Event Supervisor Guidelines

(Adapted from Muscatel Middle School)

We have some teams with a lot of experience with invitationals and some teams where this is their first invitational, so I wanted to include some suggestions and guidelines for those supervising an event.

First off, thank you for volunteering to run and supervise an event. We cannot hold our invitational tournament without volunteers from each participating team running and supervising an event. On the morning of the invitational, please don't forget to register and pick up your team packet. Your packet has scoresheets/rank sheets and other important tournament information.

Please note that you are completely responsible for running and supervising your assigned event, including writing the event test, preparing and bringing all the necessary equipment and materials for the event, scoring the event, reporting results to the headquarters, etc.

For teams running study-type events, please submit electronic copies of your blank test and answer key in pdf format by emailing meierfram@gmail.com by 4 days before the tournament. If you a running a stations test be sure to include pictures of the specimens involved. This will allow us to gather all tests so that the collected blank tests and keys can be made available to all coaches after the awards ceremony.

To make the test that you are writing for your event as fair as possible, the test should be ORIGINAL. It should not be one that can be found online or one that was already given at an earlier competition. It should be an original test that your own team members have never seen nor taken. If you pull something off the internet, chances are that teams have seen it already. Also, it is suggested that you have a mix of very easy questions, medium questions, and very hard questions since some teams are brand new to Science Olympiad and other teams have lots of experience and training. Also, please note that there are three time blocks which means that you will test three different groups of 12 teams at three different times. Finally, for event supervisors that want to set up a station-based test, please set up a minimum of 12 stations since there are 12 teams per time block.

Also be aware as you are writing the test, of the time it will take you to grade it. The events that test at the end of the day will only have one hour to complete grading. At the same time, you don't want to make the entire test multiple choice. Consider using a separate answer sheet; that may make grading slightly easier/faster.

In order to make distribution of tests and/or score sheets back to teams as accurate as possible at the end of competition day, please make sure that teams clearly identify their team number, team name, and team member names on their tests/ score sheets. Please feel free to use the following suggested heading for all of your tests/answer sheets:

EVENT NAME
Team #: _____ Team Name: _____
Student Names: _____

It is also advisable to bring a stapler, since students like to separate the pages of the test so the partners can work on different pages simultaneously.

For teams running engineering-type events, teams will be selecting their times through the online ESUS system about 2 weeks before competition day. A schedule of teams per time slot will be included in your registration packet. Please follow this schedule. Yes,

you can add in extra teams if there is room but please test the teams that signed up online first. Please note that the engineering-type events will be run all day.

Again, please make sure that you bring everything you need to administer and run your assigned event(s). Please make sure you have enough hard copies (plus a couple of extras just in case) of your test for testing all teams for study-type events/ score sheets for construction-type events.

If you need tables or lab tables for your event, let me know. I don't have quite as many rooms with lab tables as I would like. If you need anything in your room: a projector, water, lab equipment, just let me know. A week's notice is best.

Assistant coaches, parents, and/or volunteers can run and supervise your assigned event, but please make sure they read the rules ahead of time, and check for any FAQ or Clarifications online, and administer the event following the parameters for the event. Again, for study-type events, please make sure that they are aware that there are three time blocks that they need to proctor. For the engineering-type events they will be testing devices all day.

Be sure to set aside enough time to set up prior to the start time of your event. If you need to rearrange desks for testing purposes, please return the desks and other materials to their original positions at the conclusion of your event. The room you will be using is someone's classroom so please be respectful. Thank you so much in advance.

A scoring room will be available during the day, providing adult coaches and event supervisors with a quiet place to score your events. I will try to get volunteers there to assist you in scoring multiple choice and matching sections of your test.

Please grade all tests as soon as your event ends so that you can submit the tests and results for your event to the Tournament Headquarters (Media Center). Please rank all teams. All ties need to be broken. Ties are often built into the official rules so please check your Science Olympiad rules manual. Otherwise you must designate beforehand a few questions as tie-breaker questions and the order in which they are to be applied. Please double check the score sheet before you turn it in. A good way to do this is to put the tests in rank order and then check them against the scoresheet. All graded tests and scoresheets are due by 4:00 pm in Headquarters (Media Center) so we can have the awards ceremony start on time.

When scoring, 1st place receives one point, 2nd place receives 2 points, etc. Any team that earns Participation points receives N points, the number of teams registered. Any team that is a No Show for an event receives N+1 points. Ties for Participation Points and No Shows do not need to be broken. Any team that is Disqualified receives N+2 points. If any team is disqualified, please bring it to the attention of the tournament director, Mary Meierfrankenfeld, when you turn in your score sheet.

Fairness is key. Whatever you do with your first group of testers, please do so with the rest of the teams. Be sure to treat your own team no more or less strict than other teams. As far as being strict on the engineering type events, this is your call. Most important is that you are consistent to all teams.

Please DO NOT allow parents, coaches and/or other team members into the events, unless the event is a spectator event. If any parents, coaches and/or team members are being unsportsmanlike in any way, please contact Mary Meierfrankenfeld by calling (517) 918-0463.