

Relay Questions

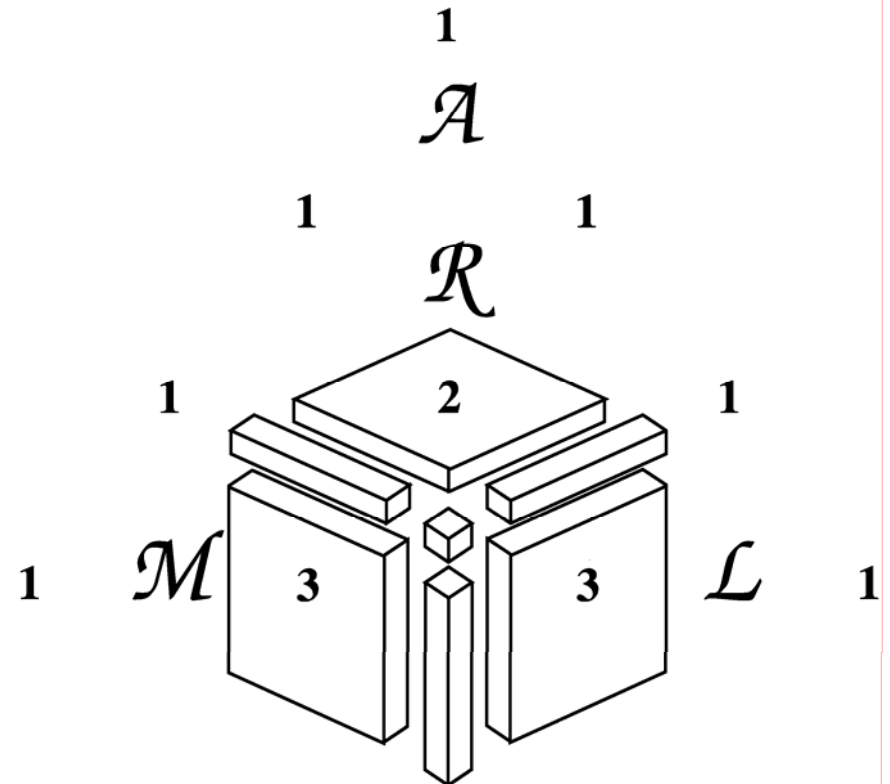
1. By 12:45 PM after lunch come to the front of the ballroom and pick up the Relay Questions envelope for the team that you are proctoring.
2. Ensure that teams are arranged 1-2-3-1-2-3-etc. down the column of seats.
3. Upon direction from the stage, open the envelope marked Answer Sheets Persons 1 & 2 and distribute a packet to each student in the first and second relay positions. Then open the envelope marked Answer Sheets Person 3 and give each third person a packet from this envelope (there should be five per team).
4. Upon direction from the stage, open the envelope marked Relay Question 1. There will be five sets of questions stapled in order. Start at the beginning of the column you are proctoring and hand out the first set of relay questions face down. Tearing off the top question (RI-1) and give it to the first person, give question (R1-2) to the second person, and give question (R1-3) to the third person in each group. Repeat this until all five groups have the correct questions. Please ensure that the questions are in the right order as you hand them out.
5. There will be a fifteen second warning at both the three minute and six minute mark. At the three minute mark, collect the answer sheet from each third person on your team that has raised an answer sheet in the air and circle the "3 min" on the sheet.
6. At the six minute mark (end of the question), repeat what was done at the three minute mark circling the "6 min" on the sheet. Retain only the most recent answer sheet submitted by each group. **Every group should submit at least one answer sheet during the round, even if it is blank.**
7. Place the five answer sheets in the white envelope and move to the front of the column. The runners will pick up the envelope.
8. Repeat the above for Relay Question 2.

Tiebreaker Round

1. For those of you who help with the tiebreaker round, each proctor will be responsible for timing one student. You will need a stopwatch and a pen.
2. You will hand the student a question, face down, and the student will write their name on the back of the question. When the moderator says begin, start your stopwatch and the students will turn over their sheets.
3. When the student raises his or her hand with the answer sheet, stop the stopwatch, collect the answer sheet, mark the time on the answer sheet and bring it to the person running the tiebreaker.
4. Each student will attempt up to three problems, and will have ten minutes to submit an answer for the first question and six minutes for each of the second and third questions. Reset the stopwatch between questions. Once a student answers a tiebreaker question correctly, they are finished with the tiebreaker.

Thank You For Your Help!

