APPENDIX D

WRITTEN TEST INSTRUCTIONS

Check your Test Booklet and Scantron

- ✓ Do you have the right test?
- ✓ Is the pre-printed information on the Scantron correct?
- ✓ Write your competitor ID on the test booklet and tiebreaker page (if applicable) and mark your competitor division.

Write On your Scantron:

- ✓ Write the your test number on the Scantron in the appropriate "box" (area). Stray marks in the margin or edges may make your Scantron unreadable for the computer.
- ✓ On the evaluation form, please mark the event code for this event.

Testing Tips:

- ✓ You MAY write on back of pages and margins of test as scratch paper.
- ✓ Use a #2 pencil, fill in the bubble on Scantron completely that corresponds with your chosen answer. If you skip a question, be sure to skip the corresponding number on Scantron.
- ✓ If the table has a tablecloth, place your Scantron on top of the test booklet before bubbling.
- ✓ Mechanical pencils are discouraged for use on Scantron.

About Your Test:

- ✓ This is a 50-item/100-item multiple-choice test. Read each question carefully as there is only one best answer and answer every question. There is no penalty for guessing, so answer all questions.
- ✓ Select test have an essay tiebreaker or tiebreaker questions. Please print clearly. Do not remove the tiebreaker page from the test booklet.
- ✓ When you are finished, please follow the directions given to you by your event personnel for returning your test materials and completing the event evaluation.
- ✓ There will be a verbal announcement when there are 15 minutes remaining. You have 60/90/120 minutes to complete this test.

Personal Belongings:

- ✓ Under Your Chair

Cell Phone/Smart Devices & Watches

- ✓ OFF position, lying face down on the table in front of you.
- ✓ DO NOT TOUCH during testing.

Noise:

- ✓ Do not chew gum or make unnecessary noise during testing.

HELP:

- ✓ If you have personal needs once the test has begun, please raise your hand. If you must use the restroom, there is no extra time given for the completion of the test. You may remove your blazer/jacket if needed.