



Memorandum

TO: Academic Decathlon Volunteer - Test Proctor

FROM: Tracey L. Rivas, Programs and Student Activities Facilitator
Superintendent's Office
(951) 826-6570; FAX (951) 826-6951

SUBJECT: Academic Decathlon Competition

Thank you for volunteering to assist with this year's Riverside County Academic Decathlon. You have been assigned as a ***Test Proctor***.

Please plan to arrive at Heritage High School, 26001 Briggs Road, Menifee, on Saturday, February 4, 2012 and check in at the gymnasium. An orientation session begins at 8:15 a.m. Continental breakfast will be available and your assignment will be completed by 1:00 p.m.

We ask that you review the accompanying materials carefully before the event date and plan to arrive in plenty of time to attend the orientation session. Additional information will be provided to you during the session to help with your assignment.

If you have any questions, feel free to contact me at (951) 826-6570, or via e-mail, trivas@rcoe.us. For your information, our office will be closed for the holidays beginning December 19, 2011, returning January 3, 2012.

This competition would not be possible without volunteers such as yourself, and we sincerely appreciate your willingness to spend your time supporting the event. Thank you very much!!

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**2012 Riverside County Academic Decathlon
Schedule of Events*
Saturday, February 4, 2012**

**Heritage High School
26001 Briggs Road, Menifee**

8:00 a.m.	Proctor Check-In Team Check-In	Reagan Building – Theater Lobby Reagan Building – Theater Lobby
8:15 – 8:30 a.m.	Orientation (for Proctors and Students)	Cafeteria – R123
8:30 a.m.	Testing Begins <i>(Coaches may stay in the Career Center)</i>	
	8:30 – 9:00 a.m. Mathematics	
	9:05 – 9:35 a.m. Music	
	9:40 – 10:10 a.m. Social Science	
	10:15 – 10:30 a.m. Break	
	10:35 – 11:05 a.m. Language and Literature	
	11:10 – 11:40 a.m. Economics	
	11:45 a.m. – 12:15 p.m. Art	
	12:20 – 12:50 p.m. Super Quiz Written	
12:55 – 1:45 p.m.	Lunch for Teams	Outside Court Yard Area
1:15 p.m.	Super Quiz Proctor Check-In	Gymnasium
1:30 – 2:00 p.m.	Super Quiz Proctor Orientation	Gymnasium
2:00 – 3:00 p.m.	Super Quiz Open to Public	Gymnasium
	Super Quiz Varsity	
	Super Quiz Scholastic	
	Super Quiz Honors	
	Closing Remarks	
4:30 p.m.	Awards Ceremony	Theater

*Subject to change



Riverside County Academic Decathlon Proctor Information

The role of Testing Proctor includes monitoring students who are taking the written tests as part of the Academic Decathlon competition. You will be assigned a group of students and will assist with passing out and collecting testing materials. Proctors are responsible for helping to verify that students complete the correct scoring sheets for each written test.

Students are not allowed to leave the testing area for any reason during the competition. Proctors will assist in making sure that students remain in the testing area and if the need arises for a student to leave their seat, proctors will escort the students to and from the testing area on an individual basis.

Additional instructions for test proctors will be provided at an orientation session on Saturday, February 4, 2012, beginning at 8:15 a.m. in the gymnasium.