

2019 NAPTA Troubleshooting Skills Competition Qualifying Round Proctor Requirements and Responsibilities

To the Proctor: Please print, sign, scan, and return this form by email to troubleshooting@naptaonline.org no later than close of business on Monday, February 18, 2019.

Proctor Name: _____

School/Organization Name: _____

Email address: _____ Best contact number: _____

Team name: _____ Competition date: _____

As a proctor, you must:

1. Have access to a computer lab after hours or weekends, as required by a team's Qualifying Round date/time.
2. Not be associated in any way with the college PTEC program.
3. Work for the college or be an industry partner of the program (if the team is using an off-campus computer lab).
4. Be comfortable using browsers, printing, and navigating through a Learning Management System (VTA Learner from RISC, Inc.); you will be provided with a Getting Started Guide for the LMS as part of the materials delivered to you by email one week prior to the team's designated Qualifying Round date.
5. Commit around 8-10 hours of time to this effort.
 - a. 4-6 hours accessing, printing, and reviewing the scenarios from the designated LMS (Note: these materials are NOT to be distributed to the team until the Qualifying Round date and appropriate time, corresponding to when each scenario test is started on the LMS).
 - b. At least 3 hours proctoring a team's Qualifying Round (three scenarios totaling an hour and 45 minutes, two 15 minute breaks, and any required lab setup/cleanup). This is based on one team; plan on spending this time for each team you are proctoring.
6. Be available on the team's selected Qualifying Round date/time.

I affirm to keep all materials related to the competition securely in my possession (such as login credentials and printed copies of the troubleshooting scenarios).

I will print and review the required troubleshooting scenario materials using a **color printer** no later than four days prior to the team's Qualifying Round date (specific details will be provided in the information packet emailed to you one week prior to the date). I will **collect** the printed materials and **destroy** them once they are no longer needed.

I will follow and enforce all rules stated in the Qualifying Round information packet.

Signature: _____ Date: _____