



## NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS

### ADMINISTRATION OF THE LOCAL CONTEST

Before the test date, you may consider recruiting help from surveying students at the local technical college, or from other interested surveyors, who may be considering starting a Trig-Star program at another school in the future.

1. Secure a stop watch for timing the contestants.
2. Obtain the help of additional proctors as needed to assist you in timing the contestants as they complete the exam questions. (Larger groups of contestants may require 2 to 3 proctors.)
3. Remind the teachers and students that use of pre-programmed calculators is prohibited.
4. Seat all contestants and pass out the test while instructing the contestants NOT to open the test materials until told to do so.
5. Have the contestants fill in the questions on the test cover sheet.
6. Read aloud the instructions given on the test cover sheet.
7. Instruct the contestants to turn in their test materials when finished since the winner will be determined on the highest score with the lowest time as a tiebreaker.
8. Instruct the contestants that finish early to sit quietly until all others are finished or until the end of the hour. Or you may instruct them to leave quietly when finished. Plan ahead with the high school teacher as to their preference on this matter.
9. Instruct the contestants to open the test materials, print their name in the space provided on the first page and begin.
10. Start the stop watch.
11. As the contestants finish they will raise both hands (special arrangements for those who are physically disabled may need to be made), record their time to the nearest second on the test cover sheet and collect the test.
12. After 60 minutes, collect all tests that have not been turned in and record a time of 60 minutes on them.

## ADMINISTRATION OF THE LOCAL CONTEST - CONTINUED

If you are giving the exam by yourself, you may find it easier to take all the exams home and score them at a later time. If there are two or more of you giving the exam, while one person is keeping the official time (collecting completed exams and marking the times on them); the other person could be scoring the exams.

The highest score determines the Trig-Star winner. If there are two or more students with the same score, the shortest time of the group determines the winner.

Students naturally want to know how they did on the exam, even if they didn't come out on top. Obviously, for the security of the exam, you cannot give copies of the exams back to the students, but the teacher is free to go over the test with the class.

If you give a score sheet to the teacher, let them know about your scoring policy.

If purchased, have the Trig-Star plaque engraved with the winning student's name, high school name and year of the award. Also, include the sponsor's name on the plaque.

Another nice touch is to prepare certificates of participation for all the contestants. A blank certificate is provided with the Trig-Star test packet and on the NSPS ([www.trig-star.info](http://www.trig-star.info)) web site. You can copy it onto certificate paper and add the participating student's names. Plan on returning to the high school for a Trig-Star award presentation. Make the presentation during the Trig-Star winner's math class if possible, or if the school has a spring semester award ceremony you may find this to be a good time to honor the Trig-Star winner.

Award the plaque and prize to the winner and give honorable mention recognition to those students who participated.

Prepare the news release form and submit it to the local newspaper for publication.