

**MANUAL
OF
RULES AND PROCEDURES
FOR
REGIONAL AND STATE MATHEMATICS
COMPETITIONS**

Prepared by the
Illinois Council of Teachers of Mathematics
State Math Contest Committee

Established, 1979

Revised, 2006-2007

TABLE OF CONTENTS

I.	General Contest Information.....	p. 3
	Purpose	
	Divisions/Eligibility	
	Expectations of Conduct	
II.	General Policies.....	p. 6
	Registration	
	Publications	
	Special Needs	
III.	Events/Scoring.....	p. 7
IV.	General Rules for Competitions.....	p. 14
	Acceptable Forms for Answers	
V.	Proctor and Grader Instructions.....	p. 20
VI.	Prepared Proctor Statements.....	p. 27
VII.	Regional Competitions.....	p. 35
	Events/Schedule	
	Facilities and Personnel Needed	
	Awards	
VIII.	Advancement to State Finals.....	p. 40
IX.	State Finals Competition.....	p. 41
	Eligibility	
	Events/Schedule	
	Facilities and Personnel Needed	
	Tie Breaking Procedures	
	Awards	
X.	State Contest Committee.....	p. 46
	Responsibilities	
	Membership	
	Officers/Job Descriptions	
	Standing Committees	

I. GENERAL CONTEST INFORMATION

PURPOSE

The purpose of the ICTM State Math Contest is to recognize outstanding mathematical achievement, encourage independent study, stimulate interest in mathematics, and provide a wholesome meeting ground for students and teachers of mathematics through academic competition.

COMPETITION DIVISIONS/ELIGIBILITY

When registering, schools must give their exact September 30 school enrollment. The Regional and State competitions are divided into the following four divisions, based on September 30 school enrollment figures:

1. Division 1A consists of all schools with an enrollment of 399 or less in grades 9 through 12.
2. Division 2A consists of all schools with an enrollment between 400 and 999 in grades 9 through 12.
3. Division 3AA consists of all schools with an enrollment between 1000 and 1999 in grades 9 through 12.
4. Division 4AA consists of all schools with an enrollment of 2000 or more in grades 9 through 12.
5. A school may choose to participate in a higher division at the time of registration.
6. Within each of the above Divisions, the grade level of students participating in all competitions is interpreted as follows:

“Senior” any student in Grades 9 through 12, inclusive;
“Junior” any student in Grades 9 through 11, inclusive;
“Sophomore” any student in Grades 9 or 10
“Freshman” any student in Grade 9.

These grade level designations may also be interpreted as follows: Any student may participate in events for grade levels at or above his/her grade level, but not below his/her grade level, except as designated in the Written Competition eligibility. (For example, a freshman may participate in the Junior-Senior Section of the Eight-Person Team Competition or the Pre-Calculus Written Competition. However, a junior may not participate in any Freshman-Sophomore Competition.)

Note: No student from Grade 8 or below is allowed to enter any of the competitions.

EXPECTATIONS OF CONDUCT DURING COMPETITIONS

General Assemblies

1. Expectations: The coach is responsible for the conduct of his/her team and is expected to remain with the team as much as possible. Coaches with broad contest responsibilities should provide a colleague as an assistant for this purpose.
2. Actions: A committee composed of the site chair and two other impartial persons is responsible for determining when behavior falls below expected standards. Such behavior may result in withholding of any awards pending notification and response from the offending school's chief administrator and in possible exclusion from the current and following year's award ceremonies.
3. Such action may be appealed in writing within 10 days of the contest to the Chair of the State Contest Committee. The Executive Committee is responsible for the final determination of the matter. A written response will be made to the appealing school within 10 days of receipt of the appeal.
4. These guidelines are not intended to dampen the natural enthusiasm of student involved in competition; they refer instead to behaviors that go beyond the bounds of courtesy and good sportsmanship as determined by the persons in charge.

Events

1. Expectations: Students are expected to behave with integrity and true team spirit. Lapses from ethical conduct are not to be tolerated. Coaches are expected to hold the highest standards of professional ethics. Willful commission of an ethical infraction by a coach or official school representative may result in disqualification of the school from the contest for that year, with future probationary action or disqualification also possible.
2. Actions: The proctor in charge will make the initial ruling and report it to the site chair. A committee composed of the site chair and two other impartial persons is responsible for determining when behavior falls below expected standards. Penalties will also be enforced for violation of the rules regarding the number of students on a team or grade level restrictions. The site chair must report any action to the Chair of the State Math Contest Committee in writing within 10 days of the contest.

3. **Written Competitions (Algebra I, Geometry, Algebra II, Pre-Calculus)**
The offending student receives a score of zero, and that zero must be one of the four scores counted toward the team total, along with the top three scores. If two or more students are involved, such as in giving and receiving information, each receives a zero and each score must count, along with the appropriate number of top scores.
4. **Eight-Person, Calculating, and Two-Person Team Competitions**
Violation by any member of the team will result in a score of zero for the team in that event.
5. **Oral Competition**
Violation will result in a score of zero for this event.
6. **Relay Competition (State Finals only)**
Teams I and II from a given school are to be treated separately. That is, a violation involving only Team I will not result in a penalty to Team II. Violation by any member of a team will result in a score of zero for that team for all three rounds.

Any further consequences of a violation of rules or procedures will be the responsibility of the team coach.

II. GENERAL POLICIES

REGISTRATION

For Regional Competition, names of participating students for the Written and Oral Competitions must be entered on the contest website by the posted deadline. Minimal changes will be allowed on the day of the contest, but should be limited in number. **The scores of students not listed on the school's registration roster for any given event will not be counted.** Students should be informed that they must use the official school name (no abbreviations) on their answer sheets.

For the State Finals, the names of participating students must be entered on the contest website no later than the announced deadline for roster entry. Minimal changes may be made ONLY BY A COACH at a designated site at the state finals. All rosters will be considered final once the first competition begins. **The scores of students not listed on the school's registration roster for any given event will not be counted.** Students should be informed that they must use the official school name (no abbreviations) on their answer sheets.

PUBLICATIONS

The ICTM State Math Contest Committee will publish statistical information, including names and scores. This information will be distributed to participating schools. General information, including school names and scores of group competitions, will be published on the ICTM Web Site. Individual competition results will be sent to coaches and may be published in ICTM publications such as the ICTM Bulletin. By entering the contest, consent to publish such information is implied by both schools and contestants. Individual results will not be posted on the ICTM Web Site.

SPECIAL NEEDS

The ICTM State Math Contest Committee reserves the right to make special provisions in exceptional cases or to comply with laws pertaining to students with special needs.

1. If a student wishes to use a foreign language dictionary during the contest, requests must be made in writing to the State Math Contest Chair by February 1 for the Regional Competition and by April 1 for the State Competition. The dictionary will be inspected by the proctor prior to the start of the event.
2. If a student requests special provisions because of special needs, the following applies:
 - a. The coach must notify the State Math Contest Chair in writing by February 1 for the Regional Competition and by April 1 for the State Competition.
 - b. The student's school district must provide to the State Math Contest Chair a written, official certification of the disability.
 - c. The coach must specify and justify the special provisions requested.

The participating school will be responsible for any and all additional costs incurred by the committee in meeting the special needs of the student.

III. EVENTS/SCORING

GENERAL INFORMATION

A student is permitted to enter at most three areas of competition. Rulers, protractors, compasses and calculators are allowed in all areas of competition except for the Eight-Person Teams, where no calculators are allowed. Each student is allowed to use any number of calculators that are self-contained and battery operated; however, each student may use at most one desk. No computers are allowed in the competitions. Removable or interchangeable parts are permitted. Electrical outlets in the room may not be used.

No manuals or other reference materials may be brought into the competition room, except for the Oral Competition, where reference material may be used in the Preparation Room. Since the purpose of the ICTM Math Contest is to stimulate and utilize mathematical progress, the use of sophisticated, programmable calculators is permitted; however, the questions will not make their use a necessity other than in the Calculator Team event.

In all events except the Calculator Team event, exact answers should be given unless otherwise specified. Where an approximation is called for, answers should be rounded to four significant digits unless otherwise specified in the problem.

COMPETITION AREAS

1. The Written Competition is divided into four categories.

Algebra I, open to Freshmen or students enrolled in Algebra I during the current school year;

Geometry, open to Freshmen, Sophomores, or students enrolled in Geometry during the current school year;

Algebra II, open to Freshmen, Sophomores, Juniors, or students enrolled in Algebra II during the current school year;

Pre-Calculus, open to all students.

Each Written Competition consists of a 50-minute test with 20 questions worth two points each. A school may enter up to six students per category, but only the scores of the top four students count toward the team total. If a school enters fewer than four students in any category, all scores in that category will count toward the team total. Answers must be legibly written on the Official Answer Sheet and must be simplified.

A proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain. At the signal to stop, the Official Answer Sheet must be given immediately to the proctor. Any student that writes an answer after the signal to stop may have his/her paper disqualified.

2. The **Calculator Team Competition** consists of a 20-minute test with 20 questions worth 5 points each. Each school team consists of at most five students with the maximum team representation by grade-level being one Freshman, one Sophomore, one Junior, and two Seniors. If fewer than five students participate, these grade level restrictions still apply. The students may work together or individually on the questions. A single answer sheet will be submitted for each team. All answers must be legibly written on the Official Answer Sheet.

A proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain. At the signal to stop, the Official Answer Sheet must be given immediately to the proctor. Any team that writes an answer after the signal to stop may have its paper disqualified.

Answers may be written either in standard or scientific notation unless specified in the problem. All answers are to be left rounded to four significant digits unless otherwise specified in the problem. If the fifth significant digit is 5 through 9, round up; if it is 0 through 4, truncate.

