

Rules/Best Practices for Conducting The 2020-2021 Pathfinder Bible Experience Testing in the North American Division

1.0 Introduction

The COVID-19 pandemic requires that certain modifications be made to the normal rules and best practices associated with running the Pathfinder Bible Experience testing at the Area, Conference, Union, and Division levels. These rules and best practices are applicable to the Union and North American Division Testing. It is strongly suggested that the Conferences adopt these rules for Area and Conference Testing as well, but the PBE Focus Group will not mandate such adoption.

The North American Division wishes to stress that every attempt be made to keep all participants, staff, and spectators (if your region allows such large groups) safe to the best ability possible. Hence, social distancing of at least 6 feet and the wearing of masks will be required during every face-to-face aspect of the PBE testing process. Furthermore, it is the decision of each participant and their families to determine if they feel comfortable interacting face-to-face with other members of their team and the event staff. Hence, if a participant and/or their family decide that the participant should be isolated at home for their safety, or the safety of others, the event staff must make every accommodation possible to meet that situation. Because various Regions, States, and even Counties have individual guidelines, it is imperative that the Pathfinder Directors along with the local Conference familiarize themselves with those guidelines and strictly adhere to the civil authorities on safety and social gatherings. Because of these factors, we believe there are three types of testings that will be held this coming PBE year; these are:

1. **IN-PERSON TEAMS:** Team members and monitor can meet together.
2. **ALL-VIRTUAL TEAMS:** All team members are in isolation so all team members and the monitor are virtual one-to-another [obviously some teams are comprised of family members who may all be co-located and appearing on the same virtual screen together].
3. **HYBRID TEAMS:** Some team members can meet together with the monitor but not all team members will be able to be in-person and some team members will join their team virtually.

Because there are unique issues with each of the three testing scenarios, the following sections will be divided up into rules and best practices to accommodate each of the three individually. The remainder of this document will be divided into two major sections, Technology Practices and Testing Procedures.

2.0 Technology Practices

2.1 All Scenarios

NOTE: In all scenarios, the question display and reading as well as the answers will be virtual. Also it should be expected that the results of the testing will not be available on the same day of the testing, but rather the judges will meet to grade and score the testing within 24 hours of the test completion.

NOTE 2: In this document when you see either **NearPod** or **ZOOM** or **Google Meet** in the bold italics font, we are emphasizing the use of the technology, so you can get a sense of the fact that there will be a number of screens involved for both the monitors and the scribes.

REGISTRATION: All team members and support staff (these will become monitors for other teams) must register on the NAD website. They will register individually using the email they intend to use during the event. This email will become their login and will allow them entry into the website which will enable them to view the live video feed where the questions are shown and read. The login will also be used to allow the monitors into the technical support **ZOOM** session.

WEBSITE: A website will be used (similar to **PlayBook** for those of you who attended the NAD training in September and October for 2020) to allow registered individuals into the event. Once in the website, the main live video feed will be available to everyone with a login. This live video is where the questions/answers will be displayed and read. A link to the **ZOOM** waiting room will also be available to monitors from the main screen.

ANSWERS/JUDGING/SCORING: Answers will be recorded in **NearPod** during testing. After testing, they will be downloaded and forwarded to the judges. **NearPod** answers will be downloaded into a spreadsheet format which will be utilized by the Judges to facilitate scoring the test and determining the placement of each team.

ORIENTATION & PRACTICE: 2 Orientation sessions will be scheduled in December for conference and union level PBE event coordinating teams. 2 Practice sessions for this same group will be available in January, if desired. This will allow the coordinating teams to practice accessing the live video feed and using **NearPod** so they are better able to answer questions from participating teams in their region as well as operate their area and conference level events with similar technology if desired.

Orientation Dates: December 6, 2020 and December 17, 2020 at 8:00pm EST

Practice Dates: January 7, 2021 and January 10, 2021 at 8:00pm EST

Important Definition: In the scenarios described below, technical issue is defined as any issue which happens that causes the equipment being used, either to connect to the **website** for the live video feed where the questions/answers are being displayed and read or **NearPod** where teams are recording their answers, to disconnect either visually or audibly. **ZOOM** or **Google Meet** disconnection issues will also be considered technical issues. The need for a restroom break or other personal issues IS NOT a technical issue and will not be used to stop the testing.

