

# Composition Guidelines and Proctor Instructions

These procedures must be followed by all schools who participate in Composition for JV Challenge. *If you do not follow these guidelines, you may subject students to disqualification.*

## Guidelines and Requirements:

1. Attend the Coaches' Planning Meeting
2. Capability for 2 proctors at the Host School (more if safety protocol requires)
3. Capability for 2 proctors at the Off-site School (one in in-person and one videoconference)
4. A proctor is not a Composition coach nor a parent or immediate relative of a student taking part in Composition
5. You must schedule all locations for Composition at with the same start and competition times
6. All participating schools must submit a name to be a reader of the Composition booklets from the section. Between 3 and 5 readers will be selected.

## Before the Planning Meeting:

1. Email the coaches and request information about On-site (at the Host school) or Off-site (at the participants' home school—NOT THEIR HOMES).
2. Names and email addresses of all proctors must be submitted at the Planning Meeting to receive the copy of the prompt 10 minutes prior to the start of the competition.
3. Provide your proctor with:
  - a. A list of students and passwords to enter the Composition Login Page
  - b. Supply each student with a hard copy of the Composition prompt faced down until instructed to begin.
  - c. A timing device.
  - d. The Guidelines for Composition Proctors—Offsite document

## Hosting the Event and Proctor Instructions:

1. Students should be seated 15 minutes before the competition begins to accommodate and troubleshoot any connectivity issues with the Internet.
2. Proctors receive an email to make 3 copies of the Composition Prompt 10 minutes before the competition begins. The prompts are placed facedown on the desk of the students.
3. Proctors verify that the students are logged into the videoconference for the duration of the competition.
4. ***Tell Students:*** "Any use of non-approved electronic devices is prohibited, including cell phones. No one is allowed to enter the competition late or leave early. Cell phone ***use*** results in disqualification." If a student's device creates a disturbance, the student shall be instructed to turn off the device and place it under the chair and out of sight. It is important to remember that a disturbance does not indicate use.

5. **Tell Students:** "No website pages other than the ones required to access you competition booklet are permitted. **Any infraction or violation** of this rule will result in disqualification."
6. Proctors remain with the students at all times. DO NOT INTERACT WITH STUDENTS UNLESS YOU ARE ASKED A QUESTION.
7. Students are allowed to use a dictionary/thesaurus and a scrap sheet of paper provided by the proctor. A pen, pencil or highlighters may be used. Unopened Post-A-Notes can be used. Coaches are to provide these items if needed.
8. Proctors must keep the room quiet and free from any distractions. Proctors must refrain from talking on the phone or with others in the room while the competition is being held.
9. Follow the On-site or Off-site proctor guidelines for the number of in-person and/or videoconference proctors to be used.
10. Verify that all students have Internet access and are online with access to the Composition booklet. The student's password and ID Code number are linked to the booklet assigned to the student.
11. Inform the students: "The booklet has a countdown clock and a character limit countdown once the clock starts and typing begins."
12. Proctors are to instruct the students to link to kaac.com and then select the Login link at the top of the page. The students will enter the link for Students.
13. Once the students are online at the link for Composition, instruct the students to click on the link to begin the competition. This starts the countdown clock at 90 minutes and sets the character limit. Instruct the students to turn over the Composition Prompt.

**Insert Start Time Composition:** \_\_\_\_\_

14. Verify that the clock has start for each student that you are serving as the Proctor.
15. At the midpoint of the competition (45 minutes) Announce, "Check your countdown clock. Approximately 45 minutes has expired. You have 45 minutes remaining."

**Insert Midpoint Time of Competition:** \_\_\_\_\_

16. An announcement is made with approximately 30 seconds remaining. Announce, "Check your countdown clock. You have approximately 30 seconds remaining."
17. A student may submit the booklet early by clicking on the link at the end of the booklet. No student is permitted to leave the competition early.
18. Once the event time has expired, the booklet will be submitted even if the Submit link is not activated by a student.

**Insert Stop Time of Competition:** \_\_\_\_\_

***If you do not follow these guidelines, your students will be disqualified.***