

Merced County Academic Pentathlon
Scrimmage Proctor Release Form

Name of District and School: _____

Schools included (if District Scrimmage): _____

Coach or Main Contact Name and Email: _____

Proctor Name: _____

Proctor's Position/Title held: _____

Contact Information:

Phone Number: _____

*Secure Email Address: _____

**Tests will be sent to this address and must be received by no one other than the Proctor.*

Location of Testing: _____

(School Site Name, Room #, Library, etc.)

Date and Time of Testing: _____

The signature below indicates acknowledgment of the following:

- The Proctor is NOT the Academic Pentathlon Coach.
- The Scrimmage Tests are confidential testing documents.
- After the Proctor receives the tests, secure copies need to be reproduced for each participating team member (Alternates can be included).
- The Scrimmage Test must be completed by **Friday, March 8, 2024**.
- Proctor must supervise the taking of the tests.
- The Proctor must correct the tests and inform the coach of the results.
- After the students and coaches have reviewed the results, it is the responsibility of the proctor to discard and destroy the tests and answer sheets. No copies of these tests or answer sheets can be given to anyone—coaches, students, or administrators—to keep. Immediately after the tests have been taken, scored, and reviewed, you are to destroy/discard the tests in such a manner that they cannot be retrieved.

Signature of Essay Proctor: _____

Printed Name: _____

Please submit this Form by Monday March 1st in order to receive scrimmage tests and challenge key, instructions, logins Submit to Stacie Arancibia • Events and Community Engagement • sarancibia@mcoe.org. For questions or issues please call 209-381-5910 or 209-381-6608.

Merced County Academic Pentathlon – 2024
Official Test Proctor Release Form

Name of District or School: _____

Coach or Main Contact Name and Email: _____

Proctor Name: _____

Proctor's Position/Title held: _____

Contact Information:

Phone Number: _____

*Secure Email Address: _____

**Challenge Keys will be sent to this address and must be received by no one other than the Proctor.*

Location of Testing: _____

(School Site Name, Room #, Library, etc.)

Date of Testing: April 16, 2024

Time of Testing: 9AM – 12:15PM

The signature below indicates acknowledgment of the following:

- The Proctor is NOT the Academic Pentathlon Coach.
- The Tests are confidential testing documents.
- After the Proctor receives the challenge key codes and logins, they should remain private.
- Instructions will be provided for an online testing
- The Practice Test must be completed between **Monday, April 8th and Friday, April 12th**
- The Official Test must be completed **on Tuesday, April 16, 2024 between 9AM-12:15PM**
- Proctor must supervise the taking of the tests.
- The Proctor will notify MCOE of test completion by completing the test certification form.
- It is the responsibility of the proctor to discard and destroy the any scratch paper or notes. No copies of tests can be given to anyone—coaches, students, or administrators—to keep. Immediately after the tests have been taken, you are to destroy/discard all materials in such a manner that they cannot be retrieved

Signature of Proctor: _____

Printed Name: _____

Please submit this form by Monday, March 1st in order to receive test challenge keys, instructions and logins. Submit to Stacie Arancibia • Events and Community Engagement • sarancibia@mcoe.org. For questions or issues please call 209-381-5910 or 209-381-6608.