SkillsUSA Florida Proctor Guide

2021 State Leadership and Skills Conference and Championships

Thank you for volunteering your time to serve as a SkillsUSA Proctor! We are honored to have your support and hope you will find this to be a fun and meaningful experience! Whether this is your first SkillsUSA event or your 100th, we are glad you are here! In this new virtual format, we’ve been afforded many opportunities to learn and grow so that we can continue to focus on our mission of preparing the next generation of skilled workers. Virtual competitions will look and feel much different than an in-person event - and that’s okay! We are embracing the virtual culture we find ourselves in and leaning into the possibilities for increased support and involvement.

Thank you again for your willingness to help prepare our students for their future careers! Please reach out with any questions!

Jessica Graber
State Director, SkillsUSA Florida
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WHAT IS A PROCTOR?

A proctor serves as a facilitator for a contest. Proctors are not judges, and they do not award points or penalties to any competitor. Proctors are there to make sure the contest runs smoothly, integrity is maintained, and to keep the lines of communication open. Proctors should serve as impartial parties without showing any preference or favoritism to any competitor.

Proctors should administer exams in the most ethical and honest manner. Ethical testing ensures that test scores are not compromised, promotes a fair testing process, and avoids serious consequences that may stem from cheating. Unethical testing conduct results in scoring penalties or disqualification from the contest.

We understand that COVID-19 restrictions at schools may require special considerations. Please communicate any needs or accommodations in advance of the competition with the State Director, Jessica Graber, at jgraber@skillsusafl.org.
Before the Contest or Exam, Proctors will NOT:

1. Access secure test materials or contest variables, or provide access to students or teachers.
2. Copy, reproduce, or keep, any part of secure exam materials; or
3. Review online exams or contest prompts in order to:
   a. Determine and record the correct answers for use during the exam.
   b. Gain advance knowledge of the contest project to share with competitors.
   c. Create study guides, lesson plans, or other preparatory materials about the concepts being tested.
   d. Create a “cheat sheet” or other resources, including formulas, concepts, definitions, procedures, or any other necessary components of the contest.

During the Contest or Exam, Proctors will NOT:

1. Give students any answers, suggestions, or clues, including:
   a. Coaching.
   b. Defining terms or concepts included in the test.
   c. Identifying wrong answers to a student and suggesting a revision.
   d. Making general statements to remind students of classroom concepts.
   e. Any non-verbal suggestion or reaction, including facial expressions.
2. Allow the student to take more time than is permitted.
3. Display any materials in the testing room that contain topics being tested, or write any formulas, definitions, or concepts on the board.
4. Provide assistance to students that would aid in the completion of the contest problem or test.
5. Violate any rules of the competition.
6. Allow instructors to interfere with a contestant, except in the case of conduct or safety violations.

After the Contest or Exam, Proctors will NOT:

1. Review a student’s responses.
2. Provide feedback to a student on their responses.
3. Alter or change a student’s responses.
TYPES OF PROCTORS

1. EXAM PROCTOR

All contests require at least one written exam. Exam Proctors will observe students taking the exam to ensure integrity is maintained and that no outside resources are utilized. At the end of the exam period, the proctor will submit an integrity pledge with the names of the students tested.

Who Qualifies: School employee or industry representative.

Time commitment: typically 1-2 hours, depending on the number of students.

Technology required: none for the Exam Proctor.

Standard protocols:

● Students in any contest may take the exams at the same time, provided standard testing protocols are followed.

● Exams will be administered online through a Learning Management System (LMS). Students will receive access to the LMS after conference registration closes, no less than one week prior to the first day of competition. Introductory and orientation information is provided in the LMS. Exams and other contest materials will be time-released. Final schedule will be available by March 1.

● All students will complete the Professional Development Exam between April 13 at 8:00 AM EST and April 22 at 5:00 PM EST. Technical Assessments are required for most skill competitions. Testing windows will be published with the contest schedule. Only one attempt is permitted. Please see this list for the contests requiring a technical assessment and the testing window.

● Proctors will not grade or view the exams. All responses should be submitted electronically by student competitors for scoring. Students will not be notified of their score until scorecards are released following the conference.

2. SECOND CAMERA PROCTOR (SCP)

The Second Camera Proctor (SCP) provides a second, portable view for the judges during the competition. Students participating in live events requiring an SCP will have a stationary camera (laptop) that shows the area surrounding their workstation. The SCP will have a portable camera (cell phone or tablet) that can be moved to observe student work from different angles and locations.

