

## 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 and ask the tech chair for any clarification via email.
2. The proctor must send an email stating to the tech chair to ensure a proctor is assigned as well as the email addresses the competitor's will be using to submit their animations. The tech chair will respond with a team number that the competitors must go by for the duration of the competition and their final animation and give access to the submission folder via OneDrive.
3. Aid the students in the setup of computer/devices/software needed prior to competition.
4. 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 you the email proof from the tech chair that it is received and usable).

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 only a 35-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 will minus 1 point for each minute.

## **Proctor Identification and Attestation of Bona Fide Competitors**

I attest that the work of these competitors submitted today was in accordance with the rules posted in the proctor description document.

Location: \_\_\_\_\_

Competition: \_\_\_\_\_

Day and Date: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

Proctor Email: \_\_\_\_\_

Please complete this document.

Submit to the Tech Chair by email at this address:

Tammy.Sarbazzadeh@burnabyschools.ca