

1  **Tips for Success as an APG**

2  **General Instructions**

Preparation is key! Carefully review the WSAP Guidelines and APG page(s) for your event prior to serving as an APG (Administrator, Proctor or Grader).

3  **General Instructions**

Administrators are the “team leader” for their event. They follow the box from pick-up in Headquarters through grading/scoring until it returned to Headquarters when complete.

4  **General Instructions**

Administrators should report to Event Headquarters 30 minutes prior to the contest to pick up contest materials.

5  **General Instructions**

Administrators should attend the judges’ orientation/meal preceding the contest to assist in preparing the judges.

6  **General Instructions**

Supplies in the contest box will include tests, scoring sheets, timing device, stapler/staples, paper clips, etc. Be sure that all supplies are available in the contest room before the contest begins. There will be student interns in the hallway to retrieve additional supplies from Headquarters if needed.

7  **General Instructions**

Contest signs are provided for each event. The administrator may have a portable easel included with the contest box (some facilities supply easels). Easels and signs should be returned with the contest box. Please do not write or mark on the signs.

8  **General Instructions**

Administrators will be given a list of the contestants, their scheduled reporting times, a judged event sign-in sheet for Administrators and Proctors, and a contestant sign-in sheet.

9  **General Instructions**

When the student/team report at the scheduled time, have the student/team sign-in by initialing in the appropriate place on the Recap Sheet. This will serve as the tally-rating sheet with all judges' scores totaled at the end.

10  **General Instructions**

- Collect all contest materials. After all scores are checked and verified, the materials should be returned in the contest box to Event Headquarters.
- Be sure to complete the Confidential Administrator’s Report found in your administrator's packet. Also have the judges and proctors complete an Evaluation Form Submit the completed forms to Contest Headquarters with the contest materials.
- All contest information & results should be kept confidential.

11  **General Instructions**

Please do not disqualify any contestant for any reason without first contacting Headquarters.

12  **Dress Code**

Please refer to the NLC Dress Code Policy provided in the Pre-Conference Materials and Conference Program.

13  **Dress Code**Women

- Pant or skirt suit
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Business professional “ dress”
- BPA blazer with dress skirt or dress slacks and blouse or sweater

*This excludes all denim for any of the above*

Dress shoes or dress sandals with heel are required with all of the above.

14  **Dress Code**Men

- Dress slacks, dress shirt, and tie
- Suit, dress shirt, and tie
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress slacks, dress shirt, and tie

*This excludes all denim for any of the above*

Dress shoes and dress socks are required with all of the above.

15  **Dress Code**

Students must be properly dressed in accordance with the Dress Code to compete in any event (including Open Events).

16  **Dress Code**

Monitor the attire of students entering the testing area as they arrive. Do not allow students who are not dressed in accordance with the dress code to enter the testing area or to begin testing.

17  **Dress Code**

Inform students who are not appropriately dressed that they may change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the student will join testing in-progress. No additional time will be given for time missed.

18  **Dress Code**

Students not permitted to test due to breach of dress code have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction.

19  **Dress Code**

If a student is not properly dressed but is permitted to begin testing, testing may not be interrupted. Make note of the dress code issue and notify headquarters at the end of

testing.

For this reason, it is imperative that students be monitored for adherence to dress code prior to the beginning of testing.

20  **Judged Events**

When judging is completed, total each of the judges' sheets. Staple the judges' sheets together along with any other materials you may have. Add all of the judges' scores together (double check for accuracy) and transfer this total to the Recap Sheet.

21  **Judged Events**

Be sure that there are no ties before judges leave the contest site. Place the sheets in rank order from the highest score to the lowest score. Be sure you write the RANK on the Recap Sheet.

22  **Judged Events**


Judges will conduct a short review session in the contest room at the conclusion of the preliminary judging for all participants who wish to attend. Judges should give general pointers that might help them during final competition. No individual information is to be given by the judges. The contest administrator must monitor this session closely.  
ADVISORS ARE NOT TO ATTEND THIS SESSION.

23  **Non-Judged Events**

There may be students who have been rescheduled in the Conflict Room. Check with Headquarters for this information so that grading can be conducted by the graders assigned to your event.

24  **Non-Judged Events**

If it is unclear if a student should test (he/she is not listed on the sign-in sheet), allow the student to take the test and discuss with Headquarters personnel when turning in the tests.

25  **Non-Judged Events**

- The door to the contest room should close at the scheduled time. Late contestants may compete, but must finish at the scheduled ending time. Contests MUST begin and end at the designated time.
- The contest room should NEVER be left unattended.

26  **Non-Judged Events**

The administrator will be in charge of giving all instructions and conducting the contest. The proctors are to assist the administrator. Refer to the guidelines for your event. Be consistent in giving instructions.

