

# Event Supervisor checklist

## Montana Science Olympiad (MTSO)

If you're reading this checklist, it means you have already connected with the Science Olympiad staff and are officially registered as an event supervisor, including filling out our registration form to share how many volunteers you need, what supplies you need, and whether you need a special room. If you HAVE NOT, please contact [mtscioly@montana.edu](mailto:mtscioly@montana.edu)

### Documents you will need

1. \_\_\_\_ [Download the rules manuals](#) for Division B (middle school) or Division C (high school) -- or both, if you are running both divisions. Make sure you are downloading THIS YEAR's manual(s).
2. \_\_\_\_ Check the [Rules Clarification page](#) to see whether there have been any clarifications or edits to the rules since the manual was printed. These can change or be updated any time up through the tournament, so check back more than once. <https://www.soinc.org/events/rules-clarifications>. Southern California SciOly has set up a cool system where you can be notified if anything is posted nationally! <https://socalscioly.org/?tab=resources&page=rulesUpdates>
3. \_\_\_\_ Look at the [Events Logistics Resource](#) to help you know how to set up the room and prepare for the event, including how many volunteers you may need and how much prep time to expect. The MTSO office can take care of the set up and supplies for you, but we count on our event supervisors to tell us what is needed.

### Reading the rules

4. \_\_\_\_ **Read the rules for your contest very carefully.** This is exactly what the student competitors are reading to prepare for their contest.
  - \_\_\_\_ **Be sure you are reading the right age level** (B is middle school and C is high school; a contest can have the same name in both divisions, but the rules may vary).

- \_\_\_\_ **Use instructions for a live (traditional) tournament.** The rules manual may also have variations for a virtual, satellite or mini tournament. Unless instructed otherwise, *do not use these* – Montana does a live, traditional tournament.
- \_\_\_\_ **Check for any variations for a state tournament.** Montana's is a STATE tournament, so if the rules manual has variations for a state tournament, be sure to use them. (Many states offer regional tournaments before state). Do NOT use variations for a national tournament (unless they are also included for a state tournament).
- \_\_\_\_ **Look for any safety precautions that the students must follow.** These are NOT NEGOTIABLE and will be enforced during the contest. If students have not followed the safety protocols, they may not compete.
- \_\_\_\_ **Event supervisors and volunteers may also need the same safety equipment** such as eye protection; please either be prepared to provide these for your team or let the MTSO staff know that you need them.
- \_\_\_\_ **Note what students are allowed to bring with them.** Items may include: three-ring binder, one page front and back, field guide, tools such as a magnifying glass, thermometer, etc. Students can not bring more than is stated in the rules manual. Sometimes calculators are permitted; sometimes not. Think ahead of different ways students might accidentally violate these parameters.

**If you are doing a building/technical event, read section 6A**

**If you are doing a core knowledge, lab or hybrid event, read section 6B**

## **6A. Building / technical event** (the rules manual has an icon of a person reading a blueprint)

Participants are given some specifications about a device or object that they design, create and test in advance of the tournament. Devices are often modified on site to account for an unknown parameter prior to testing or evaluation. (The event supervisor will determine this parameter). Many also require the competitors to submit a logbook of trial tests, design sketches, etc. Many also require the students to IMPOUND their devices at the beginning of the tournament. This keeps those who compete later in the day from having more time to modify their device. Event supervisors run the contest by setting up the test environment and measuring the devices according to the scoring rules – this may be distance, weight, time, etc. or a combination.

\_\_\_\_ **Look for special diagrams or set-up guides** at the [Event Supervisors' web page](#)

\_\_\_\_ **Let MTSO know what additional materials you may need for scoring**, such as stopwatches, measuring tapes, clipboards, etc. (You may have included this on your original registration form). Email [mtscioly@montana.edu](mailto:mtscioly@montana.edu) )

\_\_\_\_ **Let us know if you need any other supplies or for us to set up the room in any certain way** (e.g., two tables in a specific configuration, etc.) Let us know as soon as possible but no later than one week in advance.

\_\_\_\_ **Let us know how many volunteers you need.** Building events typically require more volunteers than testing events. The Event Logistics Guide is helpful.

\_\_\_\_ **Score sheets.** The National Science Olympiad MAY have scoresheets, checklists or spreadsheets that will be helpful for scoring your event. <https://www.soinc.org/scoresheets> (be sure to download the right Division)

\_\_\_\_ **Bring enough copies for all the teams**, plus some spares (about 35 teams competing in each division in 2024). We can make copies – please give us one week’s notice.

## **6B. Core knowledge, lab, or hybrid event** (the rules manual will have an icon of a brain or a beaker or both)

For these events, students research and master factual content. They will take a pencil-paper and/or station test. All events of this type will require the competitors to write their answers on a paper test that you provide. Some lab/hands-on tasks require the competitors to complete a written report during the event. Event supervisors design the contest by writing the test and/or setting up the stations and associated questions or experiments.

\_\_\_\_ **Check out sample tests.** This will give you a great idea of what yours might look like.

- SciOly.org offers user-contributed tests and keys <https://scioly.org/tests/>
- SciOly Test Exchange: [https://scioly.org/wiki/index.php/2022\\_Test\\_Exchange](https://scioly.org/wiki/index.php/2022_Test_Exchange)
- *Note that these are public, so students will see these, too. They are not officially part of National Science Olympiad organization, but are heavily used by teams.*

\_\_\_\_ **You can read the national test-writing resources** on the [event supervisors web page](#). These are pretty detailed/long and not event-specific, but can be helpful.  
<https://www.soinc.org/officials/event-supervisors>

\_\_\_\_ **Leave space at the top of your test** where students can write their names, school, and team number.

\_\_\_ **Determine ahead of time how ties will be broken.** We can't have student teams with the same score. Maybe you can include a question with multiple points.

\_\_\_ **Make copies of your test prior to the tournament day.** For 2024, about 35 teams are competing. Not all will do every event, but you should have a few extra copies. If you need us to make copies of your tests for the tournament, please give us a master copy one week in advance. [As we get closer to tournament day, we may have a better estimate of how many teams will do YOUR event]. If color is necessary, let us know; if black and white will suffice, that is faster and saves money.

\_\_\_ **Make extra copies of your test key** if you are using volunteers to help with grading,

\_\_\_ **Tip: When writing your test, think about how long it might take you to grade.** It is nice to have a mix of easy-to-grade questions (e.g., multiple choice) and some more detailed or open-ended, so you can differentiate the top scorers. The tests need to be scored as quickly as possible once the competition slots are done.

## **OTHER RESOURCES**

- If the event has been run before in Montana, we may have a copy of an old test or can connect you with a previous event supervisor.
- You can click through to your event from the [Event Table](#) on the National Science Olympiad page. These resources are largely for teams who are preparing for the event, but they will be helpful to you if you want to learn more.
- Our Science Olympiad intern can review your test or walk through your logistics plan if you would like a former competitor to help you.

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