NC Area 4 Envirothon Checklists:

<u>ADVISOR CHECKLIST</u>
- Before Testing:
  - Coordinate with Team Captain and assigned Proctor whether Envirothon tests will be virtual, in-person, or a combination and determine which remote meeting platform (Google, Zoom, Microsoft Teams, etc.) will be used.
  - Coordinate testing times with Team Captain and assigned Proctor: one testing session or multiple testing sessions on 3/18. All five testing sessions must be completed between 8am-5pm. Testing must start no earlier than 8am and the final test must be submitted no later than 5:00pm.
  - Coordinate scheduled breaks between tests with Team Captain and Proctor.
  - Coordinate a 'trial run' <u>between 3/11 and 3/17</u> with the Team Captain and Proctor to practice connecting over the chosen remote meeting platform. Proctors will initiate contact in organizing a 'trial run.'
  - If there are any registered Team Members who are no longer able to participate in the competition, contact Area IV Envirothon Chair, Quinton Cooper (quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3).
  - Contact Quinton Cooper instead of assigned Proctor to coordinate similar items for Alternate testing.
- During Testing:
  - Ensure that the Advisor, Proctor and team are the only people present during testing.
  - Ensure that you (the Advisor) and the team follow Envirothon Rules and Code of Conduct, dealing immediately with any inappropriate behavior. Envirothon Rules and Code of Conduct also apply before and after testing.
    - If the Advisor is monitoring testing virtually, their cameras and microphones should be turned off during testing.
    - If the Advisor is monitoring testing in-person, they should not speak or interact with students during testing unless to correct inappropriate conduct.
  - Ensure that teams do not access unauthorized materials during testing sessions or breaks or receive any outside assistance, particularly if monitoring testing in-person.
  - Be accessible but do not assist teams during testing by opening tests, providing answers, or providing indirect information to help the team formulate an answer.
  - Ensure that teams are not disturbed during testing, particularly if monitoring testing in-person.
  - Ensure that no one copies, records, saves or photographs tests in any manner, particularly if monitoring testing in-person.
  - Avoid unscheduled breaks during testing unless an emergency.

<u>TEAM CAPTAIN CHECKLIST</u>
- Before Testing:
  - Team Captains must make sure that the email they provided via registration can receive and open the Quilgo test email. Team Captains may need to contact their school's IT staff to make sure that the Quilgo email (noreply@quilgo.com) is listed as 'safe' and is able to pass through school filters.
    - *For email changes, contact Quinton Cooper, Area IV Envirothon Chair, (quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3)* **by 5pm March 16th** *so adjustments can be made to the tests! The Team Member to receive the Quilgo*

email with test information <u>must be</u> the individual that opens and submits the tests.

- o Coordinate with Advisor and assigned Proctor whether Envirothon tests will be virtual, in-person, or a combination and determine which remote meeting platform (Google, Zoom, Microsoft Teams, etc.) will be used.
- o Coordinate testing times with Advisor and assigned Proctor: one testing session or multiple testing sessions on 3/18. All five testing sessions must be completed between 8am and 5pm. Testing must start no earlier than 8am and the final test must be submitted no later than 5:00pm.
- o Coordinate scheduled breaks between tests with Advisor and Proctor.
- o Coordinate a 'trial run' <u>between 3/11 and 3/17</u> with the Advisor and Proctor to practice connecting over the chosen remote meeting platform. Proctors will initiate contact in organizing a 'trial run.'
- o Create remote meeting links through the chosen platform (Zoom, Google, Microsoft Teams, etc.) for the 'trial run' and the scheduled testing session(s). Invite the assigned Proctor and Advisor to join by sharing the meeting links.

