

Science Olympiad Event Supervisor Responsibilities

Pre-event Preparation

1. **Review** official 2018 rules of event.
2. **Develop** a test based on official rules and at the grade level indicated (Div. B = middle school, Div. C = high school).
Note: test must be newly developed and not used in **any** Science Olympiad in the past three years.
3. **Obtain** all materials and equipment needed to administer the test.
Note: to receive reimbursement for purchase of materials (pre-approval and receipt required) or to obtain needed equipment, please contact the Regional Director for your area no later than two weeks prior to event date.

At the Event

1. **Report to** the registration area (beginning at 7:00 am) to obtain scoring packet and lunch voucher prior to your event start time. Registered Event Supervisor **MUST** be present during testing.
2. **Impound** required events: please be sure that you or an assistant are available at the event location and ready to impound devices during scheduled impound time (see Schedule).
3. **Set up** test prior to event time indicated (see event schedule for times and locations). Be sure to leave the room as you found it before leaving.
4. **Student behavior** while in the assigned room for your event is the responsibility of the Event Supervisor. Students should **NOT** be allowed in a room without an Event Supe or Assistant present.
5. **Administer** test during the times indicated on the event schedule.
Note:
 - a. Be sure to collect the Team ID form (event ticket) for each participating team prior to testing (must legibly include school name and all participating student's names).
 - b. Once a student leaves the testing room he/she cannot return
 - c. Test must **begin and end on time**. Students arriving late will have the time remaining in the time slot to take the test.
 - d. Teams arriving late to a "team numbered" (ESUS) event, or taking longer than the time indicated on the schedule, should be re-scheduled at the discretion of the Event Supe. or forfeit test.
6. **Score** test according to the rules using the scoring forms provided and deliver to the scoring room as quickly as possible. **Do not release results of testing to anyone.**
Note:
 - a. Scoring room is located at (see Event Schedule).
 - b. Room (see Event Schedule) is available to score tests and complete the scoring forms prior to submitting to the scoring room.
 - c. Team scoring envelope and scoring information are included inside Event Supe. registration packet.
 - d. PLEASE score test and report to score counseling room (see event schedule) as quickly as possible. **The Awards Ceremony begins at 4:30 pm. If scores are received late, then it interrupts the Ceremony. Also, there is a "backup" of Event Supes wanting to turn in scores between 3:00 and 4:30 pm.**