



Bible and Academic Onsite Testing Program Levels I, II, and III (Elementary, Junior High, and Senior High)

General In-School Examination Procedures

Proverbs 22:1 "A good name is rather to be chosen than great riches, and loving favor rather than silver and gold."

- A. There is to be one examination day, in one room, under one Proctor (with aides).
- B. All tests must be administered during the scheduled day unless special approval has been granted by ODACS. Two testing periods may be scheduled, since it is possible for a student to take more than one written test. This procedure, while it will undoubtedly complicate the daily class schedule, is designed to protect the tests' validity by keeping the materials in one location, under the direction of one authority, and out of conversational topics.
- C. Each school is limited to one participant per level per category. A school may **not** have several students write or test in a level and category and then choose the best entry.
- D. Examination periods are 60 minutes each (plus organization time) for all tests except Senior High (Level III) Creative Writing: Poetry and Expository Writing: Essay. Each examination period must meet the criteria listed above. You may schedule the periods as closely together as you deem reasonable; but all testing must be completed on the scheduled testing day.
- E. All Bible category tests must be administered in the same testing period as Academic category tests.
- F. Any school which violates the procedural rules risks the disqualification of its contestants.
- G. To further protect the tests and future competitors, we want to guard against the test materials becoming general information by refusing access to the tests to anyone, even faculty members, except the Proctor and the Administration.
- H. **Testing and creative writing materials will be delivered to schools electronically. Upon receiving the tests and topics, the administrator or proctor may make paper copies of them. However, care must be taken to keep both electronic and paper copies secure until the scheduled testing and writing time.**
- I. Tests and answer sheets must be kept in a secure location, and no one other than the Test Proctor or Administration should review the testing materials on or before the examination day.

Test Proctor's Preparation Prior to Testing Day

The Test Proctor assumes the following responsibilities and authority in preparation for the onsite testing day. Use the following and subsequent checklist as you make final preparations.

- 1. Become familiar with each exam and answer sheet and its accompanying instructions.
- 2. Ascertain that all of the requested exams, and answer sheets, have been received. Refer to your registration form that accompanied the testing materials.
- 3. Verify that the tests are properly identified.
- 4. Consult with the school administration to determine a block of time to allow for a full 60-minute testing period plus an extra 10 to 15 minute period for first-time seating and organization.
- 5. Consult with the school administration to determine an appropriate testing area that will be free from distractions.
- 6. Check that participants are aware of the scheduled testing period and that **NO MAKE-UP TEST PERIODS WILL BE ALLOWED**. If unexpected circumstances arise, please contact the ODACS Office.
- 7. Determine the policy on dismissal of a student who finishes before the allotted time has expired.
- 8. Plan a seating arrangement which will not be conducive to conversation or visual cheating.
- 9. Arrange for at least one other adult to serve as monitor during the examination period.
- 10. Ascertain that the test area is free of any materials which would aid those taking the tests: maps, globes, periodic and biological charts, open dictionaries and reference books, written board messages, etc.
- 11. Arrange for maintaining an undisturbed testing period (door sign, door monitor, announcement from the office, or whatever is necessary).

Testing Day Procedures

The Test Proctor has the following responsibilities and authority for ensuring the correct administration of the tests. Use the checklist below as you make preparations.

