

HALL MONITOR INSTRUCTIONS

Morning Monitors need to report by 8:45AM and remain until 12:15 when the afternoon monitor arrives.

Afternoon Monitors need to report by 12:15PM.

PLEASE READ THOROUGHLY BEFORE YOUR SHIFT BEGINS

Do not take any critiques from the judges. The AD Chair will come by periodically to gather critiques.

There will be chairs set up in the hallway where students will wait until the judge is ready for them. Be sure to keep the hallways quiet so students and/or judges are not distracted!!

Look over the clipboard to know the rooms and judges for which you are responsible.

When the runners bring students to you check them off on your list. Then have the student stand or sit quietly by the room. Be friendly and encouraging to waiting students in an effort to put them more at ease, especially with the younger ones. **When the student comes out of the judge's room, be sure to tell them that they are to go to the theory room for their theory test.** The theory room is located downstairs with signs leading the way.

Ask your judges how they would like students sent into the room. Some judges prefer to send the student out and have a little time to finish writing comments before receiving the next student. Some judges want the next student sent in as soon as the prior one leaves. Simply check with each judge so that you know what they prefer.

VERY IMPORTANT - If a student is late, we will send the next student, so it is very important that you know which student you are sending in to the judge. **If a student is out of order, be sure you tell the judge so that he/she does not write on the wrong critique.**

The judges only have the student's first names, so you can confirm by the student number that the judge has the correct critique. This student number is next to the student's name on the schedule and in the upper right hand corner of the critique. No student is to be allowed in if they are greatly out of order. For example, if a student misses his appointment, he is not allowed to come an hour or two later. They should only be out of order by a time slot or two.

It is imperative that we stay on time! If a judge is running behind, be sure to inform the AD Chair. Also inform them if a judge is sitting with an empty room so more students can be sent back.

MORNING MONITORS

At the end of the morning, escort your judges downstairs for lunch. **Check to see if their pencils need sharpening. If so, go to the theory room to sharpen them.** When you finish your shift, place this sheet on top of the clipboard with the afternoon monitor's nametag.

AFTERNOON MONITORS

At the end of the day, you should direct the judges to turn their packets in to the AD Chairperson where they will receive their check. **Then check the room to be sure it is straightened and nothing has been left behind. Remove all AD signs from the doors and discard.**