

# **Proctor Document for Provincial Public Speaking 2021**

## **Virtual Competition**

### **Important Dates:**

April 7<sup>th</sup>, 4pm - last day for speech pdf submission.

April 9<sup>th</sup>, 4pm - last day for recorded speech submission.

Week of April 12 – 16<sup>th</sup>, week of impromptu speeches.

#### **1. The proctor's role**

- a. The proctor, if possible, is independent of the student and their preparation for the speech competition.
- b. The proctor will abide by and ensure the following of the rules and regulations within this document and the competition scope.
- c. The proctor will be the person who starts the recording and who stops the recording.
- d. The proctor will be the person who communicates with the Public Speaking Chair.  
(gyong@sd38.bc.ca)

#### **2. Impromptu Speech**

- a. Order of presentations will be determined through a random selection process. Each competitor and proctor will be given the date and time for the impromptu presentation.
- b. The proctor will be the timekeeper for the student's speech preparation (2 min)
- c. The proctor will be the timekeeper for the student's speech. The proctor will have cue cards ready for holding up. The proctor will hold up timecards at the 2 minute, 1 minute, and 15

second points to indicate time remaining during response. This is the only time cue cards are used during the competition.

d. The judges will type the questions for the student in the chat. The Proctor will read each question as written. It can be repeated once.

e. The judges will speak with the competitor after the speech and the questions have been completed.

f. Zoom will be the virtual medium used for this section.

g. Please sign this below to show that you have read and accept this document and the rules and expectations within it.

### 3. Recording of the prepared speech

The proctor for the event on site will set aside a room with the technology to link the competitor with the judges. The proctor will be responsible for ensuring that all the rules and time frames are followed.

a. The proctor will have all the equipment set up before the competitor enters the room. The student may have 5 minutes to become comfortable with the setting.

b. There is only one take allowed for the speech. Please ensure the competitor understands this.

c. The proctor will give the student a 30 second warning to be in place and a 5 second warning before turning on the recording equipment or Zoom.

d. Any piece of recording equipment may be used for the long speech as long as there is no special playback app, program needed. Please check with the Public Speaking chair If you are unsure.

e. Please leave recording running for about 3 seconds after speech ends.

f. DO NOT, under any circumstances, show the recording to the competitor.

g. The proctor must send the recording right after the speech has ended. Send by email to [gyong@sd38.bc.ca](mailto:gyong@sd38.bc.ca) Please ensure that the competitor's name, speech title, and the proctor name are in the Subject line. Please be sure to include a screen shot of the time stamp submission time if you are using google to record.

#### 4. Written speech

- a. The proctor will ensure that the written copy of the speech is sent at least 2 days BEFORE the scheduled recording of the speech. (See deadlines at top of the page)
- b. Please ensure that there is a title page with a speech title, the competitor's name, the date, and the proctor's name.

#### 4. Audience

- a. There may be an audience, but they must be silent and out of camera view.
- b. There may not be any prompting from the audience members in any form.
- c. The audience may not come and/or go during the speech.

X \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_