

Proctor Instruction Sheet for:
Chapter Conducting

Contest proctor, the Area VII FFA Association is appreciative of your service for our Area LDE Contest. Below is a list of procedures that should be followed when proctoring the contest.

- I. All proctors must sign and submit a copy of the Proctor Affidavit Form located on the third page of this document.
- II. Proctors are to uphold the integrity of the Area LDE Contest.
- III. The title of the pre-recorded video must be titled in the following format:
 - A. "Event Name, Chapter Name, District Name"
 1. Ex: "SR Chapter Conducting, Dripping Springs FFA, River District"
- IV. This _____ will be used to upload videos
 - A. You will be asked to input a phone number and email address, along with completing drop down boxes for event name and participating chapter.

INSTRUCTIONS:

- I. Prior to contest time, a camera and microphone should be set up in the competition room, which can be done with or by the ag teacher.
 - A. Please ensure that NO contest materials are out during this set up time.
- II. The camera must set up in a location where all members of the team are visible.
 - A. The ideal location would be located at the back of the room.
- III. No parliamentary procedure or FFA related materials should be posted in the classroom.
 - A. Exceptions will include animal science, plant science, Agriculture Mechanics and other curriculum based posters not related to Parliamentary Procedure, banners and awards, decorations, etc.
- IV. Station markers should be placed around the room according to the Official FFA Manual.
 - A. This job can be conducted with the help of the FFA Advisor.
- V. The problem and questions will be emailed to the proctor on November 16th at:
 - A. 10:30am for Greenhands
 - B. 12:00pm for Seniors
- VI. Do not share or discuss the content with anyone or allow the ag teacher(s) or students to view the problem at any point before the contest.
- VII. The proctor is expected to print **10** problems and place them *face down* in the presentation room at each station marker at the time of competition.
 - A. Team members are not permitted to view the problem until the proctor starts the review time period, 5 minutes for Greenhands and 3 minutes for Seniors.
 - B. No talking or communicating between team members is allowed during this time period.
- VIII. The proctor is expected to print **1** copy of the questions page provided.
- IX. The proctor will allow the students to enter the room - please display the time on your phone to the video camera immediately before the team enters the room.

- A. The proctor is to video the team entering the room, studying the problem, opening ceremonies, reports, working the business, closing ceremonies, answering the questions and exiting the room.
- X. Once the team members have found their seat, the proctor will cue them to begin studying the problem by using the following verbal commands:
 - A. Greenhand Chapter Conducting- "**You now have 5 minutes to study the problem, your time starts now.**" Please start the timer.
 - B. Senior Chapter Conducting- "**You now have 3 minutes to study the problem, your time starts now.**" Please start the timer.
 - 1. The proctor is to keep track of the time in which the team studies the problem. Once the time is up, the proctor will announce:
 - a) "**Your time is up, you may begin.**"
- XI. While students study the problem, participate in ceremonies or conduct business, team members are not allowed to discuss the happenings of the problem or signal for a member to participate.
- XII. Once the team has completed the closing ceremonies, the team should be seated and the proctor will begin the question process.
 - A. The proctor will ask questions in the following order:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
 - 5. Reporter
 - 6. Sentinel
 - 7. Member #1 if applicable, otherwise, repeat the order above, starting with the President.
 - 8. Member # 2 if applicable, otherwise, repeat the order above
 - 9. Member # 3 if applicable, otherwise, repeat the order above
 - 10. President or continue to repeat the order above
- XIII. The proctor is allowed to repeat the question upon request.
- XIV. Once all questions have been asked and answered, please allow the team to exit the room and then the video may be stopped.
 - A. Please display the time on your phone to the video camera before shutting off
- XV. The proctor is expected to upload the video in its entirety to the link provided immediately upon completion.

**AREA VII FFA LEADERSHIP DEVELOPMENT EVENT
ONLINE RECORDING PROCTOR AFFIDAVIT**

I, _____ hereby certify that _____
Administrator/ Proctor Name *FFA Chapter Name*
completed the Area VII FFA Chapter Conducting event online video submission in **one** take,
according to the rules and procedures outlined prior to the event. I observed nothing that could
be considered cheating or unethical during the presentation. The recording submitted is an
accurate representation of the presentation I personally witnessed.

Administrator/ Proctor Signature

Date

Administrator / Proctor Title

Administrator / Proctor Phone Number

Administrator/ Proctor Name (Printed)

Administrator/ Proctor Email Address

Greenhand or Senior Division (if applicable)

Contest Name

**Scan and email this form to CONTEST CONTACT
DUE NOVEMBER**