**Series Director’s Instructions for Students**

1. Administering Cluster Exam

* The test should take place in one of your prep rooms. Be sure an adult is in the room at all times.
* Students have 60 minutes to complete the exam.
* Students should already have their scantron with them.
* As students turn in their exam, give them a schedule card
* When all students have completed the test, **sort the scantrons alphabetically by CHAPTER**
* Return the sorted stack of scantrons to room D119 OR a runner will come by and pick them up.

2. Prep Time

* Students competing in an individual event have 10 minutes to prep, teams have 25 minutes
* Series directors should be bringing in students to prep every 10 minutes for individual events and every 15 minutes for team events.
* Series directors should bring in the same amount of individuals/teams as there are judges in that event. (If you have 3 judges for a role play, bring in 3 students to prep each time).
* If a student finishes early, have them wait in the prep room and bring all the students in together to the judging room when the prep time is complete.
* Students are NOT allowed to bring any premade notes, textbooks, computers, etc. to the prep room

3. Judging

* Randomly assign each student a judge
* Students may bring in their notecards they made during their prep time but they are NOT allowed to bring in the case document and/or performance indicator sheet.
* Individuals have up to 10 minutes with their judge, teams have up to 15 minutes. Let students know when they have 1 minute remaining.
* Students should leave any notecards about the role play with their judge. No notes about the case study should leave with the students