

FGCU Mathematics Competition
Proctoring Instructions for Individual Tests

- Read 1. This is the _____ individual test.
No two students from the same school are to sit adjacent to each other.
- Do 2. Please hand each student a NCS answer sheet. When it is time to begin the test, start reading #3.
- Read 3. In the *NAME* blank of the answer sheet you should print your name. In the subject blank, print the proper division name: Algebra I, Geometry, Algebra II, Statistics, Precalculus, or Calculus. In the date space, print your school name - no abbreviations. If you are participating in the team round for your school, write the word *team* in the *PERIOD BLANK*
- Do 4. Walk the aisles and check to see that the scan sheets are filled in while at the same time checking improper seating among students by checking their school names. Students may come in up to 10 minutes late; however, their testing time ends at the time set for everyone in the testing room.
- Read 5. The following are the directions for taking this test:
- a. You may not leave this room until the testing time of one hour has been completed.
 - b. Headphones, beepers, cell phones, or electronic devices (including calculators except for Statistics students) are not allowed.
 - c. Sunglasses and hats are not to be worn.
 - d. In the Algebra I, Geometry, Algebra II, Precalculus and Calculus divisions, students may not use any calculators. On the Statistics test, students may use any calculator without a QWERTY keyboard.
 - e. At the end of the testing session, you are to hand in only the NCS answer sheet. You may write on the test. Use the blank pages for scratch paper. You may keep your copy of the test.
 - f. Ties will be broken by the sudden death method beginning with question #1. Ask your sponsor about this method if you do not know what it is.
 - g. The scoring will be 5 times the number of questions you answer correctly, 1 times the number of questions you did not answer, and 0 times the number of questions you answered incorrectly.
 - h. Answers will be posted (read) at the end of the test.
 - i. The dispute center will be held open 15 minutes after the test is over.
 - j. There will be three warnings for the end of the test : at the 15, 5, and 1 minute marks.
 - k. Proctors will not answer any questions, explain, correct, or clarify in any way any part of this test. Proctors will only be able to exchange a defective test.
 - l. If you need the proctor's attention, please stay seated and raise your hand. The proctor will come to you.

- Read 6. Please listen carefully to the clarification of unique test item issues.
- If a student believes a test item is defective, select E. NOTA and file a dispute explaining why.
 - In the case that a question has multiple correct answers, all correct answers will be counted as correct. DO NOT select "NOTA". This applies even if one of the answers is in a more simplified form than another. If your answer is (is not) one of the choices, write a dispute explaining why your answer should also be accepted.
 - If AN ANSWER CHOICE IS NOT COMPLETE choose "NOTA." For example, when solving a quadratic where there should be two solutions, a choice providing only one solution should NOT be chosen. On the other hand, if a questions asks for "A solution ..." a choice providing only one solution would be correct.
 - The phrase "two numbers" is to be interpreted as allowing for two numbers to be equal. The phrase "two distinct numbers" means find two different numbers.
 - If a student files a dispute claiming what the dispute center believes is a unique or highly unusual interpretation of the problem, the dispute center may award that student credit while allowing the intended answer for all other students.
 - Students should select E. "none of the above" ONLY if they believe either there is no correct answer or the question is seriously flawed.
 - Unless a question asks for an approximation or a rounded answer, give the EXACT answer.
- Read 7. Please clear your desk, including your calculator cover, of everything except your answer sheet, your calculators and your writing instruments. Do not open the test until you are instructed to do so.
- Do 8. Distribute the tests, one to each student.
- Read 9. Are there any questions? You have 60 minutes to work. Begin.
- Do 10. Write ending time on the board.
- Do 11. As students are working, circulate occasionally to keep kids alert. Be alert that some students may have formulas or notes inserted in the covers of their calculators. If this happens, take the notes, record the student name and school on the manila envelope in which you received the tests. Bring this to the attention of those in the scoring room when turning in answer sheets.
- Do 12. Give the 15, 5, and 1-minute warnings when appropriate. At the end of the 60 minutes working time:
- Read 13. Time is now up. Please put all pencils down.
- Do 14. Have students pass the NCS answer sheets to the front and place them in the manila envelope.
- Read 15. Please deposit any garbage in the garbage can as you exit the room. Answers will be posted in the _____ area. OR

(Read the answers provided to you.)

- Do 16. Take the manila envelope to the scoring room and check for your next assignment.

*Thanks for helping! Your time is greatly appreciated.
Contact method in case there is a problem:*

FGCU Mathematics Competition
Proctoring Instructions for Team Tests

Read	1.	Fill out all 15 answer sheets completely. Remember to write your school name. Do not use abbreviations.
Do	2.	Take roll.
Do	3.	Display the following (Read 2) instructions on projector screen.
Read	2.	<p>The following are the directions for answering the team question:</p> <ol style="list-style-type: none"> a. You will have 4 minutes to answer each question. b. The scoring will be 16 points for a correct response in the 1st minute, 12 points for a correct response in the 2nd minute, 8 points for a correct response in the 3rd minute, 4 points for a correct response in the 4th minute. A sliding scale will be used. c. Once your hand has been raised with the answer sheet, it must stay up. If you put your hand down, your answer will be disqualified for that question. d. Your answer must be submitted on the official answer sheet that has been correctly filled out. Otherwise your answer will be disqualified. e. Your answer must be in the specific form that the question asks for. f. If not otherwise noted, the answers should be in one of the following generally accepted forms: <ul style="list-style-type: none"> • Denominators rationalized • Simplest radical form • Fractions, improper fractions, or mixed numbers in simplest form • Equations should have integral coefficients in in standard form g. No units are necessary h. Calculators are not allowed in any division except Statistics. i. Headphones, beepers, cell phones, or electronic devices are not permitted. j. Sunglasses and hats are not to be worn during the competition.
Read	3.	There will be a total of 12 questions during this team competition.
Read	4.	Subtotals will be read after the 4 th , 8 th , and 12 th questions.
Read	5.	Disputes will be handled in the dispute center for 15 minutes after the end of this session.
Do	4.	Get ready to start the competition.
Do	5	Project question # XXX. Start the automatic counter (hit the enter key). (Do this in succession – do not give competitors time to “play” with the questions once they have seen the problem.)
Read	6.	The answer to question # XXX is _____. You may write it on whiteboard.
Do	6.	Repeat steps <u>Do 5</u> to <u>Read 6</u> for each remaining question. Announce scores after questions 4 and 8.
Read	7.	Students, clear your tables of all paper. Deposit trash in the cans provided.
Read	8.	Final team totals are as follows: <u>Do not announce winners</u> because total division score is based on team round and 4 individual subject scores.
Do	7.	Return Team Score Sheet to the Scoring Room _____.

Thanks for helping! Your time is greatly appreciated.