

## Whittington Instructions

Morning Monitors need to report by 8:45AM.

Afternoon Monitors need to report by 12:15PM.

At least one monitor must remain in the building at all times. Lunches are staggered, so students may be arriving all through the lunch hour.

Workers in the Whittington building are responsible for all aspects of Achievement Day for students being seen in that building. This means you will register them, serve as a monitor for the judges, administer the theory tests, and grade the theory tests. You will have two judges in this building.

If your materials are not in Whittington when you arrive, you will need to come to the Lightsey building to the snack room/records room area to receive those. Your materials should include registration list and supplies for the levels being seen; theory tests and pencils; teacher code list, student code list, red pencils and answer key for the theory tests; a phone number for the AD Chairperson should you need to reach her; and signs for your building if they are not already in place.

You will need to pull some desks from out of the classroom to set up for students to take their theory test, and some chairs from the band room for students and parents in the registration area. At the end of the day, the desks are to be returned to the classroom and all things put back in place. Materials will then need to be returned to the records room area.

As theory tests are graded, please keep them in a folder until the AD Chair comes to retrieve them. **Critiques are to be left with the judges to be picked up only by the AD Chair.**