BC 2D3D Animation Proctor Tasks

Before the competition begins, a proctor must go through the following:

1. The proctor must review the competition scope document and watch the orientation video before the competition date.

    a. Must send an email to confirm or ask the tech chair for any clarification about the scope or video.
    b. The tech chair will respond with a team number and the check-in sheet that the competitors must go by for the duration of the competition.
    c. The proctor must check-in via the **2D/3D BC Provincials Proctor Check-In** and fill in the school and email information portion.

2. Aid the students in the setup of computer/devices/software needed prior to competition.

3. USBs must be checked to ensure they are empty (For the 3D animation competition, only the two, 3D rigs that have been approved by the tech chair in advance are allowed. Competitors must show to the proctor the email proof from the tech chair that the rigs were received and usable).

4. Be familiar with the google chat rooms for "Proctors."

Tasks during competition:

1. The proctor will share the orientation video on the day of the competition prior to the start of the competition with the competitors.

2. The proctor must always supervise the competition.

3. There will be a 30-minute lunch break, up to the proctor's decision of when. During this time, all competitors must stop working and head for lunch. At the end of the lunch break, everyone must return at the same time.

4. For any IT or computer-related technicalities such as a power outage, equipment burn out, etc, proctors must try to assist to ensure competition runs smoothly.

5. As the end of the competition nears, the proctor must remind the competitors that all submissions must be submitted by **2:30pm**. Any submission received after 2:30pm is subject to a deduction of 1 point for each minute passed.