

## **2015 MEMPHIS REGIONAL MATHCOUNTS COMPETITION**

**FEBRUARY 28, 2015 – SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

### **VOLUNTEER RESPONSIBILITIES**

**(Drake Danley; 901-361-2123)**

#### **REGISTRATION**

Using the registration sheets and schedule sheets provided:

1. When all competitors and the coach arrive, give the coach the registration sheet for the school and a Schedule of Events. If any unregistered school (one for which you do not have a registration sheet) comes to the Registration Table, contact Drake Danley as soon as possible. Give the unregistered school a blank registration sheet and all the other sheets given to other schools, and assign the unregistered school to one of the Team Rooms on the Room Assignments sheet.
2. Instruct the coach to check the information on the registration sheet, printing corrections for the name of each competitor and alternate and indicating the sex and grade of each. Instruct the coach to note the room for their team competitors, individual competitors, and for their alternates, and to return the completed registration to you. Ask the coach to also spell difficult names phonetically next to their name to assist with pronunciation during the COUNTDOWN Round. The coach will keep the Schedule of Events.
3. Verify that each returned registration sheet has all team and individual competitors, their grade, and their sex. Repeat the room numbers to the coach when the registration sheet is returned to you. If the school lists more students than shown on the form, contact Drake Danley as soon as possible.
4. After the team has registered, instruct the coaches, competitors, and alternates to go into the Auditorium and await the opening remarks.
5. Place the completed registration sheet in the appropriate hanging file for the school. At 8:30, take the hanging file to the computer scoring room.

#### **RUNNERS**

The runners will gather tests from the TEAM ROOMS and INDIVIDUAL ROOMS and take them to the grading room. Do not pick up tests from the ALTERNATES room. The alternates' tests will not be graded; only the competitors' tests will be graded. **DO NOT PICK UP ANY GREEN TESTS!!!!**

## **GRADING**

While the students are participating in the written exam, volunteers in the grading room will grade the competitors' tests as the tests are brought to the grading room by the runners. Each answer sheet should be graded and then passed to another grader and double-checked. The grading room chairperson should use the blackboard to list the answers from the answer key, but not until after the competition has begun, so that students wandering the halls won't see the answers. The grading chairperson shall rule on any disputes. See numbered paragraphs 1 and 2 in the Scoring section of the Chapter Competition booklet regarding the form of answers. The scoring room chairperson should read the Scoring instructions to the graders. Graded tests should be delivered to the scoring room.

## **SCORING**

As soon as Registration is over, the computer operator should enter corrections for the student names into the scoring spreadsheet using the registration forms. Do not enter alternates names into the scoring spreadsheet. As the tests are graded and passed to the scoring room from the grading room, the scoring room assistant should sort the graded tests by school, then by Sprint, Target, Team Round within each school, verifying that each school has the correct number (based on registration) of each Sprint and Target Round tests and one Team Round test, and that all tests have been graded twice and that the two grades agree. Be careful that you do not mix the individual competitors with the team competitors. Use the scoring rules given in the Chapter Competition booklet.

## **PROCTORS**

Each proctor's kit will include:

1. This document of Volunteer Responsibilities.
2. A number of Sprint Round tests, questions 1-30 (one test for each competitor and one extra test for the proctor to use to read the instructions). Note that no calculators (or calculator watches) are permitted during the Sprint Round, but calculators can be used in the other rounds. There is no list of approved calculators - any calculator, whether graphing or programmable or not, is permissible as long as it does not have a QWERTY- style keyboard. Obviously, this precludes the use of notebook computers. Note that Personal Digital Computers (such as a Palm Pilot®) are not considered to be calculators and may not be used during the competition. If a calculator does have a keyboard that allows alphabetic input, the calculator is permissible as long as it does not have a keypad with keys arranged in a QWERTY layout. Students may not use calculators to exchange information with another person or device during the competition. Also, because of the concern that cell phones might be used to take or send pictures of the competition tests, students may not have cell phones during the competition.
3. A number of Target Round questions 1 and 2, questions 3 and 4, questions 5 and 6, and questions 7 and 8 (for each pair of questions, one test for each competitor and one extra test for the proctor to use to read the instructions).

4. A number of Team Round tests, questions 1-10 (one white test for the team recorder and green tests for all other competitor, and one extra test for the proctor to use to read the instructions). **Each team must select and turn in only one white Team Round test for grading.** The Proctor should retain the green unselected (and ungraded) Team Round tests and deposit them in the Scoring Room after all Rounds have been completed. **Do not give the green unselected Team Round tests to the Runners.**

Individual competitors will not have their Team Round tests graded, but they may group into teams if they wish to take the Team Round tests for practice. **The Proctor should retain all Team Round tests taken by individual competitors. They should NOT be given to the runners.**

5. The Competition Schedule of Events.
6. One box of pencils.
7. A stack of scratch paper.
8. A copy of the portion of the Chapter Competition General Instructions concerning General Instructions, Sprint, Target, and Team Round instructions (attached). **Read these carefully.**

Each time you hand out the test booklets prior to each test session, instruct the students to write their name in the blank indicated as well as their school name. If we get test booklets in the scoring room without any school name, it makes the scoring process VERY DIFFICULT. Also remind the students that they must write their answers legibly - if we can't read their answer, it is wrong.

Proctors should follow the instructions given in the Chapter Competition Instructions, enclosed in the proctor packet, for each particular Round. Please note that MATHCOUNTS competitions are academic, as well as competitive, events. Therefore, it is important to provide an appropriate testing environment (a proctored classroom exam setting) and to clearly and completely explain the rules. Provide each student with scratch paper, allow no student to use notes or to use scratch paper other than that distributed by the proctor, and emphasize "pencils down" both before and after test time periods.

Note that we received a complaint from a parent about the test conditions in a prior year, in which her son complained that other students on other schools' teams were noisy during the Team Round. Instruct the students that, during the Team Round, they can confer with other members on their team and collaborate on the Team Round answers, but that they cannot be so loud and boisterous as to disturb students on other teams. I suggest that you try to space the teams about in the room prior to the start of the Team Round.

Tell the students that they may confer with their teachers/coaches after the team round is over if they feel that any questions were ambiguous and want to file a protest. Any protest must be filed by their teacher in writing with the Grading Room Supervisor (Dr. Siripong Malasri) no later than 11:45 a.m. (prior to the beginning of the Countdown Round).

The written competition will consist of the Sprint Round, the Target Round (4 separate tests with 2 problems each), and the Team Round, in that order, and each Round is timed by your watch.

**The proctors for the "Individual Rooms" should instruct each of the individual competitors to write the word "Individual" after their school name on each test.** All students must work independently except during the Team Round, when all students on each team work together.

Individual competitors will not have their Team Round tests graded, but they may group into teams if they wish to take the Team Round tests. If "individual competitors" do not want to take the Team Round test, they may leave after the Target Round and return to the Auditorium and await the Countdown Round and Awards Ceremony.

Runners will pick up your competitors' test sheets following each round. Proctors should return the extra proctor's tests (that you used to read the instructions) and the three extra Team Round tests for each team, all Team Round tests taken by individuals, scrap paper and all alternate tests to the Scoring Room (and never to the grading room) after all Rounds have been completed. Do not give the extra Team Round tests or any of the individual competitors' Team Round tests to the runners. Following the last round, dismiss the students. Refreshments will be served on the second floor.

## **COUNTDOWN ROUND**

The Countdown Round explanation given in the Chapter Competition Instructions is self-explanatory. This round should be exciting and fun for everybody involved.