



# Orange County Academic Decathlon

## Proctor Affidavit

I will serve as the Proctor for the online administration of the Orange County Academic Decathlon tests for the high school listed below. I agree to administer and monitor the tests according to the rules and procedures below and according to the test directions provided by the Orange County Department of Education.

1. I will not divulge the contents of the tests/answers or give copies of the tests/answers to any other person, school, group, or agency.
2. I will store all test materials in a locked/secure location before and after testing.
3. I will not allow Decathletes to have personal items (e.g. backpacks, purses, cell phones, smart watches) at their desk during testing. I understand that the only items Decathletes may have at their desks are an Academic Decathlon authorized calculator, a pencil, and one sheet of blank scratch paper.
4. I will not permit Decathletes or any other personnel to remove test materials from the testing room.
5. I will collect all scratch paper before excusing Decathletes from the testing room.
6. I will not take photographs, record test questions, or keep any printed or electronic copies of the tests or test materials.
7. I will shred all test materials (including scratch paper) once testing is complete.
8. I will not allow Decathletes to take photographs, record test questions, or keep any printed or electronic copies of the test materials.
9. I will administer and monitor the tests according to this affidavit and the test directions I am provided.
10. I will supervise the Decathletes during each test to ensure they are not using aides of any kind (United States Academic Decathlon Resource Guides, notes, other study materials, etc.).
11. I will ensure all Decathletes from the school test at the same time and will not allow Decathletes who are absent to make up the test later. In the case of a student emergency, I will contact Orange County Academic Decathlon (OCAD) staff.
12. I will ensure the testing room is secure and will not allow other people in the testing room.
13. If Decathletes are caught using aides or cheating (including using computers beyond taking the test), I will report the incident to OCAD staff.
14. I will report any unusual incidents, including Decathletes who did not complete the test(s), to OCAD staff by the end of the testing day.

I certify that I will follow the proctor guidelines listed above while administering the Orange County Academic Decathlon tests, which are official tests of the United States Academic Decathlon. I will perform these duties in a manner consistent with the highest standards of honesty and integrity. I understand and agree that in the case of any questionable conduct, test results may be disqualified.

Location on campus where Decathletes will participate and complete the OCAD essay test:

- Coach's Classroom       Computer Lab       Library       Other: \_\_\_\_\_

All Decathletes must take the Essay test together and it must be taken between 12:00 p.m. – 5:00 p.m. on January 25, 2023.

What time will your team be starting the Essay test? \_\_\_\_\_

\_\_\_\_\_  
Proctor Name

\_\_\_\_\_  
Proctor Title

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Proctor Email

\_\_\_\_\_  
Date