27  **Non-Judged Events**

- In tests where an "orientation/warm-up/preparation/wrap-up" time is provided, be certain to allot time for students to ask questions and become familiar with the equipment (*unless otherwise specified in the Guidelines*). The remaining time should be used after testing to assemble and collect test materials.
- Distribute tests while students are preparing or warming-up. Inform students that they are not to open the test until instructed to do so.

28  **Non-Judged Events**

Instruct contestants to place their contestant identification number on each page of completed work. They should NOT use their name or initials.

29  **Non-Judged Events**

There should be no interruptions once the testing begins. If a question is asked that affects all contestants, the administrator should stop the contest and announce the question and answer to everyone. If questions are answered in the first section of a contest, the same information needs to be given to subsequent sections. New questions that were not asked in the first contest section should not be answered in subsequent sections.

30  **Non-Judged Events**

Contestants may NOT share individual supplies and reference materials. Strictly follow the *Guidelines* to determine reference materials that are allowed in the contest room. No previous contests are allowed.

31  **Non-Judged Events**

The contestant should

- make sure that all work to be graded has been identified with contestant number;
- put problems in numeric order (Job #1, Job #2, etc.). If a Priority Sheet is used, place it on top of Job #1;
- place the Scantron scoring sheet on top of completed problems. Check to be sure contestant number AND name of contest are on the Scantron scoring sheet;
- put all work in the following order (*unless test specifies otherwise*):
  - ✓ Scantron scoring sheet
  - ✓ Scoring sheet, test booklet, priority sheet and completed jobs.
  - ✓ Scratch paper

32  **Non-Judged Events**

- Contestants turn in their work to the contest administrator and/or proctor.
- If a contestant completes the test before the end of the testing time, record the contestant's completion time. Completion time may be a determining factor in the event of a tie.
- Administrators may allow students to leave the testing site when they have completed their test.

33  **Computer Lab Events**

- Allow all students to enter the computer lab at the same time.
- Allow students sufficient time to warm up. Have students print a test sheet.

34  **Computer Lab Events**

Place a plain sheet of paper by each computer for the contestant to write his/her number on and place on top of the monitor (tent style). This will enable the administrator and proctors to deliver printouts to each contestant instead of contestants having to retrieve them.

35  **Computer Lab Events**

Inform students to put Contestant Number in place of reference initials on all work. Inform contestants to place Job Number and Contestant Number in the upper right-hand corner of all

work, even ones that are handwritten. All Scantron scoring sheets and flash drives/CDs should have contest name/number on them.

36  **Computer Lab Events**

Inform contestants to print as they produce a job. Proctors will deliver printouts to the contestant's workstation as they are printed.

37  **Computer Lab Events**

- Contestants should be informed to notify the Contest Administrator promptly of any problems with the equipment or if the software is not what they expected. This way, clarification of software and/or additional time may be given.
- Contestants must use the software designated for the event.

38  **Computer Lab Events**

A warning should be given when 30, 15, and five minutes are remaining. When time is called, all keying must stop. Only the document on the screen may be printed at that time.

39  **Computer Lab Events**

Printouts must be in black only. This policy pertains to those bringing their own printers. Also, contestants must use only graphics provided for the event.

40  **Computer Lab Events**

Advise students that they should notify a proctor if they experience equipment problem with the lab-provided machines. Additional testing time should be added once the issue is resolved.

41  **Computer Lab Events**

If equipment that a contestant has brought fails, that contestant may use the equipment furnished for the event for the remaining time if there is equipment available. No additional time will be given, and the contestant must use the software provided.

42  **Grading**

- The contest box will be taken to the Grading Room following testing.
- Graders should meet the Administrator in the Grading Room immediately following testing.

43  **Grading**

All grading will take place in the Grading Room. For consistency, one person must grade the same problem for all contestants. If a question comes up about the KEY, direct it to the person in charge of the grading center. Do not change the key without authorization.

44  **Grading**


The first step in grading is to check contestant materials in the packet and be sure that the contestant number is on all materials.

45  **Grading**

Scantron scoring sheets should have both contestant number and contest name on them. Place all Scantron scoring sheets in one pile to be machine scored. When grading Scantron scoring sheets, any rejected sheets must be hand scored. Unused materials should be set aside. Scantrons are to be matched back up to the contestant's materials.

46  **Grading**

Upon completion of grading, scores should be totaled and verified on grading/scoring sheets. Next transfer the student's TOTAL POINTS, TIME COMPLETED (if applicable), and RANK to the Recap Sheet. Place contestants' materials in order of rank.

47  **Grading**

All materials should be checked in with the person in charge of the grading center when complete.

48  **Grading**

- Graders should complete an Evaluation Form and submit it to the Administrator.
- All contest information and results should be kept confidential.
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