

Relay Questions

1. After lunch, report back to the Bryce Jordan Center (no later than 1:45PM) 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
2009

Pennsylvania State University
University of Iowa
University of Nevada, Las Vegas
University of Georgia

Problems or Questions?
Call 917 495 4961 – Mike Curry

General Notes

- All teams are expected to supply at least one proctor and one scorer. If you have more than one team, you will need one proctor and one scorer for each team.
- Question packets are to be picked up by assigned proctors only. Proctors should report to the Finley Dining Area no later than 7:40AM to receive their proctoring assignment. **This is no longer predetermined. There is no “Assignment Sheet” as in the past. You may be asked to proctor any team except your own.** Proctors should report to their assigned rooms (see Proctor Assignment Sheet) by 7:55 AM.
- All proctors should remain with the same team throughout the entire competition.
- Assigned scorers should report to the Green Room of the Bryce Jordan Center at 8:30AM on Saturday morning.
- Calculators may not be used on any portion of the contest.
- IF THERE ARE ANY PROBLEMS, PLEASE CALL MIKE CURRY IMMEDIATELY 917 495 4961. Please be prepared to provide your name, your location (Building and Room), the name of the team that you are proctoring and a phone number where he can call you back with a resolution.

Team Round

1. At 8:00am distribute the student information sheets along with the #2 pencils in your packet. Give the students enough time (approx 10 minutes) to fill the forms out and collect them prior to the team round. Also collect any cell phones and/or calculators that the students may have mistakenly brought to the contest 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.
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.
5. Begin the team round immediately after the student information sheets are collected. Note the time and then leave the room. After 17 minutes, reenter the room and give a three minute warning. Leave the room. After 19 minutes have transpired, reenter the room and give a one minute warning.
6. After 20 minutes have transpired, 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. Give the students a 5 minute break.

Power Question

1. After the 5 minute break, distribute the Power Question, Answer Sheets (Carbonless Paper), and Cover Sheet.
2. Remind the students to write their final solution only on the official Answer Sheets.

3. Inform the team that only the team number (on the outside of the envelope) should appear on the top of every 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 the Power Question 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 then leave the room.
8. Return to the room after 50 minutes and give a ten minute warning and then again leave the room. Reenter the room after 57 minutes and give a three minute warning and then leave the room.
9. After one hour has transpired, reenter the room and give a “pencils down” order then 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.
10. Return both the Team Round and Power Question envelopes as well as the student information sheets to the Bryce Jordan Center stage area.

Individual Questions (Bryce Jordan Center)

1. At 9:55AM (or as instructed by the moderator) pick up the envelope marked Individual Questions for the team you are proctoring on the stage of the Bryce Jordan Center.
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. HE WILL READ THE TWO QUESTIONS TO THE STUDENTS. WHEN FINISHED, HE WILL TELL THE STUDENTS TO BEGIN. HE WILL INFORM THEM 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 right and Question 2 on the left of the envelope). Move to the outside aisles and the runners will pick up the envelope.
6. Repeat the above for Individual Questions 3 & 4, 5 & 6, 7 & 8, 9 & 10.