

Proctor Guidelines 2026

1. Be an active proctor.
Your presence will deter most potential infractions.
2. Be sure to LOOK at the papers the runner gives you IMMEDIATELY and make sure they are ALL the correct round.
3. If you need anything or have any questions, raise your hand.
4. Do not work problems or read.
5. Clipboards need not be parallel with the floor, but should be resting on student legs.
6. NO translators and NO calculators allowed during any round.
7. When passing out questions, be sure to place every sheet face down on each student's clipboard.
8. When time stops, pencils are down and questions are **held up to be** collected.
9. Headphones, hats, card games, phone games, etc. are prohibited except during break times.
10. Please know who you are paired with for the day and wait for them before leaving your station.

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