

GENERAL PROCTOR INSTRUCTIONS

The proctors are responsible for knowing all rules for their competition.

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.

If there is an issue (cheating, cell phone use, etc) where a paper or papers should be disqualified, the proctor should make a note of the reason and the time the incident occurred, as well as informing all students involved of the decision. If another proctor is in the room, verify the situation with the other proctor. The proctor's name, school and cell phone number should be written on the top of the paper(s) involved and those papers should be returned separately to contest headquarters. Please be sure of the behavior leading to a disqualification before making this decision.

SPECIFIC RULES FOR WRITTEN COMPETITIONS

Algebra I, Geometry, Algebra II, Pre-Calculus

Proctors will read the prepared statement.

Proctors will pass out scratch paper and answer sheets. Students must be quiet from this point on.

Students will print their name and school on the answer sheet.

Proctors will pass out the questions face down.

When all is ready, the head proctor will tell students to begin and start timing.

Proctors may not answer questions regarding interpretation of questions. If a student has an illegible copy of a test, the proctor may provide a new, clear copy.

The head proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain.

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.

When proctors have collected all answer sheets, the head proctor will distribute the correct answers and dismiss the students. Students should leave the room immediately.

Proctors will take student answer sheets to the Grading Room.

SPECIFIC RULES FOR 8-PERSON TEAM COMPETITIONS

Proctors will read the prepared statement.

Proctors will pass out scratch paper and one answer sheet to each team. Students must be quiet from this point on.

Students will print their school name on the answer sheet.

Proctors will pass out the questions (one set to each student) face down.

When all is ready, the head proctor will tell students to begin and start timing.

Proctors should be alert and watch that no calculators are used during this competition.

Proctors may not answer questions regarding interpretation of questions. If a student has an illegible copy of a test, the proctor may provide a new, clear copy.

The head proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain.

When the head proctor announces “Stop” students must stop writing and immediately hold the team answer sheet high in the air. Any student who writes an answer after the command to stop may have his/her team’s paper disqualified.

When proctors have collected all answer sheets, the head proctor will distribute the correct answers and dismiss the students. Students should leave the room immediately.

Proctors will take student answer sheets to the Grading Room.

SPECIFIC RULES FOR CALCULATOR TEAM COMPETITION

Proctors will read the prepared statement.

Proctors will pass out scratch paper and one answer sheet to each team. Students must be quiet from this point on.

Students will print their school name on the answer sheet.

Proctors will pass out the questions (one set to each student) face down.

When all is ready, the head proctor will tell students to begin and start timing.

Proctors may not answer questions regarding interpretation of questions. If a student has an illegible copy of a test, the proctor may provide a new, clear copy.

The head proctor will announce when 3 minutes remain, when 1 minute remains, and when 15 seconds remain.

When the head proctor announces “Stop” students must stop writing and immediately hold the team answer sheet high in the air. Any student who writes an answer after the command to stop may have his/her team’s paper disqualified.

When proctors have collected all answer sheets, the head proctor will distribute the correct answers and dismiss the students. Students should leave the room immediately.

Proctors will take student answer sheets to the Grading Room.

SPECIFIC RULES FOR 2-PERSON TEAM COMPETITIONS

Proctors will read the prepared statement.

Proctors will pass out scratch paper and answer sheets. Students must be quiet from this point on.

Students will print their names and school on the answer sheet.

At the beginning of the competition, the head proctor should make sure that all teams and proctors are aware of the method of determining if an answer has been submitted in a given minute, as described in the prepared statement. Please note that **if a team begins to raise their answer sheet as you begin to announce the time, the answer should be considered as submitted in the earlier minute.** The paper should be up when the head proctor finishes announcing the time.

Proctors may not answer questions regarding interpretation of questions.

When all is ready, the head proctor will project the first question, tell students to begin, and start timing. Proctors should be aware of the order in which students raise their papers, as the first team with a correct answer for each question will receive bonus points.

For each question, the head proctor will announce the time at 1 minute, at 2 minutes, and when 15 seconds remain.

Proctors will grade each paper after each question as the teams submit their answer. When the first correct answer on each question has been given, announce "FIRST". Give points according to the scale given on the answer sheet.

When the head proctor announces "Stop" students must stop writing and those teams who have not already submitted an answer must 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.

AT THE REGIONAL COMPETITION, only 10 questions will normally be used. **There are no tie-breakers used at the regional competition.** There will be several extra questions that can be used in case one of the other questions needs to be thrown out due to procedural issues (timing errors, projection issues, etc.).

SPECIFIC RULES FOR ORAL COMPETITION

There will be one proctor in the preparation room and two judges and a timer in each presentation room.

Proctors will read the prepared statement.

In the preparation room, students will be given three sheets of colored paper to use for their solutions and which they will be able to use during the presentation. Additional colored paper should be available if requested by students.

Proctors will pass out the questions face down. When all is ready, the head proctor will tell students to begin and start timing.

Proctors may not answer questions regarding interpretation of questions. If a student has an illegible copy of a test, the proctor may provide a new, clear copy.

The head proctor will announce when 1 minute remains, and when 15 seconds remain. When time is up, the proctor will direct students to the appropriate presentation room.

Prior to the competition, the judges should meet together and agree on standards of evaluation for the particular oral topic. If there is more than one presentation room for a given division, halfway through the judging for that division, one of the judges from each room should switch rooms.

Criticism and comments by the judges are important to the students. The judges should include appropriate comments with their ratings on the judges rating sheets.

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?
- 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?

Presentation (0-8 points)

- Is time used effectively?
- Are important ideas emphasized/outlined/summarized?
- Are ideas explained in a logical manner?
- Is sufficient detail used?
- Are oral and visual techniques used effectively?

Extemporaneous questions (0-4 points)

- Are the questions answered correctly and adequately?

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

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.

Judges will then take their rating sheets to the Grading Room.

The opinions of the judges are uncontestable.

GRADING ROOM INSTRUCTIONS

Grading Room Supervisor

Orient the graders as to grading procedures described below.

Papers from the same school should be paper-clipped together.

As testing envelopes are delivered, check them off on the roster to be sure that all student papers have been received.

Make sure that all student papers are removed from the testing envelope.

As papers are completed, take school sets to the data entry room.

Grading teams may change somewhat throughout the day. As new graders arrive, orient them as to the procedures.

Graders:

Graders will work in teams of two. Each paper should be graded twice.

The first grader should grade by marking **only the incorrect answers** on the left side of the answer blank.

The first grader should mark the number **correct** in the blank at the top of the page.

The second grader should **fold the key and cover the first graders marks** and then grade by marking **only the incorrect answers** on the right side of the answer blank.

The second grader should check to see if there are any discrepancies between the first and second grader and resolve those as needed in consultation with the first grader. The second grader should verify the number correct and put the total score in the blank at the top of the page.

Answers must match the answer keys exactly.