2.2 IN-PERSON TEAMS

Teams will need to have a computer to log on to **NearPod**. This is where the scribe will enter the answer to each question. This computer should be placed so that all team members are able to see the screen so they can see the countdown and confirm that the scribe is entering the correct answer. The team scribe will audibly say the answer they are typing and the team monitor will record this answer in a separate **Excel** Spreadsheet as a backup in the event of technical issues which cause the answer to not be received correctly by **NearPod**.

On another device, the team will view the live video feed from the NAD website where the questions/answers are displayed and read. This live video session may be displayed on church screens but not shared on any media with anyone.

The monitor with each team, will have a third device which is logged into the **ZOOM** meeting with the tech team. If there is a technical issue, the monitor will report via **ZOOM** chat or audibly in the **ZOOM** meeting to the tech team. The event will be halted. Once the issue is resolved the event will continue. When logging into the technical support **ZOOM** meeting, they will have their screen name be the [initials of their Union]_[initial of their club name]_[initials of their team name]_[first name]_[Initial of their last name]. For example if Shaq Jones of the Piscataway Eagles Team 4 of the New Jersey Conference of the Columbia Union was setting a **ZOOM** screen name it would **CU_P_ET4_Shaq_J**. This may seem proscriptive, but from 2019 experience with virtual PBE, we know that **ZOOM** and **Google Meet** will fail more than once per event, and having this type of a syntax for their screen name will facilitate the technical team in knowing who is needing assistance more quickly and can address larger issues within a region if they appear.

Required Equipment:

1. 1 computer with large screen or a projector
2. 1 Computer with keyboard (not a phone or tablet)
3. 1 computer with webcam and microphone (headset highly recommended) - for monitor

2.3 ALL-VIRTUAL TEAMS

Each team member will need a device [phone or computer] to log into the website where the live video feed will be hosted. This device will also be utilized to allow the team to view the questions/answers as they are being read. Each team member will also need a second device (if using a computer, another internet tab will work) with a **ZOOM** or **Google Meet** account for intra-team communications. This device will connect all team members and the monitor virtually. The technical team recommends the use of one of these two platforms so that the technical facilitators can aid the teams if issues arise. The use of another social networking program is authorized, but it will not be supported by the technical support team.

The team scribe will need a computer to log on to **NearPod**. This device is where the scribe will enter the answer to each question. The scribe will need to share their screen with the team in their meeting platform so that everyone can see the countdown and confirm that the scribe is entering the correct answer. The team scribe will audibly say the answer they are typing and the team monitor will record this answer as a backup in the event of technical issues which cause the answer to not be received correctly by **NearPod**.

The monitor with each team, will have a separate device which is logged into the **ZOOM** meeting with the tech team. If there is a technical issue, the monitor will report via **ZOOM** chat or audibly in the **ZOOM** meeting to the tech team. The event will be halted. Once the issue is resolved the event will continue. When logging into the technical support **ZOOM** meeting, they will have their screen name be the [initials of their Union]_[initial of their club name]_[initials of their team name]_[first name]_[Initial of their last name]. For example if Shaq Jones of the Piscataway Eagles Team 4 of the

New Jersey Conference of the Columbia Union was setting a **ZOOM** screen name it would **CU_P_ET4_Shaq_J** . This may seem proscriptive, but from 2019 experience with virtual PBE, we know that **ZOOM** and **Google Meet** will fail more than once per event, and having this type of a syntax for their screen name will facilitate the technical team in knowing who is needing assistance more quickly and can address larger issues within a region if they appear.

Required Equipment:

1. 1 computer/table/phone with webcam per team member (computer with headset highly recommended)
2. 1 Computer with keyboard (not a phone or tablet)
3. 1 computer with webcam and microphone (headset highly recommended)
4. 1 computer with webcam and microphone (headset highly recommended) - for monitor

2.4 HYBRID TEAMS

Teams will need two devices. One device will be used to connect virtual team members with the team and monitor that are at the team location, using a group meeting technology of their choice. Teams may want to consider using either a **ZOOM** account or Google Meet for this connection. The other device needs to be a computer to log on to **NearPod**. This second device is where the scribe will enter the answer to each question. The scribe will need to share the screen of this second device with the team members that are virtual in their meeting platform so that everyone can see the countdown and confirm that the scribe is entering the correct answer. The team scribe will audibly say the answer they are typing and the team monitor will record this answer as a backup in the event of technical issues which cause the answer to not be received correctly by **NearPod**.

