

Top of the Bench 2018 – helpers' schedule

RSC Lab demonstrators/judges: Catherine Smith, Steve Nelmes,

Birmingham Lab demonstrators/judges: Mark Read and John Wilkie.

RSC Local Section Lab demonstrators/judges: Trevor Birt and Kevin Doherty

RSC Markers: Rio Hutchings, Ruth Patchett, Kate Whetter, Luke Blackburn (Ext. DBS)

RSC Reception/Registration: Rizwana Alvi (Ext. DBS) and Sarah Thirkell

RSC everything else! – Rizwana Alvi

Birmingham Staff: Mark Read (Ext. DBS), John Wilkie (Ext. DBS),

Birmingham Student helpers: Sophie Pain, Aoife Quinlivan (Ext. DBS), Dale Fradgley, Rebecca Bird (Ext. DBS), Tim Spankie, Wenyu Li, Seraphim Leng, Jess Hawkins, Eleanor Garrett, Harrison Fell, James Steele

NOTE: No member of Staff should be alone with any child or children at any time.

RIZWANA and SARAH T TO ARRIVE BY 08:30

CATHERINE, RIO, STEVE, RUTH, KATE and LUKE - Could you please aim to arrive by **10:00am** at the latest.

SARAH ROBERTSON - Could you please aim to arrive by **3:45pm** for the awards ceremony that begins at **4:00pm**– you are welcome to come earlier if you would like to.

Rizwana's mobile number: 07825186332

08:30 - 10:00 Rizwana and Sarah T (and anyone else who is around) – Prepare registration desk and check lecture theatre set out for Chemistry Pen and Paper test. Check signage, layout of smaller lecture theatre and refreshment rooms.

10:00 - 11:00 Rizwana and Sarah T to man registration desk. **Sophie and Dale** to help in the arrival area and to sort lunches into school packs for schools when lunches are delivered (between 10.15 and 11.00).

11:00 - 11:15 Rizwana and Mark to welcome teams to Birmingham. Health and Safety whilst in Howarth Building – fire exits etc. to be covered). Rizwana will go through test rules and call out groups of students by colours. **Mark, John, Aoife and Rebecca** to escort students Lecture theatre 101. Teachers to go to Reading room 209.

11:15 - 11:50 Rio, Ruth, Kate and Luke to invigilate paper test. **Catherine** to run through any rules/regulations and to start the paper test. **Rizwana** to finish the paper test. . **Mark Read, John Wilkie, Aoife Quinlivan and Rebecca Bird** to supervise students whilst they file out in an organised fashion back to the Reading rooms 209 and 209a for lunch.

11:25 onwards – Catherine, Steve, Mark and John Wilkie to Chemistry labs to run through the 2 practicals and judging. Birmingham students and staff will have set up all the practical equipment, so this should be a case of familiarising yourselves with the practicals and safety details, how students will be organised etc. **Discuss how to judge the Jacqui Clee award for the best overall student.**

11:45 - 11:55 Rio, Jess and Tim to hand out lunch packs to teacher in reading room 209.

11:55 - 12:25 Students and teachers meet in Reading rooms 209 and 209a for lunch. **All helpers** to collect their packed lunch.

12:00 - Rio, Ruth, Kate and Luke to start marking test papers. Rio please can you have overview of all marking and manage the main mark spreadsheet. **(Don't forget to collect your lunch before you start).**

12:20 - Steve and Catherine to be in labs. (Students will arrive at 12. 30).

12:25 - All demonstrators in labs.

12:25 - Mark, Aoife, James and Rebecca to collect school students from Reading rooms 209 and 209a. Call students by school name according to the lab they will be in (list will be available) and then lead them there with the help of, **Wenyu, Seraphim, Jess, Tim, Eleanor, Harrison, James, Sophie** and **Dale** to escort students to labs.

12:30 - Steve on 1st floor, **Catherine** on 2nd Floor, **Catherine** and **Steve** to set out rules and start. **Catherine** and **Steve** – please liaise so you say the same things. See also the judge's guidelines sheet.

12:30 – Rio, Luke, (plus anyone else available including Birmingham helpers if required) – to continue marking written test papers – aiming to be finished by 14.00 approx.

12:30 - Ruth and Kate - Start of teacher activities room 209

13:45 - Photographer to be met by **Rizwana** and escorted to Chemistry labs to take photos.

14:40 - Mark, Aoife, James and Rebecca with the help of **Wenyu, Seraphim, Jess, Tim, Eleanor, Harrison, James, Sophie** and **Dale** to escort students to Reading room 209 for refreshments.

14:40 - Catherine/Steve to take practical results to marking area to be input into spreadsheet.

Finalise overall positions with **Rio**. **Rizwana to be informed** of the top 6 teams and Jacqui Clee award – keep results hidden from any students!

14:40 - Rizwana and **Sarah T** – to set up prizes in lecture theatre.

14:55 – Aoife and Rebecca with the help of **Wenyu, Seraphim, Jess, Tim, Eleanor, Harrison, James, Sophie** and **Dale** to lead students to Lecture theatre 101 after the students have collected their bags.

15:00 - All demonstrators/helpers are welcome to watch the lecture.

15:00 - Mark Read to introduce and start the lecture.

15:15 - Sarah T and **Rizwana** to pack up (help always welcome).

16:00 Prize giving – **Rizwana** to thank Birmingham for hosting TOTB and to introduce **Sarah Robertson**, Director of Education, RSC who will give out the prizes.

Sarah T to coordinate photographer during prize giving and at the end for photos of winning team etc. (if necessary).

16:30 End of competition

Sarah T – to collect evaluation forms, badges, expense forms and coordinate teams leaving via booked transport etc.