

## Moderator Responsibilities

### Overview:

Each building coordinator must provide one faculty member who will serve as a moderator or scorekeeper for as many teams that are participating. The Reading Olympics Committee will assign a moderator or scorekeeper role to each person and will provide a mandatory training prior to the event.

### The role of the Moderator:

- Keeps order in the classroom
  - Reviews event protocols with student
  - Makes sure family members, which are invited to attend, are spectators only and do not interfere in the questioning or scoring processes
- Reads the opening announcement
- Reviews the questions procedure with students and does one warm up question with each team
- Reads 40 questions per round and judges if answers are correct or not
- May confer with the scorekeeper in judging answers or enforcing rules
- Releases teams to next round or gets teams ready for awards in the classroom after round 3

### Prior to Event:

- Attend Reading Olympic Virtual Training
- Be familiar with all event rules by reviewing the following documents found on the Reading Olympics website:
  - Question Rules and Procedures
  - Opening Announcement
  - Event Quick Guide
  - Laptop/Google Drive Instructions
  - Sample Question
  - Team Chaperone Responsibilities
  - Student Responsibilities

### Day of Event:

- Report to registration at 5pm to sign-in, receive room assignment, laptop, instructions and the “Event Quick Guide”
- Call 484-237-5017 if there are any emergencies to prevent you from coming or if you will be late
- Be in your room before the students arrive at 5:45pm to arrange the desks so teams have room to sit on the floor in two circles
- Classroom displays, desks, computers, etc. should NOT be disturbed.
- Take a picture of the room so you can return it to its exact condition at the end of the evening.