

**American Regions
Mathematics League**



**Proctor's Manual
2018**

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

**Problems or Questions?
Call (917) 488 2329
JESSICA DUGGAN + 1.**

***NOTE: CALCULATORS ARE NOT
PERMITTED ON ANY PART
OF THE ARML CONTEST***

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 **Bryce Jordan Arena** (near where breakfast is being served) no later than 7:15AM to receive their proctoring assignment. **This is not predetermined. You may be asked to proctor any team except your own.** Proctors should report to their assigned rooms (see Proctor Assignment Sheet) by 7:45 AM.
- All proctors should remain with the same team throughout the entire competition.
- Assigned scorers should report to the scoring area of the Bryce Jordan Center at 8:30AM on Saturday morning. This area is behind the stage.
- Calculators may not be used on any portion of the contest.
- **IF THERE ARE ANY PROBLEMS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS PROCTOR MANUAL IMMEDIATELY.** 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 you can be called with a resolution to the problem.

Team Round

1. At 8:00am or as soon as all students have arrived at the assigned room. **Please be sure to collect any cell phones, electronic devices, and/or calculators that the students may have mistakenly brought to the contest room. No student may have an electronic device of any kind during the competition.**
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 as soon as possible after ALL STUDENTS are present in the room. There is no need to wait until exactly 8:00am if they are all there waiting. It may be advantageous to have a few minutes available at the end. 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.
7. Only the answer sheet needs to be returned. Please place it into the original envelope provided.

Power Question

1. After the 5-minute break, distribute the Power Question and Answer Sheets.
2. Remind the students to write their final solution only on the official Answer Sheets.
3. Inform the team that only the team number (provided in the envelope) should appear on the top of every sheet. **IMPORTANT! The team name should not appear on any part of the Power Question Answer Sheets.**
4. Inform the students that they will have **one hour** to write a solution and that you will give them a 10-minute warning and a 3-minute warning.
5. Begin the Power Question. Then leave the room.
6. Return to the room after 50 minutes and give a 10-minute warning and then again leave the room. Reenter the room after 57 minutes and give a 3-minute warning and then leave the room.
7. After one hour has transpired, reenter the room and give a “pencils down” order. Then collect the completed Power Question Answer Sheets and place the team’s solution into the blank envelope provided.
8. Return both the Team Round and Power Question envelopes to the Bryce Jordan Stage Area.
9. *Students should be encouraged to bring any unused scrap paper or answer sheets to the individual competition to be used there. The reverse side of the Power Answer Sheets can be used as scrap. This is to reduce waste. Be sure all used scrap paper and trash finds its way to the trash can and that the room is cleaned up before the team leaves.*

Individual Questions (Bryce Jordan Center)

1. At all times, please follow the instructions provided by the moderator. When instructed to do so, please pick up the envelope marked Individual Questions for the team you are proctoring from the stage area.
2. 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 TWO QUESTIONS TO THE STUDENTS. WHEN FINISHED, THE MODERATOR WILL TELL THE STUDENTS TO BEGIN. THE MODERATOR WILL INFORM THE STUDENTS THAT THEY HAVE TEN MINUTES AND WILL GIVE WARNINGS WHEN FIVE MINUTES, 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.
3. Upon completion of the questions, collect the Answer Sheets from the students and place them back in the envelope marked Individual Questions 1 & 2. Check that the student has written their name and team name on the answer sheet. If they have not, allow them to do so at this time. That is the only writing after time expires that is allowed.
4. 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.
5. Repeat the above for Individual Questions 3 & 4, 5 & 6, 7 & 8, 9 & 10.

Relay Questions (Bryce Jordan Center)

1. After lunch (no later than 1:45PM) help the students to find their seats. When instructed, please pick up the Relay Questions envelope for the team that you are proctoring.
2. Students should be arranged in the row in the following order: 1, 2, 3 – 1, 2, 3 – 1, 2, 3 – 1, 2, 3.
3. Upon direction from the stage, open the envelope. Inside, you will find 5 question #1 papers, 5 question #2 papers, and 5 question #3 papers as well as 10 answer sheets. Give the papers to the students in the corresponding manner. (i.e. question 1 to the students sitting in position #1, question #2 to the students sitting in position #2, question #3 to the students sitting in position 3.)
4. Each student in the third position should receive two answer sheets. Make sure that all students have sufficient scrap paper.
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 all answer sheets submitted by each group. Every group should submit at least one answer sheet during the round, even if it is blank.
7. Place all received answer sheets in the envelope and give the envelope to a runner.
8. Repeat the above for Relay Question 2.

Tiebreaker Round (Bryce Jordan Center)

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 and team 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!***