Orange County Department of Education
Educational and Student Services Division

Orange County Academic Decathlon

Proctor Affidavit – Online Testing

STEFAN BEAN, Ed.D.
County Superintendent of Schools

I will serve as the Proctor for the administration of the Orange County Academic Decathlon *scrimmage and essay* tests for the high school listed below. I agree to administer and monitor the tests according to the rules and procedures below and according to the test directions provided by the Orange County Department of Education (OCDE).

1. I will not divulge the contents of the tests/answers or give copies of the tests/answers to any other person, school, group, or agency.
2. I will not take photographs, record test questions, or keep any printed or electronic copies of the tests or test materials.
3. I will store all test materials in a locked/secure location before and after testing.
4. I will ensure the testing room is secure and will not allow other people in the testing room.
5. I will ensure all Decathletes from the school take each test at the same time and will not allow Decathletes who are absent to make up the test later. In the case of a student emergency, I will contact OCDE staff.
6. I will not allow Decathletes to have personal items (e.g. backpacks, calculators, purses, cell phones, smart watches, or other smart/electronic devices) at their desk during testing. I understand that the only items Decathletes may have at their desks are a pencil and one sheet of blank scratch paper.
7. I will administer and monitor the tests according to this affidavit and the test directions I am provided.
8. I will supervise the Decathletes during each test to ensure they are not viewing the screens of other students, copying answers, or using aides of any kind (United States Academic Decathlon Resource Guides, notes, other study materials, etc.).
9. If Decathletes are caught using aides or cheating (including using computers for purposes beyond taking the test), I will immediately report the incident to OCDE staff.
10. I will report any unusual incidents, including Decathletes who did not complete the test(s), to OCDE staff by the end of the testing day.
11. I will not allow Decathletes to take photographs, record test questions, or keep any printed or electronic copies of the test materials.
12. I will not permit Decathletes or any other personnel to remove test materials from the testing room.
13. I will collect all scratch paper before excusing Decathletes from the testing room.
14. I will shred all test materials (including scratch paper) once testing is complete.

I certify that I will follow the proctor guidelines listed above while administering the Orange County Academic Decathlon *scrimmage and essay* tests, which are official tests of the United States Academic Decathlon. I will perform these duties in a manner consistent with the highest standards of honesty and integrity. I understand and agree that in the case of any questionable conduct, test results may be disqualified.

School: _____ Proctor Name: _____

Proctor Title: _____ Proctor Email: _____

Proctor Signature: _____ Date: _____

If a coach is proctoring on behalf of their team, the name of the additional non-coach who will be observing the essay test as required by USAD: _____

Email of Observer: _____

Time your team will start the essay test on January 13, 2027 (must start between 7:00 a.m. – 4:30 p.m.): _____