On separate device, the team will view the live video feed from the NAD website where the questions/answers are displayed and read. This live video session may be displayed on church screens but not shared on any media with anyone.

The monitor with each team, will have a third device which is logged into the **ZOOM** meeting with the tech team. If there is a technical issue, the monitor will report via **ZOOM** chat or audibly in the **ZOOM** meeting to the tech team. The event will be halted. Once the issue is resolved the event will continue. When logging into the technical support **ZOOM** meeting, they will have their screen name be the [initials of their Union]_[initial of their club name]_[initials of their team name]_[first name]_[Initial of their last name]. For example if Shaq Jones of the Piscataway Eagles Team 4 of the New Jersey Conference of the Columbia Union was setting a **ZOOM** screen name it would **CU_P_ET4_Shaq_J** . This may seem proscriptive, but from 2019 experience with virtual PBE, we know that **ZOOM** and **Google Meet** will fail more than once per event, and having this type of a syntax for their screen name will facilitate the technical team in knowing who is needing assistance more quickly and can address larger issues within a region if they appear.

Required Equipment:

1. 1 computer/table/phone with webcam per team member not physically with the other team members (computer with headset highly recommended)
2. 1 computer with large screen or a projector

3. 1 Computer with keyboard (not a phone or tablet)
4. 1 computer with webcam and microphone (headset highly recommended) - for monitor

3.0 Testing Procedures

3.1 Rules that Remain the Same regardless of which type of team is testing

TEAM COMPOSITION: A PBE team is comprised of 2-7 Pathfinders, all of which have been inducted during that year, and are actively participating in the Pathfinder program in their local club. The maximum number of team members that can be participating in the testing at any one time is six (6). The alternate will not be able to be on the social media platform with their teammates while they are not participating in the testing.

ATTIRE: Each Participant is required to be in full dress uniform as described by the latest version of the *NAD Pathfinder Staff Manual* and the participants will be inspected before the testing commences. If the Pathfinders desire, they may remove their sashes during the testing period.

QUESTIONS: There will still be 90 questions divided into two 45 question sessions with an intermission between them. The questions will be: True or False, Fill in the Blank, or Short Answer as in the past. The fact that we are moving to an online platform will not result in a major change to the testing methodology.

STANDING/RANKING: 90 questions will be asked at each level of play. Points are awarded for correct answers. Rankings are established by grading on the curve. Ranking is as follows:

- A score of 90% or above, as compared to the top score earned at the event, earns the team a first place standing
- A score of 80-89%, as compared to the top score earned at the event, earns the team a second place standing
- A score of 79% or below, as compared to the top score earned at the event, earns the team a third place standing

SCRIBE: Each team will have a scribe who will be responsible for entering the answers into the record. What will change is instead of recording the answer on a sheet of paper, the scribe will be typing the answer into a device. Hence, please have your scribe be familiar with technology and typing.

MONITORS: Monitors must have the understanding that they are present to encourage the teams and handle technical difficulties. Any actions that are discouraging to the team should not be considered. This should go without saying, but each year we hear complaints of graders/monitors being negative or even at times apathetic toward the teams. This ministry is called the Pathfinder Bible Experience and we would appreciate the monitors working to ensure that they enhance the.

EATING DURING THE TEST: There will be no food consumed during the testing period. Each team member may have a water bottle with them during testing, but all snacks or food should be eaten before the testing, during the intermission, or after the testing is complete.

STOPPING FOR BIO-BREAKS: The testing will not stop to accommodate someone going to the restroom. As in normal testing, if a person leaves the testing environment during the first half, they will

not be allowed to return until intermission. If they leave during the second half they will be out of the testing for the remainder of the day. Obviously dire medical emergencies will supersede this rule.

SUBSTITUTING WITH AN ALTERNATE: The alternates can only join the team at intermission. Once the testing begins the team composition will be unchanged until intermission. For the second half, you cannot substitute in a team member at any point. Obviously dire medical emergencies will supersede this rule.

3.2 Rules that will be different due to COVID and apply to all three types of teams

GRADING: The adult monitor(s), whether in-person or virtual, will not be grading the answers of the team. All of the answers will be captured by *NearPod*, and the collected answers will be graded by a panel of no less than three judges examining each question. These judges will be required to look up each text(s) referenced by the question in the Bible and/or read the pages in the commentary to determine if the answer is correct. They will fulfill both the role of the graders and the judges from past testings.