Examples:

Positive real numbers:	3.4567 would be rounded to 3.457
	107.349 would be rounded to 107.3
Negative real numbers:	-5.0685 would be rounded to -5.069
	-.028672 would be rounded to -.02867
Integers:	5 would be rounded to 5.000
	12 would be rounded to 12.00
	513,469 would be rounded to 513,500

Trailing zeroes are necessary when ROUNDING if the trailing zero is significant. For example, 56.8035 MUST be written as 56.80 when rounded to 4 significant digits in decimal form, and MUST be written as 5.680×10^1 or 5.680×10 when written in scientific notation form because the trailing zero is significant for a rounded number.

3. The **Eight-Person Team Competition** will be held at two levels:
Freshman-Sophomore Eight-Person Team and Junior-Senior Eight-Person Team.

A school may enter one Eight-Person Team at each level. The Eight-Person team at the Freshman-Sophomore level consists of at most eight Freshmen and Sophomores with the maximum team representation being four Freshmen and four Sophomores. The eight person team at the Junior-Senior level consists of at most eight Juniors and Seniors with the maximum team representation being four Juniors and four Seniors. If fewer than eight students are on the team, these grade level restrictions still apply.

No calculating devices are allowed in this competition.

Each Eight-Person Team competition consists of a 20-minute test of 20 questions, worth 5 points each. Students may work together or individually on the questions. At the end of the time period, a single answer sheet will be submitted for each team. Answers must be legibly written on the Official Answer Sheet and must be simplified.

A proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain. At the signal to stop, the Official Answer Sheet must be given immediately to the proctor. Any team that writes an answer after the signal to stop may have its paper disqualified.

4. The **Two-Person Team Competition** will be held at two levels:
Freshman-Sophomore Two-Person Team and Junior-Senior Two-Person Team.

A school may enter one Two-Person Team at each level. The Two-Person Team entered at the Freshman-Sophomore level consists of two Freshmen, two Sophomores, or one of each. The Two-Person Team entered at the Junior-Senior level consists of two Juniors, two Seniors, or one of each.

If fewer than 13 teams are competing at a site within a division, they all must compete in the same room. Where there are more than 13 schools, the teams will be divided as evenly as possible. The groups should be determined, as much as possible, on the basis of the order of finish of the school in the overall competition at the previous year's Regional Competitions, placing teams in alternating rooms. Schools entering the competition for the first time will be placed in one of the groups by lottery.

At each level, ten problems are flashed one at a time on a screen or screens. The time limit per problem is 3 minutes. For each question, the any team who gets the correct answer during the first minute receives 6 points; any team who gets the correct answer during the second minute receives 4 points; and any team who gets the correct answer during the third minute receives 3 points. The first team to get the correct answer receives a bonus of 2 points. When the first correct answer to each problem is received, the proctor will announce "First."

Students may work together in this event. When a team has an answer, the answer must be written in acceptable form on the Official Answer Sheet. The answer sheet is to be folded once and held high in the air by one team member. A proctor will then collect the answer sheet. No team may submit more than one answer for any problem.

A proctor will announce the time at 1 minute, 2 minutes and when 15 seconds remain. At the end of 3 minutes the proctor will announce "STOP." At the signal to stop, the Official Answer Sheet must be given immediately to the proctor. Any team that writes an answer after the signal to stop may have its paper disqualified. At the end of each question, a proctor will read the correct answer. The school score for this event is the total number of points accumulated in the ten rounds.

At the State Finals, if ties have occurred after the first ten rounds in the Junior-Senior Two-Person event, sudden death rounds will be held immediately to determine places. The first team of those tied who correctly answers a question will receive the higher place. Points earned in sudden death rounds are not added to a team's score for that event.

5. The **Junior-Senior Two-Person Team Demonstration Competition** is held only at the State Finals, prior to the awards ceremony, with the top teams from the Two-Person Junior-Senior Team Competition.

Within each Division, the four teams involved in the Demonstration Contest are the top four teams in the competition conducted earlier in the day. Within each division, each of the four teams will compete simultaneously against the other three teams involved. The score earned at the Demonstration Contest will determine the first through fourth place awards within each Division for the Junior-Senior Two Person event. Points earned in this Demonstration Contest will **not** be added to the overall team total.

Barring ties, the Demonstration Contest will consist of 8 questions with a time limit of 2 minutes per question. Within each Division, points will be awarded as follows: 3 points for each team that submits a correct answer during the first minute for a question and 2 points for each team that submits a correct answer during the second minute for a question. For each question, 1 bonus point will be awarded to the first team within each Division that submits a correct answer.

If there is a tie at the end of the 8 questions, the tie will be broken by the original rankings from the earlier two person contest at the State Finals. If it was a tie in the earlier two person contest, it will remain a tie and duplicate awards will be given.

The time limit for each question is two minutes, with warnings at one minute and at fifteen seconds. A team may submit at most two answers to a question, but these answers must be submitted separately.

6. The **Oral Competition** consists of giving an oral presentation to judges, preceded by a 10-minute period of preparation. Each of two judges will give a score of up to 25 points. The two scores will be added together and the final score (maximum 50 points) will count toward the team total.

A school may enter a two-person team. Both members of the team are allowed in the preparation room, but only one student from the team may give the presentation. The determination of who will give the presentation must be made by the oral team before entering the presentation room. This student will be referred to as the presenter, and the other student will be referred to as the assistant. The assistant may attend the initial presentation as an observer only. Either the presenter or the assistant may answer the extemporaneous question(s) during the last 3 minutes of the presentation time. The students may collaborate on their answers to these questions.

The general topic for the oral presentation is predetermined by the ICTM Math Contest Committee. The Committee is responsible for publicizing the topic and reference, if any, at least three months prior to the Regional Contest.

Students who plan to participate in the Oral Competition should obtain the reference and study the general topic. Coaches are urged to notify their Regional Site Chair of the names of their oral competition contestants no later than two weeks prior to the Regional Contest. Requests for avoidance of time conflicts with other competitions are to be made in writing to the Regional Site Chair as soon as possible. Regional hosts are encouraged to honor these requests if possible, but are not required to do so if it creates scheduling problems at their site.

For students who qualify for the Oral Competition at the State Finals, request forms for avoidance of time conflicts with other competitions will be sent with the list of state qualifiers and must be returned by the due date in order for requests to be honored.

The oral team is to report to the oral preparation room 15 minutes prior to the time of presentation. Only the oral team is allowed in the oral preparation room. The team will be asked to fill out two judge's rating sheets with the team members' names and school. The oral team is then given one or more questions, possibly with several parts, dealing with the topic. The team members must remain in the oral preparation room and may use 10 minutes to prepare or transcribe any notes onto paper provided by the oral preparation room proctor for the presentation. The students may bring any reference materials, including calculating devices, rulers, protractors, and compasses into the preparation room.

In the presentation room, only those notes made during the preparation period and calculating devices may be used. An overhead projector and transparency film will be provided in the presentation room.

The team will give the judge's rating sheets to the judges. The presenter then has a maximum of 7 minutes of uninterrupted presentation time to answer the question(s). At the end of 6 minutes, the presenter receives a cue notifying that 1 minute remains to complete his/her presentation. At the end of 7 minutes the presenter is to stop immediately. The judges then have exactly 3 minutes to ask the presenter and the assistant predetermined extemporaneous questions and/or questions about the presentation. Either the presenter or the assistant may answer the extemporaneous questions.

Only people affiliated with the presenter's school are allowed in the oral presentation room. All observers must have the approval of the presenter's coach. Observers are not to enter or leave the room during the presentation.

The presentation is evaluated by two judges, each of whom may award up to 25 points, based as follows, for a total of 50 points:

Knowledge (0-13 points)

Is an appropriate approach to the problem used?

Is the solution accurate and complete?

Are the facts correct?

Is the logic correct?

Is the use of vocabulary and notation correct?

Are relevant theorems, axioms, etc. used and mentioned when they contribute to a desired result?

Are important ideas emphasized/outlined/summarized?

Presentation (0-8 points)

Is time used effectively?

Are ideas explained in a logical manner?

Is the presentation clear and well-organized?

Is sufficient detail used?

Are oral, visual and verbal techniques used effectively?

Responses to judges' questions (0-4 points)

Are the judges' questions answered correctly and adequately?

7. The **Relay Competition** is held only at the State Finals. Only those schools that have qualified as entire teams for the State Finals may enter the relay competition.

The Relay Competition will be held at two levels:
Freshman-Sophomore Team and Junior-Senior Team.

Each school may enter two teams at each level.

Students are allowed to use rulers, protractors, compasses, and self-contained calculators for this event.

A team consists of 4 persons. At the Freshman-Sophomore level, the maximum team representation is two Freshmen and two Sophomores. At the Junior-Senior level, the maximum team representation is two Juniors and two Seniors.

Each team sits in a row. There are three rounds of questions at each level. At the Freshman-Sophomore level any geometry questions are restricted to Team Members 3 and 4; at the Junior-Senior level any trigonometry questions are restricted to Team Members 3 and 4. Teams are permitted to change the order of seating or to make substitutions between rounds.

Prior to each round, proctors will distribute a supply of Official Answer Sheets to each team member. The Official Answer Sheets have answer blanks for all four answers in that Round. The proctors will then distribute, face down, the appropriate question to each person. At the signal to begin each person turns over his/her question. When the first person gets an answer to his/her question, he/she writes the answer (known as ANS) in the proper blank on an Official Answer Sheet and passes it back to the second person, who uses ANS to complete the answer to his/her question. The second person then writes the answer to his/her question (known as ANS) in the proper blank on the Official Answer Sheet and passes it back to the third person who uses ANS to complete the answer to his/her question. (Note: The Official Answer Sheet now contains the answer to the first two questions.) In the same manner, the third person enters his/her answer on the Official Answer Sheet and passes it back to the fourth person who uses ANS to complete the answer to the final problem. The fourth person then enters his/her answer on the Official Answer Sheet and awaits a command to stand. (Note: At this point the Official Answer Sheet must contain the answers to all four problems.) Contestants may pass back more than one Official Answer Sheet to correct a mistake; however, each Official Answer Sheet must contain the current answers to all previous questions. Students in the second, third, fourth positions should record on their question sheet the most current set of answers that have been passed back to them. If a student finds he/she has made a mistake, he/she must take a blank copy of the Official Answer Sheet, write his/her corrected answer in the appropriate blank and also write in the answers to the preceding questions. He/she must then pass this Official Answer Sheet back to the next student, etc. Contestants may not pass back anything except an Official Answer Sheet, which cannot contain anything but answers. No codes may be used in recording answers. Nothing may be passed forward, and no other communication of any type will be permitted during a Round.

