

## Written Competition – Proctor Information

### **GENERAL RULES FOR NON-ORAL COMPETITIONS**

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

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

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**

#### **Written Competitions (Algebra I, Geometry, Algebra II, Pre-Calculus)**

Proctors will read the prepared statement as found in the contest manual.

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

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. 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

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

Graded answer sheets will be given to the person in charge of entering scores into the computer.

Individual scores for the competition will be made available to the team coach as soon as possible. Expiration times for protests on scoring will be posted. Individual and team scores may be posted.

Protests on interpretation of questions are not permitted at the Regional Competitions