Checklist for Science Olympiad Event Supervisors (ES)

ES Name: _____   ES's: Bring this to Scoring Room

Event Name: _____   DIVISION: _____

☑ YES	☑ NO	**Score Counselor Name** _____	**Score Counselor Verify**
☐	☐	Did you EXPLAIN how raw score ranking is derived (as high score, low score, or shortest time)?	2 ☐
☐	☐	ALL TIES are broken, when appropriate. *In "Rank in the Tie" (on scoring form) enter 1 for winner, 2 for 2nd place in the tie, 3 for 3rd place in the tie, etc.*	3 ☐
☐	☐	Method for breaking ties is explained on **Scoring Sheet** or answer key.	4 ☐
☐	☐	Were there any DISQUALIFIED TEAMS? And if so, did you TELL the team that they were disqualified.	5 ☐
☐	☐	Does each disqualified team have a detailed explanation?	6 ☐
☐	☐	Did you VERIFY scores for NO SHOWS – each should have appropriate rank? If you have NO SHOWS, did you verify this on the Event Sign In Sheet?	7 ☐
☐	☐	Are the EVENT RAW SCORES transferred properly onto **Score Sheet**?	10 ☐
☐	☐	Does the RANKING correspond to the raw scores?	9 ☐
☐	☐	Did you collect all worksheets, answer sheets, tests, and student answer sheets and placed in Rank Order, with FIRST PLACE on top?	1 ☐
☐	☐	Will you be prepared to READ ALOUD to the Score Counselor the following information from student work: TEAM NUMBER, RAW SCORE, RANK	
		Did you have the Event Supervisor READ ALOUD to you the following information from student work: TEAM NUMBER, RAW SCORE, RANK	8 ☐
☐	☐	**VERIFY TEAM ID # AND TEAM NAME for 3rd, 2nd, & 1st places on all forms. Are they legible?**	12 ☐
☐	☐	Did you SIGN the SCORE SHEET?	13 ☐
☐	☐	Did you use the ELECTRONIC version of EXCEL? (If you did the paper copy of the form select NO.) – *if yes, email to mike@floridascienceolympiad.org*	14 ☐
☐	☐	Did you verify that the room is clean and returned to its original condition and is ready for the teachers and classes on Monday?	15 ☐
☐	☐	Write your cell phone or contact number here:	16 ☐

Score Counselor: Did you:

☐ Collect all paper work in RANK order

☐ Have ES READ ALOUD and VERIFY all information above *(When this is skipped, we see the most errors in score verification. This must not be skipped!)*

11 ☐ VERIFY that scores were tabulated correctly by randomly selecting several worksheets?

☐ Make corrections to any errors and verify that the scoring sheets have been adjusted.

Score Counselor: Please INITIAL: _____

At the end of the day, collect the following items for your event:

- ❑ Score Sheets for each team, placed in order by RANK (1, 2, 3, etc)
- ❑ ALL blank tests & question sheets
- ❑ Answer Key
- ❑ Event Door Sign
- ❑ All materials placed in event supply box and put near door.
- ❑ Miscellaneous items such as lost & found
- ❑ INITIAL "Student Check-in completed" on SCORE SUMMARY SHEET.

MY SIGNATURE BELOW INDICATES THAT ALL OF THE ABOVE HAVE BEEN COLLECTED AND RETURNED TO PROPER LOCATIONS. ANY SPILLS OR CLEANUPS HAVE BEEN REPORTED. MY EVENT ROOM HAS BEEN RETURNED ITS PROPER CONDITION. ANY PROBLEMS HAVE BEEN REPORTED TO A TOURNAMENT DIRECTOR. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO GET ALL NECESSARY SIGNATURES TO EARN CAS OR SERVICE HOURS.

AUTHORIZED SIGNATURE, Event Helper