The Proctor in charge will issue three commands to stand during each Round: at 3 minutes (First Command), at 5 minutes (Second Command) and at 7 minutes (Final Command) with a warning given 15 seconds before each command to stand. The maximum time for each round is 7 minutes.

For each Round, the scoring will be as follows:

2 points for each correct answer

5 bonus points if answer sheet is turned in at the first command to stand and has all four answers correct.

3 bonus points if answer sheet is turned in at the second command to stand and has all four answers correct.

Maximum score per round is 13 points.

Note: When the person in seat 4 stands, he/she must submit one Official Answer Sheet immediately to the proctor, and no additional answer sheets may be submitted during that Round. Answer Sheets are graded at the end of each Round, when the Head Proctor announces the correct answers to that Round.

At the end of the third round of questions, the Head Proctor will ask for any appeals. If there is an appeal, the fourth member of the team will fill out an appeal form. The Appeals Judge(s) and any other person(s) he/she chooses to consult will act on the appeal immediately. If an appeal is upheld, the round will be thrown out and an additional round will be conducted.

IV. GENERAL RULES FOR COMPETITIONS

All contestants, coaches and proctors are responsible for knowing these rules.

GENERAL RULES FOR CONTESTANTS IN NON-ORAL COMPETITIONS

1. All contestants are to be seated before the competition begins.
2. Students must legibly print their name (written competition only) and full school name on the answer sheet. Answer sheets with abbreviations for school names will not be counted.
3. All cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones must be turned off and put away prior to the start of each competition.
4. The only aids that are permitted are pencils, pens, erasers, rulers, protractors, compasses and self-contained and battery operated calculators (not allowed in the Eight-Person Team events). Scratch paper may also be used, but all scratch paper is to be provided by the proctors.
5. Students are permitted to work together in the Two-Person Team Competitions, the Calculator Team Competition and the Eight-Person Team Competitions. In the Written Competitions, students may not work or sit together.
6. Students must remain seated until proctors direct otherwise.
7. Before each competition begins, the head proctor will read a brief prepared statement about the competition, but is to answer no questions about the rules of the competition or the interpretation of the rules or questions. This is done so that confusing or incorrect instructions are not given. Participating students are responsible for being familiar with the rules for the competition as presented in this manual.
8. Students are to stop writing and hold answer sheets up immediately when told to stop.
9. Any difficulty in the correctness of an answer or in student conduct should be brought to the attention of the Site Chair as quickly as possible.
10. Any protests regarding scores must be registered with the Site Chair or his/her designee by the posted deadline. No protests will be accepted on the interpretation of questions at the Regional Competition.

11. All answers must be written legibly in the answer blanks.
12. Scores are based on exact, complete, simplified answers only. If the question specifies a form for the answer, correct answers will only be accepted in the form specified by the question. This takes precedence over any general statement regarding acceptable forms for answers. Calculator Team Competition answers may be written in either standard or scientific notation unless specified in the question. No partial credit is given.
13. Acceptable forms for answers are as follows:
 - a. All answers must be reduced to lowest terms. Improper fractions that have been reduced are acceptable.
 - b. Radicals and radical expression must be simplified. Radicals are not to be left in the denominator of a fraction.
 - c. In all events except for the Calculator Team event, exact answers should be given unless otherwise specified in the problem. When an approximation is called for, answers should be rounded to four significant digits unless otherwise specified in the problem. Use the following convention for rounding: if the fifth significant digit is 5 through 9, round up; if it is 0 through 4, truncate.

Examples:

Positive real numbers:	3.4567 would be rounded to 3.457
	107.349 would be rounded to 107.3
Negative real numbers:	-5.0685 would be rounded to -5.069
	-.028672 would be rounded to -.02867
Integers:	5 would be rounded to 5.000
	12 would be rounded to 12.00
	513,469 would be rounded to 513,500

Trailing zeroes are necessary when ROUNDING if the trailing zero is significant. For example, 56.8035 **MUST** be written as 56.80 when rounded to 4 significant digits in decimal form, and **MUST** be written as 5.680×10^1 or 5.680×10 when written in scientific notation form because the trailing zero is significant for a rounded number.

- d. Units of measurement are not required in the answer and should not be given.
- e. All answers must be written legibly.
- f. The given data are to be regarded as exact.

- g. Use of horizontal fraction bars instead of slash marks is encouraged, but not required. Ambiguous answers involving slash marks will be marked wrong.

Examples:

$$\frac{5}{x+y} = 5/(x+y) \neq 5/x+y$$

$5/2x$ is ambiguous and should not be used.

- h. In the event a correct answer involves an approximation, all relevant rounding should be made only at the end of the problem.

- i. Here are some examples of acceptable and not acceptable answers.

- i. Express answer as a **decimal** or **in decimal form**.

Acceptable: 2.1 8.645 .23 0.25 -6.71

Not acceptable: 3.245×10^3 $\frac{1}{10}$ 4.60 (use 4.6 instead)

- ii. Express answer as a **common fraction** reduced to lowest terms.

Acceptable: $\frac{5}{8}$ $-\frac{7}{12}$

Not acceptable: .625 $\frac{9}{24}$ 0.43

- iii. Express answer as an **improper fraction** reduced to lowest terms.

Acceptable: $\frac{24}{5}$ $-\frac{103}{15}$

Not acceptable: $4\frac{4}{5}$ 4.8 $\frac{48}{10}$ $-2\frac{2}{3}$

- iv. Express answer as a **mixed number** reduced to lowest terms.

Acceptable: $2\frac{3}{8}$ $-7\frac{3}{40}$

Not acceptable: 2.375 $\frac{11}{8}$

- v. Write as a **ratio**.

Answer should be expressed in the form **p:q**, where p and q are relatively prime integers.
- vi. If an answer is exact, trailing zeroes should be left off. If an answer is rounded, trailing zeroes are significant and must be included.

- j. Be sure to print NEATLY and LEGIBLY so that there is no doubt about what you intended your answer to be!
- k. Specific instructions stated in a given problem take precedence over any of the above instructions.

GENERAL RULES FOR CONTESTANTS IN ORAL COMPETITIONS

1. The Oral team consists of at most two students. Both students may be present in the preparation room. Only one student from the oral team may give the presentation. This student is referred to as the presenter. The other student, referred to as the assistant, may attend the initial presentation, but as an observer only. Either the presenter or the assistant may answer the extemporaneous question(s) during the last 3 minutes of the presentation time. The students may collaborate on their answers to these questions.
2. Oral Preparation Room
 - a. Only the oral contestants may enter the oral preparation room.
 - b. Contestants may bring reference materials (including rulers, compasses, protractors, calculating devices and written materials or texts) into the oral preparation room.
 - c. Contestants should write their names and school on two copies of the judge's rating sheets.
 - d. Contestants will be given the question(s) in time to allow for 10 minutes of preparation prior to the presentation.
 - e. Contestants must remain in the oral preparation room after receiving the question(s).
 - f. Contestants may prepare notes in the oral preparation room only on paper provided by the oral preparation room proctor.
 - g. While giving the presentation, the presenter may use only notes prepared in the oral preparation room, calculating devices, rulers, protractors, and compasses.
3. Oral Presentation Room
 - a. Only one student from the oral team may give the presentation. The determination of who will give the presentation must be made by the oral team prior to entering the presentation room. The assistant may attend the initial presentation as an observer only. Either the presenter or the assistant may answer the extemporaneous question(s) during the last 3 minutes of the presentation time. The students may collaborate on their answers to these questions.
 - b. A chalkboard, chalk and erasers and/or an overhead projector, transparencies and markers will be provided in the presentation room.
 - c. Upon entering the presentation room, the presenter should hand the rating sheets to the judges.
 - d. The presenter has a maximum of 7 minutes of uninterrupted presentation time. At the end of 6 minutes the presenter receives a cue from the timer notifying him/her that 1 minute remains to complete the presentation.

- e. The presenter is to stop immediately at the end of 7 minutes.
- f. When the presenter has completed the presentation, the judges have exactly 3 minutes to ask extemporaneous questions. These questions will be presented verbally by the judges and may be used to seek clarification on the original presentation. Charts, figures, or diagrams will be provided as necessary. Either the presenter or the assistant may answer the extemporaneous question(s). The students may collaborate on their answers to these questions.
- g. There are two judges and a timer in each presentation room.
- h. The judges rate the contestants according to the following scale, using the questions below as suggested guidelines:

Knowledge (0-13 points)

Is an appropriate approach to the problem used?

Is the solution accurate and complete?

Are the facts correct?

Is the logic correct?

Is the use of vocabulary and notation correct?

Are relevant theorems, axioms, etc. used and mentioned when they contribute to a desired result?

Are important ideas emphasized/outlined/summarized?

Presentation (0-8 points)

Is time used effectively?

Are ideas explained in a logical manner?

Is the presentation clear and well-organized?

Is sufficient detail used?

Are oral, visual and verbal techniques used effectively?

Responses to judges' questions (0-4 points)

Are the judges' questions answered correctly and adequately?

- i. Each of the two judges may award a maximum of 25 points, for a total of 50 possible points.

