UW-Stout Welding Fabrication
Proctor Check-Off Sheet

THIS SHEET MUST BE COMPLETED AND BROUGHT TO STOUT WITH WELDMENT!!!

Thank you Proctor for your support and time towards your local schools welding program!!! SkillsUSA is an amazing school organization that encourages youth towards careers in the trades, and with your help the kids thrive!

Proctor Information:
Name: ______________________ Business/Institution: ______________________

Email: ______________________________ (Print neatly)

Phone # on day of event: (___) _____-__________

Ahead of time...
General questions to think about. Does the school require background checks for you to be in the building with kids? Do you know where you are going? Parking? Eating? Is the teacher going to be near by or is the team and proctor on their own?

What date is the team competing? _____________________________________

What time is the team competing (4 hour window) ________________________
Proctor should probably be 15 minutes early to check over stuff

Where is the team competing? _______________________________________

Who is the advisor of the team & Contact info? ____________________________

Who are the student team members?

1) ____________________________________________

2) ____________________________________________

3) ____________________________________________

OVER - more on back
Day of…
When you arrive please check for these things.

Is the materials to be used match the materials list? Yes / No __________________
Proctor should get a copy of the “Materials List Document”
We want to be same for each team, so be as close to this list as possible
Material should be in raw stock form from supplier, not cut up ready to weld

Did the team pre-fab any jigs/fixtures for the day? Yes / No __________________
Technically this is allowed - we are curious if any teams did this and if it helped or
not as we look to the future on restrictions needed or not.

Is the 3 student team in proper SkillsUSA Competition Attire? Yes / No __________
Again, we are NOT doing any points on this either way, just curious for future
Planning… IF you are not sure what proper dress for Welding Fab is - google
“SkillsUSA Competition Dress” in images, and look at the poster - Tans.

Does the team have proper safety equipment? Yes / No ________
Safety Glasses, Welding Helmets, Closed Toe Shoes, Long Pants, Long Shirt,
Gloves, etc…

Take 5 minutes to make sure the team knows what to expect before you start, Do they have a
copy of the blue prints, the inspection criteria sheet, the materials list and so on. Do they have
any questions before you start?

CONTEST TIME
Team started at what time? ___________
They have 3 hours to finish without penalty - up to 4 hours with penalty.

Advisor (Teacher), or any other person besides the team of 3 should NOT be interacting
with the team during contest time unless for safety reasons… (local news media, photos,
principal, etc is ok within reason - just not helping kids)

Team finished at what time? ___________
Please be specific here, we will be looking at possible penalty points. They have
UP TO 4 hours total and must be CUT OFF if at the 4 hour mark!!! But if they
finish before 3 hours there is no penalty points. If finish between 3 hours and 4
hours - there may be penalty points. Ultimately it is probably better to go past 3
hours if they are not done yet vs just quitting at 3 hours - more points to be
gained probably by finishing vs the penalty they take...

Proctor - please use a black sharpie to sign and date on the underside of one of the
bars of the finished product. And if able text a finished photo of the part to 920-219-2922
(Jesse Domer - Technical Chair) with team/school in subject line.

More on the next page
SIGNATURES
I am signing below to attest the work completed was to the best of our ability, by the rules of the contest and was the work of the 3 student team during the proctored time slot.

Student #1
Name Print: ___________________________
Signature: ___________________________ Date: _____________

Student #2
Name Print: ___________________________
Signature: ___________________________ Date: _____________

Student #3
Name Print: ___________________________
Signature: ___________________________ Date: _____________

Advisor
Name Print: ___________________________
Signature: ___________________________ Date: _____________

Proctor
Name Print: ___________________________
Signature: ___________________________ Date: _____________

These 3 pages must be brought by the team to UW-Stout for their contest on February 28th.

________________________________________
COMMENTS FROM THE PROCTOR for the Technical Chairs of Welding Fab?