

## Materials Distribution

Hosting Resources: <https://www.kaac.com/governors-cup/hosting-resources/>

Only the Chief Official can receive sensitive materials. Please designate your Chief Official under the “Manage Officials” tab in the ASAP scoring system after logging in with your scoring password.

<b>Future Problem Solving</b>	
<b>Item</b>	<b>Delivery</b>
Blank Booklets	Download from Hosting Resources
Scoresheets	Download from Hosting Resources
Proctor Guidelines	Download from Hosting Resources
Booklet Coding List	Secure download link emailed to Chief Official by 8PM the day before competition
Evaluator Report Form	Download from Hosting Resources
Evaluator Notes	Secure download link emailed to Chief Official by 8PM the day before competition
Future Scene	Secure download link emailed to Chief Official by 8PM the day before competition
<b>Composition</b>	
<b>Item</b>	<b>Delivery</b>
Blank Booklets	Download from Hosting Resources
Scoresheets	Download from Hosting Resources
Reader Notes	Download from Hosting Resources
Proctor Guidelines and Procedures	Download from Hosting Resources
Reader Guidelines and Pre-Scoring	Download from Hosting Resources
Reader Report Form	Download from Hosting Resources
Booklet Coding List	Secure download link emailed to Chief Official by 8PM the day before competition
Prompt	Secure download link emailed to Chief Official by 8PM the day before competition

<b>Written Assessment</b>	
<b>Item</b>	<b>Delivery</b>
Student IDs/passwords	Automatically generated at end of Student Entry Period or Regional Confirmation Period; coaches responsible for getting to students
Calculator Guidelines	Download from Hosting Resources
Proctor Guidelines	Download from Hosting Resources
Copies of Exams	Emailed to Chief Official Friday before competition
Student Answers for Inquiry Adjustments	Emails sent to Chief Official when students complete exams
Exam copies for Coaches	Chief Official or Contest Manager makes available to coaches according to inquiry procedures
Student Results	Automatically written to ASAP scoring system; emailed to coaches at 9PM
<b>Quick Recall</b>	
<b>Item</b>	<b>Delivery</b>
Online Manual	Download from Hosting Resources
Inquiry Forms	Coaches download from Hosting Resources
Scoresheets	Technically not needed, but coaches keep score as a backup to QuizBowl PRO. Available in Host Resources.
Questions	Emailed to Chief Official Friday before competition
<b>Awards</b>	
Sent to Contest Manager who arranges COVID-compliant pickup by coaches	