

## CONDUCTING A DISTRICT-LEVEL ACADEMIC DECATHLON PROGRAM

### District-level Coordinators Responsibilities

Each participating school system must have a person identified as the Academic Decathlon coordinator. This person needs to be a certified person and one who will be responsible for:

- Holding a district-level competition if there is more than one high school in the school system, or designing a method whereby a school will be named to represent the system at the state competition. *(Only one 9-member team from a school may represent a school district at the state competition.)*
- Passing on relevant communications from the PAGE Georgia Academic Decathlon State Director to all participating schools within the school district
- Being the liaison for communicating between PAGE GAD State Director and team coaches
- Securing all tests received for team scrimmage (Test A) and for district-level competition (Test B)
- Submitting Wild-Card documentation if teams other than the district-level championship team are to be considered for invitation to the State Competition
- Registering the school system and all participating high schools with the State Academic Decathlon office at the beginning of the school year and by the deadline date of October 15<sup>th</sup>
- Attending, when possible, the annual PAGE GAD Fall Workshop held at the beginning of each school year.

### RUNNING A DISTRICT-LEVEL COMPETITION

Most local and regional competitions are variations on the PAGE GAD and USAD models. If anything is left out, it is usually Interview, Speech and Essay due to the time and personnel constraints. It takes several judges to handle the judging of Speech and Interview. Training of these judges also takes time. If only the written tests make up the competition, a local competition can be administered with a minimum of effort. Super Quiz may be omitted, given as an eighth written exam, or as an oral relay.

### TASKS TO BE COMPLETED BEFORE THE COMPETITION

- **Register your local school district with the State Academic Decathlon** so that your district can be represented in the state competition. Registration is \$200 for your local system (note deadline with Registration Form.)
- **Set dates** for the local competitions that are compatible with the test windows identified by the GAD Competition Calendar. *(Coaches should work with the district-level coordinator to determine the date that works best – provided personnel from central office and other locations, will be available to assist.)* The date of district-level competition should be determined at the beginning of the school year in order to: reduce date conflicts, reserve a space, and schedule volunteers to assist. Once date(s) have been turned in to the GAD state office (via the Test Dates Notification Form), they may not be changed without approval of the GAD State Director.

## RUNNING A DISTRICT-LEVEL COMPETITION *(continued)*

- Complete and submit the District Registration Form and the Test Dates Notification Form found on the [pageinc.org/gad](http://pageinc.org/gad) website. Tests will be distributed to the District Coordinator via Dropbox (or other electronic means) approximately one week prior to the test administration window. Tests will need to be duplicated in sufficient number to provide one copy of each test for each decathlete.
- There are five different Decathlon tests:
  - USAD Practice Tests (unofficial – not part of the competition season)
  - Round 1/Test A or the Georgia Scrimmage Test (*November*)
  - Round 2/Test B or the District-level competition test (*January*)
  - Round 3/Test C or the State Competition test (*February*)
  - Round 4/Test D or the National Finals test (*April/May*)

Local school systems have the option of participating in Round 1/Test A and/or Round 2/Test B. All districts must administer Round 2/Test B. It is used to determine a district-level championship team who will compete at the state competition.

- **Coaches fill out GPA Computation Forms** (*attach transcripts*) **and Registration sheets**, with enough time for central office personnel to verify records. This is all part of the registration process for district-level competition.
- **Photocopy tests for scrimmage and competition.** This SHOULD NOT be done by the team coach. Keep these tests secure. The national USAD office is adamant about this. The cheating scandal of Chicago 1995 is testimony to the importance of adhering to this requirement.
- **Secure a location for the competition well in advance.**
- **Obtain scan sheets or answer documents.** You can order official Scantron forms, Apperson forms, or use any 50 item answer sheet.
- **Secure the use of a scan machine** for the date of the competition. Make sure it's compatible with your scan sheets. (*For example, Scantron answer documents will not run on NCS machines.*)
- **Obtain personnel to run the competition.** You will need at least one person to administer the tests, and one or two people to handle the scoring process. For a scorer, get someone who is comfortable with a spreadsheet program and access to a laptop computer.
- **Decide in advance about awards.** If you have only two schools in a competition, awarding gold, silver and bronze medals in every category for every test will trivialize the awards.
- **Set up a schedule for the administration of the tests.** Generally, it will run approximately four hours or a little longer. Schedule at least one break if you administer all objective tests.