Extemporaneous Prep Room Protocol

Tournament Responsibilities:
1. Tournament Directors need to ensure a fair distribution and balance of the difficulty and types of questions among the speakers.
2. Tournament Directors need to make sure the Extemp Proctor(s) is trained and aware of their responsibilities.
3. Copies of the Extemp Room Protocol should be posted in the Extemp Room.
4. A clock must be visible at all times in the Extemp Prep Room.
5. The tournament is not responsible to provide electrical power for electronic devices.

Competitor Responsibilities:
1. All file boxes and/or electronic devices must be labeled with the name of the competitor and/or club.
2. The parent of the competitor or the coach of the club owning the files must provide written permission to the Proctor for any other student to use the files.
3. If computers are shared, open files must be closed before use by others.
4. Competitors may not be in the Extemp Prep Room during the round except during their own prep time.
5. Each competitor must do his own work and must not ask for topic information from anyone else.
6. Competitors must receive permission to leave the Extemp Prep Room.
7. Competitors may not talk in the Extemp Prep Room.
8. Competitors should put away files and clean up prep area before leaving the Extemp Prep Room.
9. Electronic device screens must be visible to the Proctor at all times.
10. Competitors may not use cell phones or any other electronic device to contact anyone outside the room during prep time.

Proctor Responsibilities:
1. The Extemp Prep Room Proctor must have a copy of the Extemp Rules and should read them before the tournament.
2. The Proctor should go to the door of the Extemp Prep Room and call in students according to the posted draw times.
3. Tardiness will not extend Extemp prep time. If a competitor is late to the Extemp Prep Room, he will have less time to prepare his speech in order to speak on schedule.
4. The Extemp Prep Room Proctor will announce regular time reminders to each competitor.
5. Proctors should actively monitor electronic devices and the competitor's preparation.
   a. Proctors should remind competitors to turn their Wi-Fi access off.
   b. Proctors should be aware that many devices automatically search for and activate any found Internet sources without the competitor's knowledge. One solution is to ask competitors to turn their devices to "airplane mode."
   c. Proctors should remind the competitor again if his computer has inadvertently still remained connected to the Internet.
6. Any competitors found *actively* accessing Internet sites should be brought to the attention of the Tournament Director.