V. PROCTOR INSTRUCTIONS

GENERAL RULES FOR PROCTORS IN NON-ORAL COMPETITIONS

1. The proctors are responsible for knowing all rules for their competition.
2. Proctors must be alert to the entire room.
Proctors must not:
 - leave the room unless relieved,
 - discuss answers with each other,
 - distract any student unnecessarily, including watching a particular student working out the problem.
3. At the completion of each competition the proctors will make available the answers to all questions. In the Two-Person Team Competitions, the proctors will read the correct answer after each round. If a Regional Site is holding the competition on a date earlier than other Regional Competitions, contestants will not be allowed to retain a copy of the answers.
4. At the completion of each competition, proctors shall allow contestants to retain the question sheets, unless the competition is at a Regional Site holding the competition on a date earlier than other Regional Competitions. In that event, all questions will be collected and made available to the teams after the remaining Regional Competitions are held.

SPECIFIC RULES FOR NON-ORAL COMPETITIONS

1. **Written Competitions (Algebra I, Geometry, Algebra II, Pre-Calculus)**
 - a. Proctors will read the prepared statement as found in the contest manual.
 - b. Proctors will pass out scratch paper and answer sheets. Students must be quiet from this point on.
 - c. Students will print their name and school on the answer sheet.
 - d. Proctors will pass out the questions face down.
 - e. When all is ready, the head proctor will tell students to begin and start timing.
 - f. The head proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain.
 - g. When the head proctor announces “Stop” students must stop writing and immediately hold their answer sheets high in the air. Any student who writes an answer after the command to stop may have his/her paper disqualified.

- h. When proctors have collected all answer sheets, the head proctor will distribute the correct answers and dismiss the students. If a Regional Site is holding the competition on a date earlier than other Regional Competitions, contestants will not be allowed to retain a copy of the questions or answers. In that case, the proctor will also collect the question sheets and all scratch paper. Students should leave the room immediately.
- i. Proctors will take student answer sheets to the Headquarters Room. Each paper will be graded separately by at least two graders. Each correct answer is worth two points. Only forms of answers included on the master answer sheet should be accepted. If a question has an incorrect answer, the Site Chair or his/her designee may make a correction.
- j. Graded answer sheets will be given to the person in charge of entering scores into the computer.
- k. Individual scores for the competition will be made available to the team coach as soon as possible. At the State Finals, expiration times for protests on scoring will be posted. Individual and team scores may be posted.
- l. Protests on interpretation of questions are not permitted at the Regional Competitions.

2. **Calculator Team and Eight Person Team Competitions**

- a. Proctors will read the prepared statement as found in the contest manual.
- b. Proctors will pass out scratch paper and answer sheets (one answer sheet per team). Students must be quiet from this point on.
- c. Students will print their school name on the answer sheet.
- d. Proctors will pass out the questions face down (one set of questions per student).
- e. No calculating devices may be used in the Eight Person Team Competitions.
- f. When all is ready, the head proctor will tell students to begin and start timing.
- g. The head proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain.
- h. When the head proctor announces “Stop” students must stop writing and immediately hold their team’s answer sheet high in the air. Any team who writes an answer after the command to stop may have its paper disqualified.
- i. When proctors have collected all answer sheets, the head proctor will distribute the correct answers and dismiss the students. If a Regional Site is holding the competition on a date earlier than other Regional Competitions, contestants will not be allowed to retain a copy of the questions or answers. In that case, the proctor will also collect the question sheets and all scratch paper. Students should leave the room immediately.

- j. Proctors will take student answer sheets to the Headquarters Room. Each paper will be graded separately by at least two graders. Each correct answer is worth five points. Only forms of answers included on the master answer sheet should be accepted. If a question has an incorrect answer, the Site Chair or his/her designee may make a correction.
- k. Graded answer sheets will be given to the person in charge of entering scores into the computer.
- l. The team's scores for the competition will be made available to the team coach as soon as possible. At the State Finals, expiration times for protests on scoring will be posted. Team scores may be posted.
- m. Protests on interpretation of questions are not permitted at the Regional Competitions.

3. **Two-Person Team Competitions**

(Note: For each level, 15 questions will be provided on transparencies so that they can be flashed on a screen one at a time. The questions should be clearly visible from any part of the room. Only ten questions will normally be used. The additional five questions will be used only in the event of sudden death rounds or in the event of a procedural dispute over one of the first ten questions. If any dispute occurs and the use of an extra question is required, the same extra question should be used in all rooms involved in that competition.)

- a. Proctors will be provided with answers to each question before it is flashed on the screen.
- b. Proctors will read the prepared statement as found in the contest manual.
- c. Proctors will pass out scratch paper and answer sheets (one answer sheet per team). Students must be quiet from this point on.
- d. Students will print their names and school on the answer sheet.
- e. When all is ready, the head proctor will flash Question 1 on the screen and start timing.
- f. When a team indicates it has an answer by holding the folded answer sheet in the air, a proctor will immediately check the answer. No team may give more than one answer for any problem.
- g. Within the first minute, for each correct answer the proctor will collect the answer sheet, mark a "C" and award 6 points; within the second minute, for each correct answer the proctor will collect the answer sheet, mark a "C" and award 4 points; within the final minute, for each correct answer the proctor will collect the answer sheet, mark a "C" and award 3 points. If it is an incorrect answer, the proctor will say nothing, but will collect the answer sheet, mark an "X" and award zero points.
- h. Within each group, if this is the first correct answer for the question, the proctor will announce "First," collect the answer sheet, mark a "C" and award the appropriate number of points as described above plus an additional 2 bonus points.

- i. For each question, the head proctor will announce the time at 1 minute, 2 minutes and when 15 seconds remain.
- j. At the end of 3 minutes the head proctor will announce “Stop.” Students must stop writing immediately and hold their paper high in the air.
- k. Proctors will then collect all ungraded answer sheets, mark an “X” in the answer blank, and award zero points for the question. All answer sheets are then to be returned to the students for the next question.
- l. Once all answer sheets are graded and returned, the head proctor will announce the correct answer, and the procedure will be repeated for the following question.
- m. Scoring summary:
 1. If the answer is correct and is submitted within the first minute, the answer is worth 6 points.
 2. If the answer is correct and is submitted within the second minute, the answer is worth 4 points.
 3. If the answer is correct and is submitted within the final minute, the answer is worth 3 points.
 4. If the answer is the first correct answer given for each question the answer is worth an additional 2 bonus points.
 5. If there is a tie for the first correct answer, both teams will receive 2 bonus points.
- n. After the tenth question has been graded by the proctors and the correct answer has been announced, all answer sheets will be collected.
- o. When proctors have collected all answer sheets, the head proctor will distribute copies of the questions and correct answers and dismiss the students. If a Regional Site is holding the competition on a date earlier than other Regional Competitions, contestants will not be allowed to retain a copy of the questions or answers. In that case, nothing will be distributed to the students and all scratch paper will be collected. Students should leave the room immediately.
- p. The proctors will take all answer sheets to the Headquarters Room. At least two graders should recheck the scores on each answer sheet.
- q. Graded answer sheets will be given to the person in charge of entering scores into the computer.
- r. The team’s score for the competition will be made available to the team coach as soon as possible. At the State Finals, protests must be made during the competition. Team scores may be posted. Teams participating in the Demonstration Contest, if held, will be posted.

4. **Demonstration Contest of Two Person Team Competition, Junior-Senior Section**
(Held at State Finals only)

- a. If more than one division is competing at the site, each division competition should be held separately.
- b. Each two person team should sit at a table at the front of the room.
- c. The head proctor will introduce the students and schools participating.
- d. The head proctor will flash the first question on the screen and begin timing the two minutes.
- e. Each team may give a maximum of two answers to each question, but these answers must be submitted separately.
- f. Proctors will determine which team gets the correct answer first. The answer is not considered accepted until the proctor says “correct.” If an answer is incorrect, the proctor will say nothing and return the answer sheet.
- g. Barring ties, the Demonstration Contest will consist of 8 questions with a time limit of 2 minutes per question. Within each Division, points will be awarded as follows: 3 points for each team that submits a correct answer during the first minute for a question and 2 points for each team that submits a correct answer during the second minute for a question. For each question, 1 bonus point will be awarded to the first team within each Division that submits a correct answer.
- h. If there is a tie at the end of the 8 questions, the tie will be broken by the original rankings from the earlier two person contest at the State Finals. If it was a tie in the earlier two person contest, it will remain a tie and duplicate awards will be given.

5. **Relay Team Competition (Held at State Finals Only)**

- a. Only teams who have qualified as entire school teams are eligible for this competition.
- b. Proctors will read the prepared statement as found in the contest manual.
- c. There are 3 rounds in the Relay Competition. Two extra rounds of questions are available in case appeals are upheld.
- d. Proctors will pass out scratch paper and give a supply of Official Answer Sheets to each relay team member. Students shall be quiet from this point on during each round.
- e. Each team member must print their school and school code on each copy of the Official Answer Sheet that will be used. Team members also must indicate either Relay Team I or Relay Team II on each copy of the Official Answer Sheet.

- f. Proctors shall distribute, face down, questions for Round 1. Questions should be organized so that Question 1 is given to each Team Member 1, Question 2 to Team Member 2, Question 3 to Team Member 3, and Question 4 to Team Member 4.
- g. When all is ready, the Head Proctor will tell students to begin and start timing.
- h. In each Round, the Head Proctor will announce at the end of 3 minutes: “First Command to Stand”; at the end of 5 minutes: “Second Command to Stand”; and at the end of 7 minutes: “Final Command to Stand”. The proctor will also announce 15 seconds before each command to stand: “FIFTEEN SECONDS”.
- i. At the end of the third round of questions, the Head Proctor will ask for any appeals. If there is an appeal, a team member will fill out an appeal form. The Appeals Judge(s) and any other person(s) he/she chooses to consult will act on the appeal immediately. If an appeal is upheld, the round will be thrown out and an additional round will be conducted.

