



General Proctoring Guidelines Physics Unlimited Premier Competition 2019

Please note that for points not outlined here you may follow reasonable standard procedures for proctoring already in use at the educational institution; these are the most general, necessary guidelines for proctors to follow when overseeing the Physics Unlimited Premier Competition.

- **Checking in** (this step should be done by the local head administrator(s) and not anyone involved with judging):
 - Please check in all the students who arrive to the site and compare it with the registration record collected previously via the appropriate online registration. **Please be sure to give them a printed-out copy of the Certificate of Participation and write in their full name onto the blank line on the page.** Site-specific rules regarding verifying identity apply to this process.
 - **“Blind grading”**: please be sure to give each student a copy of the examination problem packet and supply them with blank workbooks or a sufficient amount of blank paper, and **write on the problem packet the ID number associated with their registration.** The list of these numbers should be kept confidential with the head administrator and not shared with those individuals who will serve as judges. We practice a policy of “blind grading” to ensure an unbiased, fair process towards all competitors. **Please tell all the students to write their ID number (NOT their name) on EACH page of their work before submitting it.**
- **New for 2019:** after handing out the exam packets but **before** the exam, please allocate **5 minutes** for students to answer a short questionnaire on the **last page of the packets** for educational research purposes and **collect it separately from the packets** (they should tear it out). Make sure their Competitor ID (Exam Code) is on that page.
- Please be sure to write the appropriate exam details on the board, **including any information found in a separate addendum file (if supplied)**. The two most important, permanent pieces of information are the following:
 - Total exam time: 90 minutes
 - No external resources of any kind are allowed, except for a simple (non-graphing) calculator.
- Please refrain from providing information that may hint at an answer if students ask about any particular question.
- **Bathroom policy**: if a student must go to the bathroom during the allotted time, it is recommended that before they leave the room they be asked to leave any electronic device in their possession with the proctor, to be promptly returned to them after the exam is over.
- Please be sure to keep track of time and give at least a 5-minute warning towards the ends of the competition. Please collect the works as soon as the time allocated to the competition ends. You may allow some reasonable discretion with regard to enforcing the time limit, such as allowing to finish a sentence.
- Please collect **both** the examination book and the solution workbook from the students, ensuring that the ID number you wrote on the exam matches the ID found on their work (on each page if loose pages were stapled together; if it was a bound workbook without loose pages, the ID must be written at least once next to the beginning of their solution to **every** question number).
- **Critical:** please do **NOT** provide or discuss the solutions to any question to the students after the examination!! This is an internationally hosted event, and all sites must complete the event and judge the works before any such information is made public.
- Please pass on the works to the judges, without supplying any personally identifying information of competitors to them. When the judges complete the grading of works and return the results, the head administrator should match the IDs with the competitors’ names in the registration spreadsheet. Finally, please scan and return graded works to Physics Unlimited.

Thank you for your cooperation!