

COUNTY SUPERINTENDENT/DESIGNEE ASSIGNMENT SHEET

1. Registration - **2 people** - Assist in registration: Respond to people's questions.
Time (15 minutes before registration until 15 minutes after registration closes)

2. Monitoring Chairpersons - **2 people** - Responsible for arranging materials on tables on one side; ensuring that correct materials are taken by monitors, arranging completed materials in order; taking them to correcting room.

3. Monitors - **10 people** - Responsible for students seated at four tables: pencils sharpened, questions answered, etc.

*****PLEASE SIGN-UP AND RETURN WITH REGISTRATION FORMS**

4. Correcting Chairpersons - **2 people** - Responsible for setting up; ensuring that all papers are corrected three times; etc.

5. Correctors - **15 people** - Responsible for correcting, tallying and initialing each sheet.

6. Appeals Committee Co-Chair - **2 people** - Responsible for addressing appeals from parents, teachers, county superintendents/coordinators, etc.

Michael H. Gunsch, NDSPE