RULES FOR GRADERS

- a. All answer sheets must be checked separately by at least two graders from different schools, and preferably from a different division than that being graded.
- b. Scores should be entered into the contest software program.
- c. Scores for each competition should be posted or distributed as soon as possible.

INSTRUCTIONS FOR ADMINISTERING THE ORAL COMPETITION

- 1. There will be two judges and a timer in each presentation room. Where personnel are limited, one of the judges may act as timer.
- 2. If two presentation rooms are used for the oral presentation, the judges should meet together before the contest and agree on standards of evaluation for the particular oral topic.
- 3. If two presentation rooms are used for the oral presentation, halfway through the judging for each Division, two of the judges should switch rooms.
- 4. The presenter has a maximum of 7 minutes of uninterrupted presentation time. At the end of 6 minutes the presenter receives a cue from the timer notifying him/her that 1 minute remains to complete the presentation.
- 5. The presenter is to stop immediately at the end of 7 minutes.
- 6. When the presenter has completed the presentation, the judges have exactly 3 minutes to ask extemporaneous questions. These questions will be presented verbally by the judges and may be used to seek clarification on the original presentation. Charts, figures, or diagrams will be provided as necessary. Either the presenter or the assistant may answer the extemporaneous question(s) The students may collaborate on their answers to these questions.

7. The judges rate the contestants according to the following scale, using the questions below as suggested guidelines:
- Knowledge (0-13 points)
 - Is an appropriate approach to the problem used?
 - Is the solution accurate and complete?
 - Are the facts correct?
 - Is the logic correct?
 - Is the use of vocabulary and notation correct?
 - Are relevant theorems, axioms, etc. used and mentioned when they contribute to a desired result?
 - Are important ideas emphasized/outlined/summarized?
 - Presentation (0-8 points)
 - Is time used effectively?
 - Are ideas explained in a logical manner?
 - Is the presentation clear and well-organized?
 - Is sufficient detail used?
 - Are oral, visual and verbal techniques used effectively?
 - Responses to judges' questions (0-4 points)
 - Are the judges' questions answered correctly and adequately?
8. Each of the two judges may award a maximum of 25 points to the contestant, for a total of 50 possible points. Criticism and comments by the judges are important to the students if they are to improve. The judges should include appropriate comments with their ratings on the judges rating sheets. Judges should consider the following in assigning points and making comments:
- As much as possible, comments should generally be positive and constructive in nature. Comments should include suggestions for areas of improvement or clarifications about misunderstandings in content.
 - Comments should justify the score given.
 - Student dress and appearance should NOT be considered when assigning scores or making comments.
 - Consider both the fundamental understanding of the material and the completeness/accuracy of the solution in assigning points.
 - Please differentiate between scores for presentation and knowledge. As an example, a student who has a good knowledge of the material and answers the questions correctly but does not have a good presentation should get a good knowledge score and a lesser presentation score.
9. After all contestants in a Division have completed their presentations, judges should review their ratings and may adjust their scores in light of the overall quality of the presentations.
10. Judges will then take their rating sheets to contest headquarters and give them to the graders who will recheck the totals on each sheet.
11. The opinions of the judges are uncontestable.
12. The Timer will:
- at the end of 6 minutes, announce "1 MINUTE"
 - at the end of 7 minutes, announce "STOP"
 - at the end of 10 minutes, if the competition is not already ended, announce "STOP"

VI. PREPARED STATEMENTS

The following are the official prepared statements for the various events of the contest. These are to be read by the Head Proctor at the beginning of the event and summarize the rules for that event. However, each student is responsible for knowing and understanding all of the information and rules as presented in this manual prior to the contest.

PREPARED STATEMENT FOR WRITTEN COMPETITIONS
(Algebra I, Geometry, Algebra II, Pre-Calculus)

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but they must turn in their answer sheets at the signal for everyone to stop.

This is the Written Competition in (Algebra I, Geometry, Algebra II, Pre-Calculus). You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items. The time limit for this event is 50 minutes. I will give warnings at 3 minutes, at 1 minute and at 15 seconds. Do not begin until I give the signal. When I say “STOP” put down your pencil or pen and immediately hold your answer sheet high in the air.

If you want a record of your answers, you may write them on your question sheet. You will receive a copy of the correct answers when you leave this room.

All answers must be written legibly in the correct place on the answer sheet and must be in simplified form as specified in the contest manual.

I am not permitted to answer questions about interpretation of the questions.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now.

(Allow students time to be sure that these items are turned off and put away.)

We will now distribute scratch paper and answer sheets. Please print your name and school on the answer sheet. Please be sure to use your full school name – papers with only school abbreviations will be disqualified.

We will now distribute copies of the questions. Keep the question sheets face down until you are told to begin.

(After students have written their names on their answer sheets, announce “You have 50 minutes. BEGIN” and start timing the event)

(After 47 minutes (when 3 minutes are remaining) announce “3 minutes.”

After 49 minutes (when 1 minute is remaining) announce “1 minute.”

After 49 minutes, 45 seconds (when 15 seconds are remaining) announce “15 seconds.”

After 50 minutes, announce “STOP. Put all pens and pencils down and hold your answer sheet high in the air.” Proctors should then collect the answer sheets.)

(When all answer sheets have been collected announce “You may keep your copy of the questions. We will now distribute a copy of the correct answers.” Distribute copies of correct answers. Students may then leave the room.)

PREPARED STATEMENT FOR CALCULATOR TEAM COMPETITION

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Calculator Team competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items. The time limit for this event is 20 minutes. I will give warnings at 3 minutes, at 1 minute and at 15 seconds. Do not begin until I give the signal. When I say “STOP” put down your pencil or pen and immediately hold your answer sheet high in the air.

If you want a record of your answers, you may write them on your question sheet. You will receive a copy of the correct answers when you leave this room.

All answers must be written legibly in the correct place on the answer sheet. Unless otherwise specified in the problem, give all answers correct to four significant digits.

I am not permitted to answer questions about interpretation of the questions.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now.

(Allow students time to be sure that these items are turned off and put away.)

You may talk with your own team members, but do not try to eavesdrop on other teams.

We will now distribute scratch paper and one answer sheet to each team. Please print your school name on the answer sheet. Please be sure to use your full school name – papers with only school abbreviations will be disqualified.

We will now distribute copies of the questions. Keep the question sheets face down until you are told to begin. *(Distribute one copy of the questions to each team member.)*

(After students have written their names on their answer sheets, announce “You have 20 minutes. BEGIN” and start timing the event)

(After 17 minutes (when 3 minutes are remaining) announce “3 minutes.”

After 19 minutes (when 1 minute is remaining) announce “1 minute.”

After 19 minutes, 45 seconds (when 15 seconds are remaining) announce “15 seconds.”

After 20 minutes, announce “STOP. Put all pens and pencils down and hold your answer sheet high in the air.” Proctors should then collect the answer sheets.)

(When all answer sheets have been collected announce “You may keep your copy of the questions. We will now distribute a copy of the correct answers.” Distribute copies of correct answers. Students may then leave the room.)

PREPARED STATEMENT FOR EIGHT PERSON TEAM COMPETITIONS

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Eight Person team competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors and compasses. No calculators are allowed in this event. Please clear your desk of all other items. The time limit for this event is 20 minutes. I will give warnings at 3 minutes, at 1 minute and at 15 seconds. Do not begin until I give the signal. When I say "STOP" put down your pencil or pen and immediately hold your answer sheet high in the air.

If you want a record of your answers, you may write them on your question sheet. You will receive a copy of the correct answers when you leave this room.

All answers must be written legibly in the correct place on the answer sheet and must be in simplified form as specified in the contest manual.

I am not permitted to answer questions about interpretation of the questions.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now.

(Allow students time to be sure that these items are turned off and put away.)

You may talk with your own team members, but do not try to eavesdrop on other teams.

We will now distribute scratch paper and one answer sheet to each team. Please print your school name on the answer sheet. Please be sure to use your full school name – papers with only school abbreviations will be disqualified.

We will now distribute copies of the questions. Keep the question sheets face down until you are told to begin. *(Distribute one copy of the questions to each team member.)*

(After students have written their names on their answer sheets, announce "You have 20 minutes. BEGIN" and start timing the event)

(After 17 minutes (when 3 minutes are remaining) announce "3 minutes.")

After 19 minutes (when 1 minute is remaining) announce "1 minute."

After 19 minutes, 45 seconds (when 15 seconds are remaining) announce "15 seconds."

After 20 minutes, announce "STOP. Put all pens and pencils down and hold your answer sheet high in the air." Proctors should then collect the answer sheets.)

(When all answer sheets have been collected announce "You may keep your copy of the questions. We will now distribute a copy of the correct answers." Distribute copies of correct answers. Students may then leave the room.)

PREPARED STATEMENT FOR TWO PERSON TEAM COMPETITIONS

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Two Person team competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items.

I am not permitted to answer questions about interpretation of the questions.
You may talk with your own team member, but do not try to eavesdrop on other teams.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now.

(Allow students time to be sure that these items are turned off and put away.)

Ten questions will be shown on the screen, one at a time, with a limit of three minutes for each question. Team members may work together on the questions. When your team has an answer, write it legibly in the correct blank on the answer sheet, making sure it is in simplified form as specified in the Contest Manual. Fold your answer sheet and hold it high in the air so that a proctor can pick it up. The first correct answer will be signaled by announcing "FIRST." Each team has only one chance to answer for each question.

The time limit for each question is 3 minutes. I will give warnings at the end of each minute and at 15 seconds before time is up. Proctors will collect all answer sheets at the end of each round, score the sheets, and return them to the teams for the next round.

We will now distribute scratch paper and one answer sheet to each team. Please print your school name and team members' names on the answer sheet. Please be sure to use your full school name – papers with only school abbreviations will be disqualified.

