**THEORY TEST MONITOR DUTIES**

* Arrive 30 minutes prior to testing so you can locate your room, arrange the chairs so that no one is able to see the keyboard, erase the blackboards and be ready to meet the students at the door 15 min. prior to testing.
* As the children enter, make certain that no one brings in anything other than pencils and eraser. They are not allowed to bring their own scratch paper. Scratch paper is not automatically given to grades 1,2,or 3. However, you must offer & give it to any children who request it.
* Time limits: Grades 1-8 2 hours including ear training

 Grades 9-12 3 hours including ear training

* The only people allowed in the test room are the theory chairman, monitors, and students.
* Announce the test level and take roll. Only students listed on the roll will be allowed to take the test.
* **There are no exceptions.** If a student is present whose name is not on the list, it is possible that the student has been enrolled to take the test on a lower grade level, or the child could be lost. Instruct the student to put their **actual grade** level in school on the test, though they might be testing at (a) lower grades(s).**Check at the desk if any inconsistencies are evident-do not assume the problem will be solved later.**
* Hand out the test and scratch paper. It is not necessary to take up scratch paper when students are finished with their test.
* Before the test begins, students must write the following information:
1. Print name on **each** page
2. School grade, not testing level. ( 2 points will be subtracted if this is omitted.)
3. Place the BMTA ID code "BLB"
4. Students registered in SA in other association, should use the other association's ID code.

**It is very helpful to the children if this information is put on the board.**

* Monitors must read the questions aloud to grades 1-2. Many children are capable of reading on their own, but you may decide to keep the group together. One teacher should do the reading, while others circulate and make sure children are on the correct question. **Don't rush them!**
* Students may raise hands to ask questions. It is allowable to clarify the question, but not to assist with the answer. Monitor should answer the student's question aloud so that other students taking the same grade level test may receive equal benefit of the answer as the student asking the question.
* Do the ear training as indicated in your packet. DO NOT PLAY THE EXAMPLE TOO FAST!
* Circulate & observe the room during the test. Remind students to keep their eyes on their work and to use scratch paper to cover their answers.

* Make sure the younger children are on the correct question.
* Students should not be unnecessarily rushed. If it is time for the next test to begin, and someone is not finished, one of the monitors should accompany tht student to a practice room so they can finish the test. They must be given the full time.
* Remind children to double check their answers BEFORE they turn in the test. If you notice any unanswered questions or anything wrong, remind them again to double check their work and be certain they've answered all the questions. DOUBLE CHECK TO SEE THAT NAMES ARE WRITTEN ON ALL REQUIRED PAGES.
* As students finish the tests, alphabetize them. Do not allow anyone to leave the test room with a test in hand!!!!!
* Check again to make sure that the student's name, school grade, and ID code BLB are on the test.
* Turn in all tests, ear training keys and the checked roll to the information desk.