

## INSTRUCTOR PREPARATION INSTRUCTIONS

- ❑ Each team will have a roster provided to the administrators before they are seated. Ensure that all names are correct.
- ❑ Cadets should be seated, by teams , from front to rear, as to prevent the possibility or perception of cheating. Team members should be seated in an alternating design on opposite sides of the table, no more than three to a large table. No one should be directly across from another tester.
- ❑ Each team must have fifteen team members, no more, no less.
- ❑ Pass out the answer sheets. Each answer sheet must contain the following information: (1) Cadet Name, and (2) School Name. Errors of omission or incorrect circles darkened on just one of the team answer sheets will result in the disqualification of the entire team.
- ❑ Pass out the test and have them place the test face down on the table in front of each team member. Making sure that each team member has a test.
- ❑ Sixty minutes is allowed for completing the test. This time period is in addition to the time used for completing the identification data section of the answer sheet. Cadets should be notified of when there are 15 minutes, 5 minutes and 1 minute remaining prior to the end of the test period. At the completion of the 60 minutes have testers put their pencils down. Collect the test by teams/schools.
- ❑ Each session will have 6 or 7 teams, 15 members each; First Session (0800): **XXXXXXXXXXXXXXXXXX**; Second Session (1145) **XXXXXXXXXXXXXXXXXX**. All teams must be in their seats before testing begins. If a whole team is late, move that team to a classroom (**XXXXXXXXXX**) and start their test separately.
- ❑ At the completion of each session, please score the tests on the scanner. Mark the number of correct responses on the team roster and bring the whole testing package to the top of the concession stand at the track. If we have radio contact I will send a cadet to collect the data from you. My cell is 504-258-4837.
- ❑ In the event of rain and the drill portions moved indoors then multiple classrooms in the Freshmen building will be utilized. Make sure to keep the answer sheets grouped by school.

## EXAM INSTRUCTIONS

**Read the following verbatim instructions to the Cadets when administering the exam.**

When academic team(s) is (are) seated, read distinctly and slowly. Allow cadets sufficient time to follow instructions. (Uppercase letters indicate that portion which is to be read aloud to cadets taking the test.)

YOU ARE ABOUT TO TAKE THE 2018 AREA 08 SUPER MEET DRILL AND ACADEMIC COMPETITION TEST.

WAIT FOR INSTRUCTIONS PRIOR TO COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET. ACCURACY IN FILLING OUT YOUR ANSWER SHEET IS REQUIRED IN ORDER THAT YOUR TEST CAN BE PROPERLY SCORED.

YOU SHOULD HAVE IN FRONT OF YOU AN EXAMINATION, AN ANSWER SHEET, AND A NO. 2 OR SOFTER LEAD PENCIL WITH AN ERASER. IF YOU DO NOT HAVE ANY OF THESE ITEMS RAISE YOUR HAND FOR ASSISTANCE.

THE ANSWER SHEET WILL BE READ BY OPTICAL SCANNING EQUIPMENT. THEREFORE, SPECIAL CARE MUST BE TAKEN IN HANDLING AND COMPLETING THESE FORMS. **ANY ERRORS OF IDENTIFICATION ON AN ANSWER SHEET WILL RESULT IN THE DISQUALIFICATION OF THE ENTIRE TEAM.**

DO NOT BEND, FOLD, OR MUTILATE YOUR ANSWER SHEET. IF YOU MAKE AN ERROR, BE SURE THAT YOU ERASE IT THOROUGHLY, AS UNNECESSARY MARKS CAN AFFECT THE PROPER SCORING OF YOUR EXAMINATION.

WHEN MARKING OR PRINTING IN THE ANSWER SHEET, THE SHEET MUST BE PLACED ON A HARD SURFACE, NOT ON BOOKS OR PAPERS.

PRINT YOUR LAST NAME, FIRST NAME, AND MIDDLE INITIAL IN THE MARKED SPACES.

ENTER YOUR SCHOOL NAME IN THE SPACE PROVIDED FOR SCHOOL NAME.

NOW, DOUBLE CHECK ALL THE INFORMATION YOU HAVE ENTERED AND MARKED. AGAIN, DO NOT FOLD, BEND, OR MUTILATE YOUR ANSWER SHEET. **REMEMBER, IF ONE OF THE TEAM MEMBERS HAS AN ERROR ON THE IDENTIFICATION PORTION OF HIS/HER ANSWER SHEET, THE ENTIRE TEAM WILL BE DISQUALIFIED.** IF YOU HAVE ANY QUESTIONS PLEASE RAISE YOUR HAND FOR ASSISTANCE.

THE ANSWERS TO THIS 100-QUESTION EXAM ARE TO BE ENTERED ON THE ANSWER SHEET. EACH MULTIPLE-CHOICE QUESTION ON THIS EXAM HAS FOUR

POSSIBLE RESPONSES, EACH TRUE FALSE QUESTION HAS TWO POSSIBLE ANSWERS, ONLY ONE OF WHICH IS THE CORRECT ANSWER. YOU ARE TO FILL IN ONLY ONE RESPONSE FOR EACH QUESTION. ANY QUESTION ANSWERED BY TWO OR MORE RESPONSES WILL BE SCORED AS WRONG.

ARE THERE QUESTIONS OF ANY NATURE ABOUT THE INSTRUCTIONS YOU HAVE BEEN GIVEN? YOU HAVE 60 MINUTES TO COMPLETE THE TEST.

WHEN YOU HAVE COMPLETED YOUR TEST, TURN YOUR TEST AND ANSWER SHEET OVER AND WAIT FOR THE END OF THE 60 MINUTE TIME PERIOD. NO TALKING AT ANY TIME.

ALL CIRCLES MUST BE COMPLETELY FILLED IN AS DARK AS POSSIBLE. BECAUSE THE SCANNER IS VERY SENSITIVE, ALL ANSWER CHANGES MUST BE ERASED COMPLETELY TO KEEP FROM BEING INCORRECTLY READ BY THE SCANNER.

ARE THERE ANY QUESTIONS? If no questions: READY, TURN OVER YOUR EXAMS, BEGIN.

**Note: Inform the students when they have 15 minutes, 5 minutes and 1 minute remaining.**

STOP; TURN OVER YOUR EXAMS IMMEDIATELY. TURN IN YOUR TEST BOOKLET, ANSWER SHEET, AND PENCILS.

## INSTRUCTOR POST-EXAM INSTRUCTIONS

1. As each cadet turns in test materials, **check each answer sheet for completeness to ensure all information has been entered correctly.** Pay particular attention to the School Name and the cadets' name. **A single answer sheet completed incorrectly will disqualify that cadet's team.** Ensure that responses are completely darkened, that there is only one response indicated for each question, that erasures are clean, and that there are no unnecessary marks on the answer sheet.
2. Paper clip all answer sheets for each team together. Have the answer sheets brought to the Press Booth on top of the Concession Stand between the track and Softball field. Keep the tests for the second and any subsequent testing periods that might be necessary.