***Volunteering for MC Tournament at \_\_\_\_\_\_\_\_\_\_ <your school>***

All volunteers, please arrive at \_\_\_\_\_\_\_\_\_\_\_\_\_<specify time> to help set up at \_\_\_\_\_\_\_\_\_ <gym/library>.

We are expecting \_\_\_\_ <number of students> students to participate at the MC Tournament on \_\_\_\_\_\_\_\_\_\_\_<date>.

**Attention: Check-in Volunteers**

**CHECK-IN PROCESS**

**You will have:**

1. **a list of participating students**
2. **keepsakes and certificates – to be distributed to PARENTS**
* You will be paired with another volunteer to check-in students.
* Check-in students against your list. The list is organized by **LAST NAME**.
* Put a check mark, if everything is correct. Make a note on the list for any correction (example: spelling error).
* **Give to parents/guardians:** students’ certificates and keepsakes.
* **Give to students:** test packet (2 tests and 2 answer sheets)
	+ Mental Math test is printed on a yellow paper and the answer sheet has a small yellow color on the right-hand corner.
	+ Problem Solving test is printed on a white paper and the answer sheet is also printed on white paper with no yellow marking.

**Attention: Proctors Volunteers**

**You will have:**

1. **Privacy folders – to be placed at every seat.** If privacy folders are not available, students with the same grade level must not sit next to each other.
2. **Back-up pencils for participants**
3. **Scratch papers**

**GENERAL PROCTORING RULES**

* You may not give assistance to your own child or any student related to you.
* You will be assisting students with seating, scratch papers, pencils, etc.
* You will make sure students do not start the tournament until instructed by the lead proctor.
* You may not give hints to solving any problem. You may give assistance in word definitions.
* If students said they don’t understand a particular question, ask them to reread the problem. Identify words they may not understand. You may help with definition of words.
* For younger students, you may re-read the problem with them.
* Students must write their answers on the ANSWER SHEET.
* If students finish early, they must stay on their seats and wait quietly until the time is up.

**FORMAT OF THE TOURNAMENT – all volunteers need to know**

Each participant will compete at two rounds of events: **Mental Math** and **Problem Solving**. **Mental Math is 15 minutes** **and Problem Solving is 40 minutes**. Both rounds are written tests. Students work individually and independently.

Math questions are in multiple choice format, both on Mental Math Challenge and Problem-Solving Challenge.

**Mental Math Challenge (15 minutes)** – Students will be presented with 40 problems to be solved by students ‘mentally’.  Because of the emphasis on speed and accuracy, students are given only 15 minutes to answer as many of the 40 problems as they can correctly. Each problem worth 2 points. Maximum individual score on this test is 80.

Tests and Answer Sheets from the Mental Math Challenge are to be collected before starting the Problem-Solving Challenge.

**Problem Solving Challenge (40 minutes)** – Students will be presented with 20 problems to solve. The first 8 questions are worth 5 points, the next 7 questions are of intermediate difficulty and worth 7 points, and the last 5 questions are harder and worth 10 points. During this round, participants will be given scratch papers to do any calculation to reach final answers. Maximum problem solving challenge score is 139 points.

The mental math and problem solving test scores will be added to determine individual awards for a maximum of 219 points.

**PLEASE DO NOT RELEASE TEST PAPERS TO STUDENTS OR PARENTS**