(After students have written their school name and team members' names on their answer sheet, uncover the first problem, announce "BEGIN" and start timing the first question. Be careful to note the order in which answer sheets are raised to determine first place for that question.)

When the first correct answer is received, announce "First."

After 1 minute, announce "1 minute."

After 2 minutes, announce "2 minutes."

After 2 minutes, 45 seconds (when 15 seconds are remaining), announce "15 seconds."

After 3 minutes, announce "STOP."

(Collect all unscored answer sheets and score them. Return answer sheets to the team for the next round. Continue for all ten rounds. At the end of the tenth round, collect and total the answer sheets. When all answer sheets have been collected announce "You may keep your copy of the questions. We will now distribute a copy of the correct answers." Distribute copies of correct answers. Students may then leave the room.)

PREPARED STATEMENT FOR THE ORAL COMPETITION

The timer or a judge should read this statement when the contestants enter the room.

Please listen carefully. I am not permitted to answer any questions about the rules of this competition or about the interpretation of the questions.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now.

(Allow students time to be sure that these items are turned off and put away.)

If you have filled out two copies of the judges' rating sheets, please give them to us. If not, please write your name, the name of your assistant, and your school on the board. *(Judges: if necessary, write the information on blank rating sheets).*

You will have a maximum of 7 minutes to answer the questions you received in the preparation room. You will get a warning at 6 minutes. If you finish your presentation in less than 7 minutes, say "I am finished with my presentation." The judges will then have a maximum of 3 minutes to ask you some extemporaneous questions. At the end of 3 minutes, I will say "STOP." You are then to stop and leave the room. Your question sheet and any notes and/or transparencies will be collected and returned to your coach with the judges' rating sheets at the end of the contest.

You may begin your presentation now. *(Begin timing)*

PREPARED STATEMENT FOR THE RELAY COMPETITION

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Relay Team Competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items.

If, during a round, you want to change the answer to your question, you should take a new answer sheet and write your current answer along with any preceding answers on it. In order to do this, you will want to keep a record of the most current set of answers that have been passed back to you. Only answer sheets may be passed back, and nothing may be passed forward. The answer sheet cannot contain anything but answers. No codes may be used in recording answers. No other communication of any type is permitted during a round.

I am not permitted to answer questions about interpretation of the questions.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. *(Allow students time to be sure that these items are turned off.)*

The time limit for each question is 7 minutes. I will give commands to stand at 3 minutes, 5 minutes and 7 minutes. I will also announce 15 seconds before each command to stand. At each command to stand, the 4th person on each team may submit an answer sheet. Only one answer sheet will be accepted per team per round. Proctors will collect all answer sheets from the 4th team member after the command to stand or at the end of each round. Substitutions for team members may be made between rounds.

At the end of the competition, there will be a period of time during which appeals may be submitted. Do not leave the room prior to the announcement of appeals, as an additional round may be needed if an appeal is accepted. If you have an appeal, you need to come forward and fill out an appeal form at that time.

We will now distribute scratch paper and answer sheets to each team member. Please print your full school name, not just an abbreviation, on each answer sheet. Also be sure to indicate your team level (Freshman-Sophomore or Junior-Senior) and whether you are Team I or Team II. Answer sheets without this complete information will be disqualified.

(After students have written their school name and code and team members' names on their answer sheets, pass out the question sheets. Be careful to note that team member 1 receives question 1, team member 2 receives question 2, etc.)

(After 2 minutes, 45 seconds announce "15 seconds"

After 3 minutes, announce "First Command to Stand"

After 4 minutes, 45 seconds, announce "15 seconds."

After 5 minutes, announce "Second Command to Stand"

After 6 minutes, 45 seconds, announce "15 seconds."

After 7 minutes, announce "Third Command to Stand - STOP"

If there are any appeals, you must come forward now and fill out an appeal form.

(Collect all unscored answer sheets and score them. Rule on appeals, if any. An extra round is used if an appeal is upheld. If an additional round is not necessary, students may be dismissed.)

PREPARED STATEMENT FOR THE TWO PERSON DEMONSTRATION COMPETITION
(Held at State Finals only)

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition.

The Junior-Senior Two-Person Demonstration Contest will begin at the conclusion of this statement. Please pay careful attention to the rules and procedures described.

Within each Division, the four teams involved are the top four teams in the competition conducted earlier today. Within each division, each of the four teams will compete simultaneously against the other three teams involved. The score earned at the Demonstration Contest will determine the first through fourth place awards within each Division for the Junior-Senior Two Person event. Points earned in this Demonstration Contest will **not** be added to the overall team total.

Barring ties, the Demonstration Contest will consist of 8 questions with a time limit of 2 minutes per question. Within each Division, points will be awarded as follows: 3 points for each team that submits a correct answer during the first minute for a question and 2 points for each team that submits a correct answer during the second minute for a question. For each question, 1 bonus point will be awarded to the first team within each Division that submits a correct answer.

If there is a tie at the end of the 8 questions, the tie will be broken by the original rankings from the earlier two person contest at the State Finals. If it was a tie in the earlier two person contest, it will remain a tie and duplicate awards will be given.

The time limit for each question is two minutes, with warnings at one minute and at fifteen seconds. A team may submit at most two answers to a question, but these answers must be submitted separately. To submit an answer, write it on the answer sheet in the appropriate blank, fold the sheet, and hold it up in the air. Once the answer sheet is folded and held up in the air, it counts as a submission. A proctor will check the answer and announce "CORRECT" if the answer is correct, mark the answer sheet with the appropriate number of points and return it to the team. If the answer is wrong, the proctor will return the answer sheet to the team with an indication that the answer was wrong. At the end of the 2 minutes, proctors will see that all answer sheets are marked with the appropriate number of points (including zero) for that question.

I am not permitted to answer questions about interpretation of the questions.
You may talk with your own team member, but do not try to eavesdrop on other teams.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. *(Allow students time to be sure that these items are turned off and put away.)*

VII. REGIONAL COMPETITION

EVENTS/SCHEDULE

There are five areas of competition held at regional competitions: Written, Calculator Team, Eight-Person Teams, Two-Person Teams, and Oral Competition.

Regional Competition Eligibility

Though different regional sites may have to adjust a schedule due to room and/or proctor availability, eligibility for competitions must remain consistent throughout the state. Each student may participate in a maximum of one area of competition from each of the following groups:

Competition A Algebra I, Geometry, Algebra II, Pre-Calculus

Competition B Freshman-Sophomore Two Person Team
Junior-Senior Eight Person Team

Competition C Calculator Team
Freshman-Sophomore Eight Person Team
Junior-Senior Two Person Team

An oralist and oral assistant may compete in a maximum of two other competitions, provided that scheduling permits and compliance with the above listed eligibility is observed.

Regional Competition Schedule

The suggested schedule for these competitions at the Regional level is as follows. The schedule is designed to maximize space and personnel needs at regional sites hosting schools from both Divisions. Multiple events within a time period are to be run simultaneously.

Division A

Competition A
Competition B
Competition C

Division AA

Competition A
Competition C
Competition B

The Oral Competition is held continuously while other events are taking place.

PHYSICAL FACILITIES AND PERSONNEL

1. Written Competitions

- a. These facilities are needed during the first round of competition.
- b. A room or rooms with enough desks to seat all contestants is/are required. (Maximum: 6 students per school per category). The students should be divided into rooms by category if possible.
- c. One proctor should be responsible for each room. In large rooms, more than one proctor is necessary. A ratio of 1 proctor for a maximum of 40 students should be maintained.

2. Calculator and Eight Person Team Competitions

- a. These facilities are needed during the second and third rounds of competition.
- b. One room per school is ideal. However, two or more teams may be placed in the same room as long as teams can be placed so they are not in close proximity to each other.
- c. One proctor should be responsible for each room. In large rooms, a ratio of 1 proctor for a maximum of 5 teams should be maintained.

3. Two Person Team Competitions

- a. These facilities are needed during the second and third rounds of competition.
- b. If there are 13 or less teams competing within a division, all should compete in the same room. If there are 14 to 23 schools, there should be two rooms, and if there are 24 or more schools, there should be three rooms. At least one overhead projector is required in each room.
- c. One proctor should be responsible for each room. A minimum of two additional proctors should be in each room. One proctor should be designated to be the timer.

4. Oral Competition

- a. These facilities are needed throughout the competition day.

- b. One oral preparation room and one oral presentation room are needed per division. If more than 10 schools are participating, an additional oral presentation room should be used. If more than one division is competing at the site and using the same presentation rooms, competition in one division should be completed before the other division begins. If more than one division is competing at the site, either with the same or with separate presentation rooms, the same oral preparation room may be used. Presentation rooms should be large enough to seat the judges and a few students from the contestant's school, have sufficient chalkboard space for the presentation, and be equipped with an overhead projector.
- c. Two oral judges and a timer should be present in each presentation room. The oral preparation room must have at least one proctor. When using two presentation rooms for one division, the judges should meet together before the contest and agree on the standards of evaluation for the topic. Halfway through the judging, two of the judges should switch rooms. At the end of the competition, all four judges should meet in order to review all of the students' presentations. Ratings should be reviewed and finalized at this time.

5. **Headquarters Room**

- a. This facility is needed throughout the contest day.
- b. The room should be equipped with tables (if possible) or desks for scoring papers.

6. **Assembly Hall**

- a. This facility is needed at the end of the contest day for awards, and possibly at the beginning of the day for an opening assembly.
- b. Seating should be available for all contestants and sponsors at the site.

REGIONAL AWARDS

1. Except for the overall team award and event team awards in the written competitions, ties are NOT broken at the regional level, so duplicate awards will be given in the event of a tie.
2. If there is a tie, no award will be given for the following place(s).
3. Separate awards are given for each division, based on pre-registration numbers
4. Each school should receive EIGHT blue ribbons in their school envelope to distribute as they wish.
5. Awards will be given as follows:

With 1 school competing in a division at a regional:

- A. First Place Medallion to the first place individual in each written competition.

