Job Description: CE Testing Lieutenant

Important Pre Planning for SLC
➔ Event Personnel Orientation (All Lieutenants will meet via ZOOM with Director and CE Staff to discuss strategies before conference) TBD
➔ Monitor Google sheet for chapter event personnel (On going)
➔ Once space has been determined, Director and CE staff will design a map of the testing space with specifics for check-in, testing, check-out etc. Review map
➔ At SLC CE headquarters will be open on Wednesday for questions, any prep needed, and setup before the start of the testing on Thursday.

At the Conference
Prior to the start of testing
➔ Lt.'s will make sure testing room is set to specifications with signage and taping (a map of the room space with tables and stations predesigned)
➔ Lt.'s will make sure laptops are charged, calculators are charged, and any required supplies are in testing room.
➔ Lt.'s will make sure testing booklets are set up with signage
➔ Lt.'s will make sure scantrons are in alpha order from TABS
➔ Lt.'s will orient the first shift in the testing roles/responsibilities then these personnel will train the next shift (see below)

Testing Event Personnel Responsibilities Overview

Line Monitor/Runner: (Same LT. as Check Out Monitor)
● Keep line organized and moving
● Take ID/Nametag from student
● Ask students which test they are taking
● Send student to check-in table number (any table that is available)
● Collect Scantron and Test Booklet - NOTE; MEDICAL MATH HAS TWO PAGES
● Bring collected items to table number you sent students to.

Check In Monitor LT: (training of personnel)
● Verify ID
● Check in students with laptop on Google sheet
● Write current **START TIME** on Scantron
● Write test booklet number on Scantron
● Give Scantron and test booklet to students
● Give student calculator (if needed)
● Remind students to write their tiebreaker on the back of the Scantron if warranted
● Send student to proctor-designated testing area

Proctor LT. (training of personnel)
(CHECK-IN PROCTOR)
- Verify that the test Scantron has the start time
- Seat students in alternate aisles/rows
- Tell students that cell phones must be off, face down
- No smart watches or other devices may be out

(CHECK OUT PROCTOR)
- Write current **END TIME** on test
- Send students to check-out station

Check Out Monitor LT.: DROP AND GO SYSTEM (training of personnel)
(COLLECTORS)
- Collect Scantrons making sure there is **start and end time**
- Collect test books making sure the student has signed the front of the test booklet
- Collect calculators
- Flag for overtime, violations that will be noted on the post-testing summary sheet (highlight)
- Note any dress code violations that will be noted on the post-testing summary sheet

(SORTERS)
- Place test booklets in boxes-
    - Only the following test booklets must be kept in numerical order in the boxes- Medical Math, Math for Health Careers, Medical Terminology, Dental Terminology, ATC- Math for Health Professionals, ATC- General Chemistry, ATC- Physics for tie breakers
- Place Scantrons in folders facing the same way
- RETURNING TO TABS in folder
    - Post Testing Summary Form on top
    - Followed by add-ons (handwritten scantrons) wrapped in green colored paper
    - Followed by soiled scantrons marked with an X wrapped in red colored paper
    - And finally preprinted scantrons at the bottom

During testing
- ➔ Director and Lt.'s will monitor the flow of testing
- ➔ Director will be at help desk to answer questions and put out fires (students not on the Google list to test, no scantron printed,)
- ➔ Director and Lt.'s support all personnel

After testing
- Director and Lt.'s make sure all materials are delivered back to CE Headquarters or TABS
- Director and Lt.'s Complete the post-testing summary sheet for each testing event
- Director debrief with the CE Team.