

# Composition Guidelines and Proctor Instructions

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

## TROUBLESHOOTING---

*In the event that a student may not be able to access the online booklet, allow the student to open a document in a platform such as Word and type the submission. Once the student finishes, the booklet must be saved and emailed to [bdarnell@kaac.com](mailto:bdarnell@kaac.com) for upload by the KAAC office. Please let Brenda Darnell know that you will have a submission coming in for upload. Also, note the type of device that could not access the booklet directly from the website.*

## 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 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 this section. Between 3 and 5 readers will be selected. Three (3) readers are preferred.

## 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 in order to receive the copy of the prompt 15 minutes prior to the start of the competition from the Chief Official.
3. Provide your proctor with:
  - a. A list of students and passwords to enter the Composition Login Page at <http://my.kaac.com/login>
  - b. Supply each student with a hard copy of the Composition prompt faced down until instructed to begin.
  - c. A timing device.
  - d. Guidelines for Composition Proctors—**Host-site and Off-site Document**
  - e. Hard copies of the Composition prompt from the host school or from the Chief official (make 3 copies for Off-site or one for each participant at the host-site that is provided in the hosting competition materials box)

## 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. **Tell Students:** *"Any use of non-approved electronic devices is prohibited, including cell phones. No one is allowed to enter the competition late. In the event that students finish early and have submitted the competitive booklets, they may be dismissed. The proctor must escort any student from the room so a disturbance is not created for the remaining students. 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.
3. **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."*
4. Proctors remain with the students at all times. DO NOT INTERACT WITH STUDENTS UNLESS YOU ARE ASKED A QUESTION.
5. Proctors are responsible for keeping the **ABSOLUTE COMPETITION TIME** no matter what the countdown clock indicates.
6. 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. Coaches are to provide these items if needed. Unopened Post-A-Notes is also permissible.
7. 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.
8. Follow the On-site or Off-site proctor guidelines for the number of in-person and/or videoconference proctors to be used.
9. 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. Once the students have entered the site of the competition, please confirmed that each competitor has a blank booklet on the computer screen.
10. Inform the students: "The booklet has a countdown clock and a character limit countdown once the clock starts and typing begins."
11. After all students are online at the link for Composition, instruct the students to click on the link to begin the competition by opening the Composition prompt. **This starts the countdown clock.** Instruct the students to turn over the hard copy of the Composition Prompt.
12. At any point, if the student has an issue with their booklet such as loss of connectivity or the booklet was submitted in error, please notify the competition host and Brenda Darnell at [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately.

### Insert Start Time Composition: \_\_\_\_\_

13. Verify that the clock has start for each student that you are serving as the Proctor.
14. 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:** \_\_\_\_\_

15. **Optional reminder** at 15 Minutes, "Check your countdown clock. You have 15 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 at any time during the competition.
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.***