a loss of internet access during the test?

- If a team member loses internet access, they should try to regain internet access and rejoin the test meeting when possible.
 - The remaining team members should continue to take the test as long as there is always 3 or more team members taking the test.
 - If there are less than 3 team members taking the test due to internet loss, the remaining team members should stop taking the test, note their remaining time and answers from their scratch paper, and the proctor should request to have the link and timer reset with the time remaining.
- If a team captain loses internet access, the team and proctor should note the approximate time remaining on the test.
 - The team captain should try to regain internet access, and if they immediately can reopen the test, then they can continue with testing.
 - If there's a delay in having the team captain regain access to the test, the proctor should contact Quinton Cooper to coordinate resetting the test link with the appropriate time left if needed.
- If a proctor loses internet access, the team should note the time remaining on the test.
 - The proctor should try to immediately regain internet access. The team should continue testing for a few minutes to give the proctor a chance to regain internet access. If the proctor can regain internet access quickly, the team can continue testing.
 - If there's a delay in the proctor being able to regain access, the Team Captain should note the remaining time on the test and close the test. The Team Captain or Advisor should contact the proctor. The proctor should contact Quinton Cooper to coordinate resetting the test link with the appropriate time left, and to sub an alternative proctor with internet access to watch the team if necessary.

What to do if your scheduled test taking time is delayed by severe weather on Testing Day?

- **Before Testing Day:** If you are concerned about severe weather forecasts and your testing time is scheduled for the afternoon of March 18, then Team Captains and Team Advisors can coordinate with their Proctor to reschedule for a morning testing time instead. Then proctors should notify Quinton Cooper of the change.
- **On Testing Day (March 18), No Tests In Progress:** If a team is in between taking tests or have not started test taking, and severe weather is impacting the team's ability to take the test then Team Captains and Advisors should coordinate with the proctor to reschedule the testing time (when safe/possible to do so). The proctors

can notify Quinton Cooper of the change. The original test links can still be used as long as they have not been opened.

- **On Testing Day (March 18), Tests in Progress:** If a team is in the middle of taking a test and severe weather is impacting the team's ability to finish the test, then stop taking the test and note the remaining time and answers from their scratch paper. When safe to do so, coordinate with the proctor to reschedule testing and request to have the link and timer reset with the time remaining.
- **Proctors:** If a proctor is being impacted by severe weather, and is unable to monitor the testing, the proctors should coordinate with the team captains and advisors as soon as possible when it is safe to do so. When possible, follow the protocol outlined above. If necessary, testing may be rescheduled or an alternate proctor may be assigned.
- **5PM Deadline:** If a team is not able to submit all tests by the 5PM deadline due to severe weather impacts, then the Area IV Envirothon Committee will review the circumstances to provide approval to extend the testing deadline on a case-by-case basis. Please notify Quinton Cooper as soon as possible if this occurs.

Can teams use scratch paper and pencil?

- Yes, teams are allowed to have one BLANK sheet of paper and one pencil. The team must show the Proctor the blank sheet of paper before the start of the test. At the end of the tests, the team has to tear up the piece of paper into small pieces (The Proctor needs to see that the team did this).
- The scratch paper can be used to record answers (A, B, C, D) and note time left periodically in the event that internet access is lost.

Screen sharing- Unable to see the test.

- Please remind Teams Captains not to start sharing their screen until all team members are present in the test meeting and the proctor can see everyone on camera. Then the team captain can open the test link in their email, and then team captain shares their screen. If they start sharing before, everyone will not be able to see the test. If this happened, tell them to stop sharing and reshare the correct screen.

Contact:

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