

Science Olympiad Event Supervisor Responsibilities

Pre-event Preparation

1. **Review** current official rules of event.
2. **Develop** a test based on current 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 two 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, Barbara Little at blittle@stancoe.org, no later than Monday, April 9th.

At the Event

1. **Report to** the registration area (beginning at 7:00 am in TBD) to obtain scoring packet and lunch voucher prior to your event start time.
2. **Impound** required events: Please be sure that you or an assistant is available at the event location and ready to impound devices during scheduled impound time (see Schedule). Only a team member can impound a device.
3. **Set up** test prior to event time indicated (see event schedule for times and locations).
4. **Administer** test during the time 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.
 - d. Teams arriving late to a team numbered 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.
 - e. Appeals: If there is a concern about an event and the Event Supervisor and participant cannot resolve the issue, the team coach can submit an appeal form to the Arbitration Board.
5. **Score** test according to the current 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 TBD.
 - b. Room TBD is available to score tests and complete the scoring forms prior to submitting to the scoring room.
 - c. Individual team scoring forms are included inside Event Supe. registration binder and can be used at the option of the Event Supe.