- 1. Refuse the entrance of any written materials, including Bibles, books, notebooks, or papers, into the testing area, unless the competition rules state otherwise. Purses are allowed, but the Proctor and aide(s) should watch for any possible cheating from pre-written materials which might be hidden in purses or other personal articles. **Do not allow students to bring cell phones or other electronic devices into the test room!**
- 2. Withhold all testing materials until seating and organizational matters are accomplished.
- 3. Insist that each contestant has two sharpened #2 pencils for all testing categories. For Senior High Creative Writing: Poetry and Expository Writing: Essay, typewriting is required. For Elementary and Junior High Creative Writing categories, students may choose either to write the entry by hand or to typewrite the entry.
- 4. Level III Creative Writing: Poetry and Expository Writing: Essay contestants must have access to a computer with a word processor, preferably Microsoft Word. Be sure that the computer is not connected to the internet during the writing period. Be sure to provide the correct language for the Statement of Originality so that the student may type it at the end of the entry. The contestants must also be able to print copies of their entries upon completion and then sign the Statement of Originality with a pen.
- 5. Level I and Level II Creative Writing contestants have the option of creating a hand-written entry or of creating a typewritten entry following the same guidelines as in item 4.
- 6. Distribute lined notebook paper to writing contestants and blank paper to other contestants, as needed.
- 7. Check to insure that each contestant has only the allowed aids.
 - Creative Writing (all three levels): dictionary.
 - Senior High Algebra/Geometry, Advanced Math, Chemistry, Physics, and Accounting: non-programmable graphing scientific calculators will be permitted. The following **will not** be permitted: calculators which use paper tape or printers; cell phones; and hand-held computers, pocket organizers, computer tablets, or laptop computers. Any necessary tables or charts will be provided.
 - Note: Elementary and Junior High math competitors are **NOT** allowed to use calculators of any type.
 - No other aids are allowed for any competitor.
- 8. Begin with prayer.
- 9. Announce these general rules and provide opportunity for questions and answers.
 - “As Proctor, I may do nothing to help you. I may not help with interpreting a question or defining the meaning of any term, whether it is part of the question or part or all of an answer. I may not help you to understand directions, so read carefully. This rule is to insure that all students taking these tests today are treated fairly. If you think a question is confusing or does not have a correct answer, remember that all students taking the same test will face the same question.”
 - “If you need to ask a question, raise your hand. I will come to you. Do not leave your desk. But remember that I cannot answer any questions about your test.”
 - “Each test has its own set of directions, and there may be several sets of directions within one test. Read everything carefully.”
 - “You may not use any reference materials, except those that I have already checked: **no** Bible, **no** textbook, **no** map, **no** globe, **no** dictionary or encyclopedia, **no** chart, and **no** notes will be allowed. If a test mentions the use of an aid, it will be included with the test.”
 - “You may not have a cell phone or other electronic device with you in the test room during this test.”
 - “If you are discovered cheating, your test will be taken from you immediately, and you will be automatically disqualified.”
 - “You will be allowed 60 minutes to complete your test. At the end of 60 minutes, I will call, “Stop!” and you must immediately place your pencil on the desk. I will then collect each test, complete or incomplete. If you finish early, raise your hand if you wish to turn in the test to me. Once a test has been turned in, however, it cannot be returned to you. [Students who have finished taking their test early may be quietly excused.]”
 - “Once the exams are dispersed, you may not talk with anyone except me, and you may not be excused from the room without my permission.”
 - “Please sit facing the front of the room at all times.”
 - “Are there any questions before I give you the tests?”
 - “Please leave the tests face-down until I tell you otherwise.”

- 10. Distribute the tests, placing them face-down on the desks.
- 11. Complete announcement of the rules with these final points:
 - “Leaving your pencils on your desk, you may now turn your test face-up.”
 - “Check your test for correct identification. Write your name and school on the answer sheet. Creative Writing competitors are to write their names and grades in school at the top of their writing paper. Do not write or make any marks on the test. Write all answers on the answer sheet except for the Accounting worksheet. Your score will be penalized for any marks on your test sheet.”
 - “Scan your test.”
 - “Are there any questions?”
 - “You may begin.”
- 12. Write the beginning time and ending time on the board. [An alternate method would be acceptable.] A large wall clock should be visible to the students.
- 13. Walk around the room frequently during the testing period, and continue to watch for problems and cheating.
- 14. Grant a student permission to leave the room only under emergency circumstances.
- 15. Call, “Stop!” [unless an alternate method is used] at the end of the 60-minute period and ascertain that all writing has stopped and that all pencils have been placed on the desks.
- 16. Announce that all tests must be placed face-down.
- 17. Collect all tests immediately. Keep each answer sheet with the test copy. Do not separate a test copy from the answer sheet! Collect all scratch paper. You may shred or otherwise destroy scratch paper. No student is to take any scratch paper or other material from the testing room.
- 18. Dismiss according to plan.
- 19. Checking to see that each competitor’s name and grade is written legibly at the top of his paper, place student entries and test copy or topic sheets an envelope.
- 20. Fill out the “Test Proctor’s Report Sheet.” (See enclosed copy.) This sheet must be returned, even if there are no comments or incidents to report. Put this sheet in the envelope for returning tests.
- 21. Seal the envelope and sign your name on the front as proctor.
- 22. Include your school code on the front of the envelope.
- 23. The sealed envelope should be turned in to the ODACS Tally Office at the BEGINNING of the regional competition day.
- 24. **Keep all tests and materials in a secure location until the completion of the competition. After the competition has been completed, please discreetly destroy all paper copies of tests, answer sheets, and creative writing topics, and please delete all e-mail communications regarding this year’s Academic competition.**