MONITORS: Whether in-person or virtual, the monitors are present to help the team deal with any technology issues and to ensure that the testing is being conducted in a fair manner that is consistent with the Pathfinders remaining Pure, Kind, and True. The monitors will be listening to the answers and will be keeping a second/redundant log of the team's answers to be used if a technical issue occurs and time runs out on a team, or a team's answers are somehow corrupted or lost. As stated earlier, the monitors will not be grading the answers and there are no challenges in this testing, so the monitors should be present to aid the team in transferring their knowledge of the subject into the technology to capture their answers.

ARRIVAL: This will vary based on which of the three types of testing your local club is able to sustain. However, it should be noted that the testings will start as close to on time as possible and any team not having arrived by the set time (normally ½ hour or more before the testing) will not be allowed to test.

3.3 Virtual Etiquette to be followed by anyone who will be present via virtual media

- The participant will not engage in any conduct that is disruptive, disrespectful or threatening.
- The participant will not engage in any conduct that creates or interferes with testing operations.
- The Participant's Camera is to be ON at all time
- Do not use virtual background, the participant should be visible in the camera from the waist up at a minimum. In other words, the monitor should be able to ensure that no outside notes or materials are being utilized to answer the questions.
- Your microphone should be muted unless they are answering a question. Please remember to unmute before answering the question. The monitors should be watching the screens to check to see if anyone is talking and not being heard. If that occurs the monitor should remind the participant to unmute and restate the answer.
- The use or presence of any communication or recording devices, such as phones, watches, tablets, eyewear with any electronic modification is not allowed, except for the device that is used to view testing and to answer.

- Even though you are at home, use of bathroom/restroom should be done ahead of testing period and/or during the intermission after the 45th question. If a Pathfinder must, they will need to wait until the second portion of testing. If the Pathfinder leaves during the second portion they must wait until testing is completed before joining their team.
- As much as possible connect to the internet via an ethernet cable, as this will provide a better and more stable connection than Wi-Fi.
- Test your camera ahead of time, to ensure that it is working. Ensure you have a backup camera in case it is needed.
- Lighting: Do not sit directly in front or beside a bright light source. Adjust, so the team can be seen easily and not shadowy.
 - DAY: Find a room with plenty of natural light, but do not sit with a window behind you.
 - NIGHT: Do not sit with a bright ceiling light or lamp behind you.
- No background noise, music or ambient sounds.

3.4 Rules Associated with IN-PERSON TEAMS

THE NUMBER OF TEAMS AT A SINGLE FACILITY: if a club has so many teams that they will overcome the wi-fi capability of the facility or exceed the limits on the number of people at a facility set by the civil authorities, the Conference will work with other churches in the area to allow the teams to be split physically to test at multiple churches.

AIR HANDLERS: Any facility that is being used for the PBE testing must have their air handlers turned on, and the fan setting should be set to ON as opposed to AUTO. It is imperative that the air handlers work to ensure the safety of the participants.

ONE TEAM PER ROOM: In most cases it is expected that a team will be isolated into one room per team. The rooms need to be large enough to accommodate a chair configuration for 6 team members and two staff working to facilitate the testing all being social distanced to a minimum of 6 feet at all times. All persons in the room shall wear masks until the CDC provides guidance that the population no longer needs to wear masks in public. Even if your sanctuary is large enough to accommodate the social distancing of the members of a team from each other, and the teams from each other, we suggest not having multiple teams in the same room due the volume at which the team members will have to converse to pass the answers to the scribe while being social distanced from each other.

MULTIPLE STAFF MEMBERS: If a team is comprised of more than one gender, than the staff monitoring that team must be of mixed gender as well.

ARRIVAL: The Club Director or Team Coach will check in with the staff, ascertain which room each team is in, and they will direct their Pathfinders from their cars to the specific room they will be testing in in a manner so as to not create a crowded entranceway or hallway. All participants should remain in their cars until ½ hour before testing, and then they should be guided to their appropriate rooms to begin technology orientation.

TECHNICAL SUPPORT: All monitors, scribes, and staff aiding in solving technical difficulties should familiarize themselves with Section 2.0 Technology Practices, paying close attention to Section 2.1 IN-PERSON Teams

UPON COMPLETION OF THE TEST AND CLOSING CEREMONY: All participants are dismissed to their Club Directors.

