

PROCTOR INFORMATION GUIDE

Secondary

Skills/Compétences Canada (SCC) is happy to welcome proctors to our Skills Canada National Competition (SCNC) virtual secondary competition. We thank all proctors for your participation and support.

Below is all the information you will need in preparation for the competition. We encourage proctors to review this information prior to the proctor orientation.

Proctors must review the competitor and host facility guides as well since the information included in both documents is relevant to proctors. We've added additional proctor information below.

This document is subject to changes or additions until the competition, please review as needed. Changes and additions will be clearly marked.

1. PROCTOR DESCRIPTION

As mentioned in the competitor guide, on your skill page, on our website you can view your proctor description document which includes your job description for the competition.

As a reminder, the purpose of the proctor is to monitor the virtual competition, provide accountability, ensure fairness, and flag suspicious events and intervene when necessary. Active intervention ensures cheating is stopped or prevented. A proctor should not in any way help, assist or give advantage to a competitor.

2. DOCUMENT SHARING

As mentioned in the competitor guide, Google Classroom will be used for document sharing.

3. PROCTOR CHECKLISTS

SCC and the NTC has created assignments in Google classroom so proctors and competitors may track documents that will need to be submitted during the competition. These assignments will need to be 'turned in' once added to your



classroom. The NTC will be able to monitor your turned in assignments and let you know if any are not submitted on time.

4. ASSESSMENT

Assessment will be conducted by the NTC with the help of the Proctors. Pictures and Videos might be necessary for the NTC to be able to finalize assessment. If that is the case for your skill area, this information will be shared in advance with proctors during the proctor orientation and in Google classroom. Submission of these pictures and videos will be done by using Google Classroom.

In some cases, proctors will require to attend additional assessment sessions with the NTC. These sessions could be held at the end of the competition day or on a separate day. If this is required for your skill, it will be shared with proctors during the proctor orientation.

5. PROCTOR ORIENTATION

The proctor orientation will be held live on Goggle Meets and is mandatory for all proctors. The proctor orientation is an excellent way for you to meet the NTC members and confirm you have the material and equipment needed for the competition. Please see your schedule for the date and time. The Google Meets link will be provided to you in your welcome email.

6. SCNC 2022 SOUVENIR COLLARED SHIRT ORDER PROCESS

Each Proctor will be sent a souvenir t-shirt and swag bag. Your respective Member Organization is responsible for ordering. Please make sure you have given them the information below:

- First Name
- Last Name
- Email address
- Phone number
- Mailing address (Please do not use a PO box as t-shirts cannot be shipped to PO boxes)
- Select men's or a ladies t-shirt
- Your t-shirt size. (We will not be able to replace your t-shirt if the wrong size is ordered.)