Who qualifies: A local industry partner, advisory board member, or other professional. It is preferred that the SCP will have knowledge of the subject area being tested, but not required. *

Time Commitment: 4-8 hours in one day.

Technology required: portable camera with microphone and the ability to connect to Zoom, such as a cell phone or tablet. Earbuds with microphone are preferred.

*If your school is not allowing outside visitors, another teacher or instructor may act as proctor, provided they are not the student’s teacher in any course.

*Assistance may be available for SCPs in your area. Contact the State Office for information.
**Standard Protocols:**

- The safety of all involved is always the first priority. SCPs must follow all safety regulations of the competition, lab or facility, and any trade-appropriate regulations, including COVID-19 restrictions and social distancing requirements. Never sacrifice safety for the sake of competition.

- The SCP does not judge the contestant or provide any scoring. The primary roles of the SCP are to serve as the eyes and ears of the judges during live competitions and to assist with measurements and final observations.

- The SCP should stay close to the competitor’s workstation whenever safe and appropriate.

- Show periodic views of the entire workstation, as appropriate. If the student leaves their workstation, for example, to wash their hands, retrieve supplies, or perform other tasks, the SCP should follow their movement. The competitor may also shift their stationary camera view to follow their movement, if appropriate.

- They should not interfere with the contestant or provide any direction during the competition. If a competitor has a question, they will ask the SCP, who will relay the question to the judges.

**3. LOCAL PROCTOR**

Local proctors will observe contest activities, including video recordings of presentations or similar events. Local proctors will set up, start, and stop any recording, and will ensure the recording is completed in one take. Once the activities are complete, the Local Proctor will sign an integrity statement to be submitted with the contest submissions.

**Who qualifies:** A local business partner, advisory board member, or other professional; a school employee who is not the student’s teacher.

**Time commitment:** Varies by contest; most contests are 1-2 hours or less.

**Technology required:** none; schools will provide recording equipment.

**Standard Protocols:**

- Local proctors will serve as impartial parties to ensure the integrity of the contest is maintained. Local proctors will observe students as outlined in the contest prompt.

- Communication between Local Proctors and Advisors should be limited throughout the competition.

- Local proctors must start and stop any recording. It is preferred they are present for set up. Local proctors must remain in the contest area until the recording is complete, or the competition is otherwise finished.

- Local proctors may be tasked with setting up a contest station, scenario, or other activity. Specific instructions will be provided, and set up should happen with the competitor(s) unable to view the space in advance.
4. VIRTUAL PROCTOR

Virtual Proctors will be responsible for virtual logistics for the competition. Virtual Proctors will be provided by SkillsUSA Florida, and will not participate in any judging or scoring of contestants.

Who qualifies: Selected by SkillsUSA Florida.

Time commitment: Varies by contest; most contests will require 8AM to 4PM commitment.

Technology required: At least 3 Mbps up/down, laptop or computer with webcam, ability to download programs to the computer (Zoom).

Standard Protocols:

- Virtual Proctors will not score or judge contestants and will have minimal contact with competitors during the competition.
- Virtual Proctors are responsible for the backend technology of contests, including managing Zoom breakout rooms, keeping time, alerting judges of schedules, admitting contestants at the appointed time, and other technical details.

WHO TO CONTACT FOR ISSUES DURING A COMPETITION

- Significant safety or conduct violations: Jessica Graber, 850-284-8534
- Integrity issues: Jessica Graber, 850-284-8534
- Injuries and accidents: Jessica Graber, 850-284-8534
- Competition-related questions: first Judges should try to resolve; then Jessica Graber, 850-284-8534
- Students cannot access the contest platform: Customer Care Team, 844-875-4557
- Students cannot access the correct contest within the contest platform: TJ Thoss, 321-594-9949
- Contest submission upload issues: Jessica Graber, 850-284-8534
- Connection issues with school wifi: Contact the school or district IT department

ACCESS VIRTUAL CONTEST GUIDES

https://www.skillsusafl.org/state-conference

Virtual Contest Guides provide a general overview of the contest format, supplies and materials, and other important details.

CONTEST PROJECTS AND VARIABLES

In some cases, the local proctor or SCP will set up a contest area, scenario, or other contest-related events or activities. Contest variables will be provided in a sealed envelope for both competitors and proctors. These must be opened on camera in front of the judges. Proctors should have no prior knowledge of the contest variables or projects. Contest proctors may receive prior knowledge of the contest projects and variables, depending on the competition and format. More information is available from the State Office at contests@skillsusafl.org.