With 2-3 schools competing in a division at a regional:

- A. 1st and 2nd Place Individual Medallion in each written competition.
- B. 1st Place Plaque (6 blue ribbons) in each written competition.

- C. 1st Place Plaque (8 blue ribbons) for each Eight Person Team
- D. 1st Place Plaque (5 blue ribbons) for Calculator Team.
- E. Two 1st Place Medallions for each Two Person Team.
- F. 1st Place trophies for each member of the Oral Team
- G. 1st Place Overall school award for Overall Team.

With 4-7 schools competing in a division at a regional:

- A. 1st, 2nd, and 3rd Place Individual Medallion in each written competition.
- B. 1st (6 blue ribbons) and 2nd (6 red ribbons) Place Plaque in each written competition.
- C. 1st (8 blue ribbons) and 2nd (8 red ribbons) Place Plaque for each Eight Person Team
- D. 1st (5 blue ribbons) and 2nd (5 red ribbons) Place Plaque for Calculator Team.
- E. Two 1st Place and Two 2nd Place Medallions for each Two Person Team.
- F. 1st and 2nd Place trophies for each member of the Oral Team
- G. 1st and 2nd Place Overall school award for Overall Team.

With 8+ schools competing in a division at a regional

- A. 1st – 5th Place Individual Medallion in each written competition.
- B. 1st (6 blue ribbons), 2nd (6 red ribbons), 3rd (6 white ribbons) Place Plaque in each written competition.
- C. 1st (8 blue ribbons), 2nd (8 red ribbons), 3rd (8 white ribbons) Place Plaque for each Eight Person Team.
- D. 1st (5 blue ribbons), 2nd (5 red ribbons), 3rd (5 white ribbons) Place Plaque for Calculator Team.
- E. Two 1st Place, Two 2nd Place, and Two 3rd Place Medallions for each Two Person Team
- F. 1st, 2nd, and 3rd Place trophies for each member of the Oral Team
- G. 1st, 2nd, and 3rd Place Overall school award for Overall Team.

6. In the event of a tie in the Team Written competitions, the tie is broken as follows:

- a. The team with the highest fifth person score will be considered the winner.
- b. If those are the same, the team with the highest sixth person score will be considered the winner.
- c. If a tie still remains, it is declared a tie and duplicate awards will be given.
(Note: Both/all teams advance to the state finals.)

7. In the event of a tie for First Place in the overall team scores, the tie is broken as follows:

- a. The team with the highest sum of the fifth person scores on all written competitions will be considered the winner.
- b. If those are the same, the team with the highest sum of the sixth person scores on all written competitions will be considered the winner.
- c. If a tie still remains, it is declared a tie and duplicate awards will be given.
(Note: Both/all teams advance to the state finals.)

Overall ties are not broken for places other than first place.

8. Duplicate Awards

Schools that are to receive duplicate awards from the Regional Competitions should check the website to be sure that their missing award(s) is/are listed correctly. If a school is owed a regional award that is not listed, they must notify the Awards Chair no later than April 1.

All schools qualifying for the State Finals competition must pick up their duplicate awards at the state contest. Unclaimed awards will be sent to the schools C.O.D. Duplicate awards will be sent at no charge to schools who do not attend the State Finals.

VIII. ADVANCEMENT TO STATE FINALS

Schools, event teams, and individuals will qualify for the state finals by meeting the criteria below. In addition, based on Regional results, the Executive Committee may authorize additional finalists in cases that further the purposes of the contest. The Contest Committee Chair will notify schools with team and individual qualifiers for the State Finals.

1. A **school team** will qualify by taking first in a region with four or more schools competing.
2. An **event team** will qualify by meeting any of the following criteria:
 - A. taking first place in their event at a regional with four or more schools competing
 - B. being one of the top ten teams in the state in their area of competition, regardless of region.
 - C. scoring at or above the minimum qualifying score in their event. Minimum qualifying scores for the current year will be posted on the website.
 - D. Oral Teams which place second at a regional with 8 or more schools competing.
3. An **individual** will qualify in written competition by meeting any of the following criteria:
 - A. With one school competing, a first place individual
With 2-3 schools competing, a first or second place individual
With 4-7 schools competing, a first, second or third place individual
With 8 or more schools competing, a first, second, third, fourth, or fifth place individual.
 - B. An individual who is one of the top 25 individual scorers in the state in their written competition category, as determined by raw score regardless of Region.
 - C. An individual student who scores at or above the minimum qualifying score in their competition. Minimum qualifying scores for the current year will be posted on the website.
4. Based on Regional results, the Executive Committee may authorize additional finalists in cases that further the purposes of the contest.
5. Any appeals for state qualifying must be received by the Contest Chair no later than ten days after the final state qualifying lists have been sent to schools.

IX. STATE FINALS COMPETITION

ELIGIBILITY

Substitutions at the State Finals

1. Entire school teams and teams of two or more students which qualify for the State Finals may substitute for any students in those events.
2. Individual students who qualify in a Written Competition category may not be substituted for at the State Finals.

EVENTS/ORDER OF COMPETITION

Multiple events within a time period are to be run simultaneously

- | | | |
|----|---|------------|
| 1. | Written Competitions | 50 minutes |
| 2. | Calculator Team Competition | 20 minutes |
| | Eight-Person Team Competitions | 20 minutes |
| 3. | Two-Person Team Competitions | 50 minutes |
| | Relay Competitions | 50 minutes |
| 4. | Demonstration Contest
of Junior-Senior Two-Person Team | 15 minutes |

The Oral Competition is held continuously while other events are taking place.

PHYSICAL FACILITIES AND PERSONNEL

1. **Written Competitions**
 - a. These facilities are needed during the first round of competition.
 - b. A room or rooms with enough desks to seat all contestants is/are required. (Maximum: 6 students per school per category). The students should be divided into rooms by category if possible.
 - c. One proctor should be responsible for each room. In large rooms, more than one proctor is necessary. A ratio of 1 proctor for a maximum of 40 students should be maintained.

2. **Calculator and Eight Person Team Competitions**

- a. These facilities are needed during the second round of competition.
- b. Teams should be placed so they are not in close proximity to each other.
- c. One proctor should be responsible for each room. In large rooms, a ratio of 1 proctor for a maximum of 5 teams should be maintained.

3. **Two Person Team Competitions**

- a. These facilities are needed during the third round of competition.
- b. If there are 13 or less teams competing within a division, all should compete in the same room. If there are 14 to 23 schools, there should be two rooms, and if there are 24 or more schools, there should be three rooms. At least one overhead projector is required in each room.
- c. One proctor should be responsible for each room. A minimum of two additional proctors should be in each room. One proctor should be designated to be the timer.
- d. The Demonstration Contest will be held in the awards area before announcing awards. A head proctor and two additional proctors should run this competition.

4. **Oral Competition**

- a. These facilities are needed throughout the competition day.
- b. One oral preparation room and one oral presentation room are needed per division. If more than 10 schools are participating, an additional oral presentation room should be used. If more than one division is competing at the site and using the same presentation rooms, competition in one division should be completed before the other division begins. If more than one division is competing at the site, either with the same or with separate presentation rooms, the same oral preparation room may be used. Presentation rooms should be large enough to seat the judges and a few students from the contestant's school, have sufficient chalkboard space for the presentation, and be equipped with an overhead projector.
- c. Two oral judges and a timer should be present in each presentation room. The oral preparation room must have at least one proctor. When using two presentation rooms for one division, the judges should meet together before the contest and agree on the standards of evaluation for the topic. Halfway through the judging, two of the judges should switch rooms. At the end of the competition, all four judges should meet in order to review all of the students' presentations. Ratings should be reviewed and finalized at this time.

5. Relay Competition

- a. These facilities are needed during the third round of competition.
- b. The relay competitions may be run in one large room or in a number of smaller rooms. If using one large room, the Freshman-Sophomore level and the Junior-Senior level should be separated.
- c. One proctor should be responsible for each competition room. There should be a minimum of three additional proctors in the room. One proctor should be designated to be the timer. In large rooms, a ratio of 1 proctor for a maximum of 5 teams should be maintained.

6. Headquarters Room

- a. This facility is needed throughout the contest day.
- b. The room should be equipped with tables (if possible) or desks for scoring papers.
- c. The room should be large enough for 30-40 people to work simultaneously.
- d. The room should have tables and outlets available for computers to run the contest software program.

7. Assembly Hall

- a. This facility is needed at the end of the contest day for awards, and possibly at the beginning of the day for an opening assembly.
- b. Seating should be available for all contestants and sponsors at the site.
- c. Separate facilities may be used for separate divisions.

TIE BREAKING PROCEDURES

1. Ties are broken only for places for which awards are given.
2. **Written Competitions**
 - a. **Individuals**

An item analysis of contest papers is used. Comparisons are made using a combination of the questions answered correctly and the difficulty of the questions answered correctly. If a tie still remains, then it will remain a tie.

- b. Teams
The team whose 5th person has the higher score will be earn the higher place. If the 5th person scores are the same, the same procedure will be used with the 6th person's score. If the tie still exists, it will remain a tie.

3. **Calculator and Eight Person Team Competitions**

An item analysis of contest papers is used. Comparisons are made using a combination of the questions answered correctly and the difficulty of the questions answered correctly. If a tie still remains, then it will remain a tie.

2. **Two Person Team Competitions**

After ten rounds have been completed, those tied remain for a sudden death round. Extra questions, previously prepared, are used. One question at a time is given with the first team to submit a correct answer receiving the higher ranking. Three minutes per question are given. Tie breaking rounds for different places should take place simultaneously in different rooms. If all extra questions are used without breaking the tie, then it will remain a tie.

If any of the top four teams at the Junior-Senior level remain tied, they will all participate in the Demonstration Contest.