ALTERNATE TEAM MEMBERS: An IN-PERSON alternate must stay outside the room where their team is testing, and preferably outside the facility in a socially distanced area, during those times in which they are not testing. They will be contacted by their club director/coach to join the team in the room when they are to be substituted in for another team member.

3.5 Rules Associated with ALL-VIRTUAL TEAMS

ALL MEMBERS OF THE TEAM: Shall follow the procedure described in Section 3.3 Virtual Etiquette to be followed by anyone who will be present via virtual media

MULTIPLE TEAM MEMBERS ON THE SAME SCREEN: It is understood that at times there will be family members that are on the same team. It is perfectly acceptable for multiple members of the same family who also happen to be on the same team be physically present with each other and virtually present to their team on the same monitor. However, if family members are on different teams, they will each need to have their own connections into the testing and with their team and they should be placed within their home such that one family member's screen volume cannot be heard by the other family member and vice versa.

THE MONITOR: Will have an additional task in an ALL-VIRTUAL TEAM scenario, to watch the participants to see if they are trying to answer a question but have remained on mute. The monitor can remind a participant that they are muted and ask them to unmute and repeat the answer.

MULTIPLE STAFF MEMBERS: To facilitate the many jobs of a monitor during an all-virtual testing, which include but are not limited to:

- watching all of the team members to make sure those that are answering can be heard
- keeping a redundant copy of all the teams answers in a **Excel** Spreadsheet
- providing assistance with technical issues
- communicating with the testing conductors to stop the test if a technical issue takes more than a couple of seconds
- monitoring the behavior of the team to ensure there is no use of outside resources to answer the question
- keeping a sense of decorum and productivity rolling during a long testing

It is suggested that each team have multiple monitors, each with individual roles, to aid the teams.

ARRIVAL: All participants should plan on checking into the NAD website at least ½ hour before testing is to begin. They will need to be wearing their uniform and they will identify themselves by their Name, their Union, their Church Name & Club Name, and their Team Name.

TECHNICAL SUPPORT: All monitors, scribes, and staff aiding in solving technical difficulties should familiarize themselves with Section 2.0 Technology Practices, paying close attention to Section 2.1 IN-PERSON Teams

UPON COMPLETION OF THE TEST: All participants are dismissed and will be asked to log off their social media connections.

ALTERNATE TEAM MEMBERS: A virtual alternate can only join the team's group meeting technology while they are substituted in as a team member. If they are not testing they will be kept off-line and contacted by their club director/coach to log-in when they are to be substituted in as a team member. An IN-PERSON alternate must stay outside the room where their team is testing, and preferably outside the facility in a socially distanced area, during those times in which they are not testing. They will be contacted by their club director/coach to join the team in the room when they are to be substituted in as a team member.

3.6 Rules Associated with HYBRID TEAMS

ALL MEMBERS OF THE TEAM THAT WILL BE PHYSICALLY PRESENT: Shall follow all of the procedures described in Section 3.4 Rules Associated with IN-PERSON TEAMS.

ALL MEMBERS OF THE TEAM THAT ARE VIRTUALLY PRESENT: Shall follow the procedure described in 3.5 Rules Associated with ALL-VIRTUAL TEAMS.

ALL MEMBERS OF THE TEAM THAT ARE VIRTUALLY PRESENT: Shall follow the procedure described in Section 3.3 Virtual Etiquette to be followed by anyone who will be present via virtual media

ANSWERING THE QUESTIONS: The in-person or on-virtual team members will utilize the internal group meeting technology of their choice (we recommend **ZOOM**) to discuss the answer and the scribe will enter it into the technology.

SCRIBE: It is preferred that the scribe for a hybrid team will be present on-site at the testing facility. In this way they can interact with the monitor who will also be onsite. This will facilitate the monitor being able to assist if there are challenges with either **ZOOM** or **NearPod**

THE MONITOR: Will have an additional task in a HYBRID TEAM scenario, to watch the virtual participants to see if they are trying to answer a question but have remained on mute. The monitor can remind a participant that they are muted and ask them to unmute and repeat the answer.

ALTERNATE TEAM MEMBERS: A virtual alternate can only join the team's group meeting technology while they are substituted in as a team member. If they are not testing they will be kept off-line and contacted by their club director/coach to log-in when they are to be substituted in as a team member. An IN-PERSON alternate must stay outside the room where their team is testing, and preferably outside the facility in a socially distanced area, during those times in which they are not testing. They will be contacted by their club director/coach to join the team in the room when they are to be substituted as a team member.