

FEF HISTORY & CULTURE BRAIN BOWL COMPETITION

STATE ZOOM COMPETITION GUIDANCE ~ Updated 1/25/2021

At the state level, to compete, a team's members and coaches will meet with the competition officials together on Zoom, and the team members will confer to answer book questions orally.

- During the competition, each team member and coach will be monitored and recorded by the competition officials via Zoom.
- For the competition, each team member and coach must connect to Zoom using a smart phone.
- Prior to the competitions, each team member and coach must download the Zoom app on their smart phones.

Zoom Setup for Live Proctoring During the Competitions

- Before you login to Zoom, make sure your smart phone is fully charged and/or connected to a power source.
- Login to Zoom in a quiet, well-lit room where you are alone and can avoid backlighting (such as sitting with your back to a window).
- Be sure that the name you enter to join the Zoom competition room is your official name (i.e., the name on your picture ID and the name provided to the officials when your team registered for the competition).
- Remove all hats, masks (except where required), hoods, and shades/sunglasses.
- Turn your Zoom video on and position the camera at a 90° angle so it captures you in profile view. Use the following image for reference:



- Do not adjust your smart phone after competition setup is complete, unless asked to do so by competition officials.
- Do not use any virtual backgrounds or other visual effects in Zoom.
- Turn your Zoom microphone on; note that it may be muted and unmuted by the competition officials during the competition.

Live Proctoring Process

- For identification purposes, keep your school or other picture ID handy to show to the competition officials.
- Competition announcements will be made orally during the Zoom session; be sure your smart phone Zoom speaker is on.

- You may be asked to move your smart phone camera around to ensure that your environment is properly arranged for the competition and without distractions.
- You may be asked to pick up items and show them to the competition officials via the camera at different angles to verify that those items are not unauthorized devices or materials.

Zoom Competition Ground Rules

- During competition, you will be monitored and recorded, and you must be logged into Zoom and visible through your smart phone Zoom camera at all times.
- Make sure you have access to a reliable high-speed Internet connection when competing. No extra time will be granted due to technical issues.
- Remove all unauthorized items from your workspace, including any notes, textbooks, and devices, including tablets, computers, keyboards, and mice.
- Turn off your computer and all other devices except for your smart phone.
- Do not communicate with anyone other than your team members and the competition officials during the competition. Do not communicate with your coach.
- The team captain or coach will assert competition protests orally.
- If for any reason you are disconnected from the Zoom session, reconnect, and explain the situation to competition officials.
- Please make every effort to refrain from needing to use the restroom or otherwise be away from your workspace and smart phone camera during the competition. Inform the competition officials if you need to be away from or turn off your smart phone camera to deal with an emergency during the test. *You must say "excuse me," and seek approval from the competition officials before leaving your seat or turning off your camera.*
- Your team will be subject to disqualification if cheating is detected by the test system or the competition officials or if a competition official observes behavior that violates any rule, including rules for permitted materials, permitted devices, authorized collaboration, or authorized use of resources.
- At the end of competition, do not leave the Zoom meeting until you are dismissed by the competition officials.

Competition Logistics

- At the scheduled competition time, open the Zoom app on your smart phone, and enter the meeting ID and your official name to join the Zoom competition room.
- Depending on the time you join the Zoom competition room, you will see a message indicating that the room is waiting for the host, that the competition starts at a specific time, or that you are in a waiting room. You will be allowed into the room prior to the start of the competition.