In the Demonstration Contest, if ties remain at the end of the eighth question, the original ranking from the Two Person Competition will be used. If the teams were tied at that competition as well, it will remain a tie.

3. **Oral Competition**

Ties are broken by the judges whenever possible. If ties are broken with fractional points, the score used in the team total will be rounded to the nearest whole number. 0.5 will be rounded up.

4. **Relay Team**

Ties are broken by the team receiving the most 13's, followed by the most 11's, etc, down to the most 2's. If teams are still tied, then it will remain a tie.

5. **Overall Team Award**

In the event of a tie in the overall team scores, the tie is broken as follows:

- a. The highest sum of the fifth person scores on all written competitions will be considered the winner.
- b. If those are the same, the highest sum of the sixth person scores on all written competitions will be considered the winner.
- c. If those are the same, it will remain a tie.

AWARDS

If a tie remains after tie-breaking procedures, duplicate awards will be given and no award will be given for the following place(s).

The same awards will be given in each Division.

1. **Written Competition**

- a. An award is given to each school with one of the top seven teams.
- b. Awards will be given to all six team members of the top seven teams.
- c. Awards are given to the top seven individual scoring students.

2. **Calculator Team, Eight Person Team and Relay Team Competitions**

- a. An award is given to each school with one of the top seven teams.
- b. Awards are given to all team members of the top seven teams.

3. **Two Person Team Competitions**

- a. Awards are given to both team members of the top seven teams.

4. **Oral Competition**

- a. Awards are given to both team members of the top seven teams.

5. **Overall Team Awards**

Awards are given to each school with one of the top teams. The Contest Committee Executive Committee will make the decision on an annual basis, with the number of awards based upon the number of overall teams qualifying within a division for the State Finals. No less than seven awards will be given in any particular division.

6. **Richard Rhoad Award**

The Richard Rhoad Award is given to the school in each division with the most improvement in the State Finals competition. It is given to encourage continued participation in the State Contest and to stimulate higher individual and team achievement. In order to be eligible for the award, the school must have participated in the State Finals in the same division the previous year.

X. THE STATE MATH CONTEST COMMITTEE

RESPONSIBILITIES

1. The State Math Contest Committee is the controlling body.
2. The State Math Contest Committee governs the Regional and State level competitions and has the following responsibilities:
 - a. Selecting all contest topics and the order in which the topics are administered.
 - b. Choosing the sites for the Regional and State competitions.
 - c. Maintaining records and history of the contest.
 - d. Revising the rules and procedures of the competitions.
 - e. Acting as final arbitrator for protests involving rules or procedures.
 - f. Creating and dissolving subcommittees as necessary.
3. The State Math Contest Committee shall maintain financial accounts for operating and endowment funds.
 - a. The contest chair, treasurer and ICTM treasurer shall be signatures on all accounts.
 - b. All persons on the accounts shall be bonded.

MEMBERSHIP

1. Membership on the Committee is for three years, but may be renewed.
2. Members are appointed by the Math Contest Committee upon recommendation of the Chair.
3. The Contest Committee Chair and Vice-Chair are appointed by the ICTM Board of Directors for a term of 3 years.
4. All other officers are appointed by the Math Contest Committee upon recommendation of the Chair.

OFFICERS

1. Chair (appointed by ICTM Board of Directors)
 - a. Serves as the general coordinator of the ICTM State Math Contest.
 - b. Serves as Chair of the Executive Committee of the State Math Contest Committee.
 - c. Sends an invitation to participate in the Contest to all Illinois public and private high schools.
 - d. Keeps a record of all schools registering for the State Contest and sends each school's registration fee to the Budget Chair.
 - e. Assigns all participating schools to an appropriate Regional Site.
 - f. Determines the state qualifiers following the Regional Contests and notifies the schools that have state qualifiers.
 - g. Serves as the liaison between the Committee and the high schools involved in the Contest.
 - h. Assigns people to specific duties at the State Finals.
 - i. Presides at any meetings of the State Math Contest Committee.
 - j. Appoints chairs and members to subcommittees.

2. Vice-Chair (appointed by the ICTM Board of Directors)
 - a. Reports directly to the Chair.
 - b. Assumes the responsibilities of the Chair whenever the Chair is unable to carry out his/her duties.
 - c. Serves on the Executive Committee.
 - d. Assumes other duties and responsibilities as appointed by the Chair.
3. Secretary
 - a. Records the minutes of all meetings of the State Math Contest Committee and the Executive Committee and distributes copies to committee members.
 - b. Keeps an accurate list of committee members including addresses and phone numbers and official titles.
 - c. Mails out correspondence as directed by the Chair.
4. Treasurer
 - a. Keeps an accounting of all income and expenses for the operating and endowment funds.
 - b. Accepts expense statements; pays bills and honorariums.
 - c. Keeps an accounting of income and expenses for all pilot and special programs.
 - d. Keeps an accounting of the donations to the Contest Endowment Fund.
5. Budget Chair
 - a. Deposits contest fees and donations.
 - b. Coordinates with the Treasurer to prepare an annual financial report for the Contest Committee for the fall meeting, a year-to-date financial report to the Contest Committee for the spring meeting, and a year-to-date financial report to the Contest Executive Committee and ICTM Board of Directors prior to each ICTM Board meeting.
 - c. Formulates the budget for the following contest year to be presented at the spring meeting of the Contest Committee.
 - d. Works with corporate financial sponsor(s) on any matters concerning their contribution to the contest.
 - e. Works with the Treasurer on all financial matters pertaining to the contest.
6. Question Writing Coordinator(s)
 - a. Is responsible for the creation and compilation of the contest.
 - b. Is responsible for the correctness of the contest questions and answers.
7. Regional and State Site Chair(s)
 - a. Recruits regional and final sites and directors.
 - b. Recommends the date for the Regional and State Contests to the Contest Committee based upon communication with the regional and state site directors.
 - c. Formulates and distributes an information booklet to be sent to the Regional Directors in early January before the Regional Contest.

8. Scoring Chair9. Website Coordinator10. Statistician(s)

- a. Compiles information for the Regional and State Contest Statistics booklets in a format determined by the Statisticians and the Chair.
- b. Creates the statistics book and forwards to Contest Chair for reproduction and distribution.

11. Awards Chair

- a. Decides the design of the various Regional and State awards to be presented within the guidelines of the Contest manual.
- b. Arranges with an awards company to make and ship awards to the Regional Sites and the State Finals Site.
- c. Communicates with the Regional Directors about the awards prior to the Regional Contest and indicates to them what will be coming to their site.
- d. Supplies each Regional Director with forms to be returned to the Awards Chair indicating the number of duplicate awards needed at each Regional Site.
- e. Is responsible for ensuring that duplicate awards are received by schools after the Regionals and State Finals.
- f. Is responsible for the organization and distribution of awards at the State Finals.
- g. Approves all bills for awards to be paid by the Contest Treasurer.
- h. Works with corporate financial sponsor(s) on any award matters with which the sponsor(s) is/are involved.

12. Grade School/Junior High Contest Chair

- a. Writes the invitation to participate in the Grade School/Junior High Contest to be sent to all Illinois public and private schools with any or all of grades 3-8.
- b. Serves as the liaison between the Committee and the grade schools/junior highs involved in the contest.
- c. Receives and processes registration forms for the grade school/junior high contests and forwards registration fees to the Budget Chair.
- d. Ensures that questions have been written and checked for correctness for each contest.
- e. Mails the contest questions to participating schools.
- f. Records contest results after each contest.
- g. Provides awards and results to participating schools.

13. Financial Sponsor(s)

- a. Makes a substantial monetary contribution to the current ICTM State Math Contest.
- b. May agree to perform certain services over and above monetary contributions such as printing programs and statistics booklets and/or mailing these to the high schools.

- c. Allows a member of the corporation to serve as a member of the State Math Contest Committee.

14. Funding Chair

- a. Seeks contributions to the current year's contest or to the Contest Endowment Fund from corporations, Foundations, and individuals.
- b. Works with the Long Range Planning Chair to assess the needs for future funding.

15. Publicity Chair

- a. Makes sure articles about the State Contest and any pilot programs sponsored by the Contest Committee appear in publications such as the ILLINOIS MATH TEACHER and the ICTM BULLETIN on a regular basis.
- b. Writes press releases to be distributed prior to the Regional Contest, prior to the State Finals, and directly after the State Finals.
- c. Contacts media to gain coverage about the State Contest, especially for the Regional and State Finals.

16. Ethics Chair

- a. Makes recommendations to the Contest Committee for conduct of contestants and coaches during the Regional and State Finals Contests and the consequences of violations.
- b. Communicates guidelines for conduct to the participating high schools prior to the Regional and State Finals each year.

17. Long Range Planning Chair

- a. Works with other members of the State Contest Committee to determine the future direction of the State Contest.
- b. Periodically conducts surveys of the high schools and Regional sites to ascertain problems, concerns, and suggestions about the future of the Contest.
- c. Makes recommendations to the Contest Committee as to the future direction of the contest.

18. Manual Revisions Chair

- a. Works with all Chairs of specific areas in the Contest as well as the Contest Chair and Vice-Chair to determine the need for manual revisions.
- b. Makes recommendations to the Contest Committee for revisions to the manual.

19. Appeals Chair

- a. Chairs the appeals committee at the State Finals.
- b. Is not affiliated with the question writing of the contest.
- c. Decisions of the appeals committee, as presented by the chair, are final.

STANDING COMMITTEES

1. Executive Committee
 - a. Membership consists of the Contest Chair, Vice-Chair, Regional and State Site Chair(s), Secretary, Treasurer, Question-Writing Coordinator(s) and Grade School Chair.
 - b. Makes decisions on Contest matters when the entire Contest Committee is unable to meet.

2. Oral Topics Committee
 - a. Makes recommendations to the Contest Committee of oral topics and references for the Contest.