



TRIG-STAR

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. Contact your local state surveyors' association for assistance.

1. Secure a timer (stop watch, phone, etc.) 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.) Teachers usually can fill this role.
3. Calculators are permitted for testing. However, programmable calculators are banned from being used, and Graphing calculators are considered to be programmable calculators. Programmable calculators are only allowed if they are administered by the school and the teacher has verified that the programs have been cleared prior to testing.
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 timer.
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.

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.

The following order forms can be found under Resources at trig-star.com

- Trig-Star plaques are available but will have to be engraved with the winning student's name, high school name and year of the award. You can include the sponsors name on the plaque.
- A certificate of participation
- 1st, 2nd and 3rd Place Participation Medals
- Sample Press Release