American Regions Mathematics League



Proctor's Manual

University of Iowa,
Iowa City

GENERAL NOTES

It is the proctors who manage the contest and make sure that all teams have the same opportunities to demonstrate their mathematical ability. This is a very important job and we all appreciate your willingness to do it carefully and conscientiously. Thank you in advance for your careful attention to this task.

- 1) All teams are expected to supply at least one proctor and one scorer (where needed). If you have more than one team you will need one proctor and one scorer for each team.
- 2) Proctors will pick up an envelope for the team they are assigned to proctor in the BURGE CAFETERIA no later than 8:00 AM. Earlier is appreciated. Proctors report to assigned rooms by 8:15 AM. Packages of questions are to be picked up by assigned proctors only.
- 3) All proctors remain with the same assignments for the entire meet.
- 4) Assigned scorers will report to Marlys Henke in the scoring room at the Iowa Memorial Union at 9:30 AM Saturday.
- 5) **Calculators may not be used on any portion of the contest.**

Team Round

1. At 8:15 distribute the student information sheets along with the #2 pencils in your packet. Give the students 10 minutes to fill the forms out and collect them prior to the team round. Also collect any cell phones and/or calculators. Cell phones and calculators are **not** allowed in the room.
2. Announce that the Team Round consists of 10 questions and that they will have 20 minutes to submit one set of answers on the enclosed Answer Sheet. Inform them that they may retain a copy of the team questions.
3. Inform the students that you will give them a **three minute** warning and a **one minute** warning.
4. Distribute the materials in the Team Round Envelope (one test per student).
5. Begin the Team Round at 8:30 a.m. and leave the room. Reenter the room and give a three minute warning at 8:47 a.m. and a one minute warning at 8:49 a.m. (Note: All times are estimates. If you run late for some reason, adjust times accordingly.)
6. At 8:50 a.m. give a “pencils down” order. Collect only the Answer Sheet, check that the heading is filled out, and place it back in the Team Round envelope.

Power Question

1. At 8:53 distribute the Power Question, Answer Sheets, and Cover Sheet.
2. Remind the students to write their final solution only on the official Answer Sheets, and to submit only one solution per problem.
3. Inform the team that the team number (on the outside of the envelope) should appear on the top of every page of the Answer Sheet; the team name should not appear on any part of the Power Question Answer Sheets.

4. Instruct the team captain to submit the white copy to you at the completion of the Power Question and retain the yellow copy of their solution.
5. Read the instructions supplied with the questions to the students, but do not read the Power Question to the students. Again, please be sure to stress that the team name should not appear anywhere on their Answer Sheets.
6. Inform the students that they will have one hour to write a solution and that you will give them a ten minute warning and a three minute warning.
7. Begin the Power Question at 8:55 and leave the room with the door closed.
8. Return to the room at 9:45 and give the **ten minute** warning and then leave the room.
9. Reenter the room at 9:52 and give the **three minute** warning.
10. Give a “pencils down” order at 9:55, collect the completed *white* copies of the Power Question Answer Sheets with the cover sheet on top, and place the team’s solution back in the Power Question envelope. The teams may number their answer sheets after the round is over if they haven’t already.

Please escort the team to Second Floor Ballroom in the Union and help them get arranged for the relay event. It is suggested that students sit by relay teams from front to back, but that will be up to you. Clipboards will be located at their seats. They must be seated and ready to go by 10:15. As you enter the ballroom, **someone will collect both the Team Question and Power Question envelopes from you.**

Individual Questions

1. At 10:15 AM pick up the envelope marked Individual Questions for the team you are proctoring at the front of the ballroom. Scratch paper will also be available. Please be sure that each student you are proctoring has ample blank scratch paper before the first questions are handed out.
2. Upon direction from the stage, open the envelope marked Answer Sheets and hand out one packet of Answer Sheets to each student.
3. Upon direction from the stage, open the envelope marked Individual Questions 1&2. Distribute one to each student, face down. The moderator will ask the students to put their pens/& pencils down and to turn their paper over. The moderator will read the question to the students. When finished, the moderator will tell the students to begin. He will inform the students that they have ten minutes and will give warnings when one minute and 15 seconds are left. While the students are working, proctors are asked not to do the questions; please monitor the students in your rows.
4. Upon completion of the questions, collect the Answer Sheets from the students and place them back in the white envelope marked Individual Questions 1 & 2.
5. Students will be directed to raise their hand if they solved the question correctly. Count the number of raised hands for the team you are proctoring and circle that number on the front of the white envelope (Question 1 on the left and Question 2 on the right of the envelope). Move to the front aisle and the runners will pick up the envelope.
6. Repeat the above for Individual Questions 3 & 4, 5 & 6, 7 & 8, and 9 & 10.