- During Testing:
  - o Follow all Envirothon Rules and Code of Conduct. This also applies before and after testing as well.
  - o Ensure that the Proctor can see all team members and the online test <u>the entire time</u> while tests are taken.
  - o At the scheduled time, the Team Captain will open and screen share the test. Remember each test can only be opened once and must be completed within 30 minutes.
    - A different pre-determined team member can open and screen share each test, <u>IF</u> the change has been requested to Quinton Cooper, Area IV Envirothon Chair, (quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3) by **5pm on 3/16** and the team has received confirmation that the adjustment has been made.
  - o Open only those links or materials embedded in each test.
  - o Enter team's answers to each test question.
  - o Hit "submit" to submit all team's answers before the end of 30 minutes to avoid test disqualification. The test will <u>not</u> automatically submit once time has ended. It is the Team Captain's or his/her delegate's responsibility to monitor time for their team to make sure each test is submitted within the 30-minute period.
    - Proctors will provide a 5 min warning. Teams will be instructed by Proctors to submit their tests at one-minute remaining.
  - o Avoid unscheduled breaks during testing unless an emergency.
- After Testing:
  - o Report any grievances within 24 hours of completing the test to Quinton Cooper, Area IV Envirothon Chair, (quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3).

<u>ALTERNATES CHECKLIST:</u>
- Before Testing:
  - o Alternates must make sure that the email they provided via registration can receive and open emails from Quilgo. Alternates may need to contact their school's IT staff to make sure that the Quilgo email (noreply@quilgo.com) is listed as 'safe' and is able to pass through school filters.

- o Coordinate with Quinton Cooper, Area IV Envirothon Chair (quinton.cooper@nc.nacdnet.net or 919-496-3137 ext. 3) on whether Envirothon tests will be virtual, in-person, or a combination and determine which remote meeting platform (Google, Zoom, Microsoft Teams, etc.) will be used.
  - o Coordinate testing times with Advisor and Quinton Cooper: one testing session or multiple testing sessions on Fri. 3/19. All five testing sessions must be completed between 8am-5pm. Testing must start no earlier than 8am and the final test must be submitted no later than 5:00pm.
  - o Coordinate scheduled breaks between tests with Advisor and Quinton.
  - o Coordinate a 'trial run' between 3/11 and 3/17 with Quinton and Team Advisor to practice connecting over the chosen remote meeting platform. Quinton will initiate contact in organizing a 'trial run.'
- During Testing:
  - o Follow all Envirothon Rules and Code of Conduct. This also applies before and after testing as well.
  - o Ensure that Quinton can see all the alternate (and any other alternates conducting individual testing in the same room) the entire time while tests are taken.
  - o At the scheduled time, the alternate will open, and screen share their test with Quinton and the Advisor. Remember each test can only be opened once and must be completed within 30 minutes.
  - o Open only those links or materials embedded in each test.
  - o Enter answers to each test question.
  - o Hit "submit" to submit all answers before the end of 30 minutes to avoid test disqualification. The test will not automatically submit once time has ended. It is the Alternate's responsibility to monitor time for themselves to make sure each test is submitted within the 30-minute period.
    - ▪ Quinton will provide a 5 min warning and will instruct alternates to submit their tests at one-minute remaining.
  - o Avoid unscheduled breaks during testing unless an emergency.

PROCTORS CHECKLIST:
- Before Testing:
  - o Confirm with Team Captains that they are able to receive and open emails from Quilgo. Remind Team Captains they may need to confirm with school IT staff that the Quilgo email (noreply@quilgo.com) is listed as 'safe' and is able to pass through school filters.
    - ▪ If the team requests a change to the individual to receive Quilgo emails, instruct them to contact Quinton Cooper by 5pm on 3/16 with the request.
  - o Coordinate with Advisor and Team Captain on whether Envirothon tests will be virtual, in-person, or a combination and determine which remote meeting platform (Google, Zoom, Microsoft Teams, etc.) will be used.
  - o Coordinate testing times with Advisor and Team Captain: one testing session or multiple testing sessions on 3/18. All five testing sessions must be completed between 8am and 5pm. Testing must start no earlier than 8am and the final test must be submitted no later than 5:00pm.
  - o Coordinate scheduled breaks between tests with Advisor and Team Captain.
  - o Attend proctor training on 3/11.

- Coordinate a 'trial run' between 3/11 and 3/17 with the Advisor and Team Captain to practice connecting over the chosen remote meeting platform. Proctors will initiate contact to organize the 'trial run.'