

### ***Instructions for Divisional Head Proctors***

- Use the Pairings report, provided the morning of the meet, to determine if you have all the proctors assigned to you.
- Notify the Head Proctor if you are missing any proctor.
- Be sure each proctor meets the proctor they are paired with.
- The general expectation is that Proctor A will cover rounds 1 and 2, Proctor B will cover rounds 3 and 4, Proctor A will cover rounds 5 and 6, BOTH proctors will cover the Relay Rounds, and Proctor B will cover the team rounds.
- Pass out the Proctor Guidelines and go over them with your group.
- Emphasize that the proctors will pass out the problems to each student, placing them face down.
- The expectation at the end of the round is that the students will hold their papers up when time is called so they can be easily collected.
- Emphasize the following:
  - PAPER CLIP THE TEAM PAPERS TOGETHER. DO NOT MIX THE TEAMS.
  - During the relay, make sure that the seat A question goes to the student at the front, followed by B, C, D, and E. MAKE CERTAIN YOU FOLLOW THE READER'S INSTRUCTIONS ON WHICH COLOR GOES WITH WHICH SIDE. Place the answer sheet at the back by seat E. You will collect those at the front after time is called and the sheet is passed forward.
- Divisional Head Proctors should notify the Head Proctor of any issues.