

## CHECKLIST AND GUIDELINES FOR A SUCCESSFUL MATH CHALLENGE TOURNAMENT

Jan 16 – Mar 15											
<input checked="" type="checkbox"/> Inform your students about the tournament	Promote the event. Some suggestions: <ul style="list-style-type: none"> <li>• <b>Posters/flyers</b> – place posters/flyers around schools as well as at community centers and local businesses (ex. coffee shops, toy store, frozen yogurt, pizza place, etc.). <a href="#">Poster Template</a></li> <li>• <b>PeachJar</b> – If your school or district uses PeachJar as a platform for distributing e-flyers, please take advantage and invite parents from your school or district to register their students for the tournament. <i>For LWSD schools, PTA’s sponsored event can be advertised through PeachJar (click <a href="#">HERE</a> to learn more).</i></li> <li>• <b>The school’s newsletter</b> – have a brief write-up about the tournament starting one week before registration opens to the public. Have the editor run the announcement for a few weeks.</li> <li>• <b>Emails to teachers</b> – get teachers excited so they promote the event to their students.</li> <li>• <b>Email to parents</b> – inform parents about the tournament and invite them to register online. If you do not have access to parents’ emails, you may ask teachers to forward information to parents. <a href="#">Email to Parent MCT Intro</a></li> </ul>										
Jan 16 – Mar 15											
<input type="checkbox"/> Student registration opens on <b>Jan 22</b>	Students/parents register directly online. Student registration <b>closes on March 15 or when the location is full.</b> You will be updated weekly with the number of students registered at your school/center location.										
<input type="checkbox"/> Continue promoting this event	Remind Parents about the deadline for registering. <b>Promo can be extended through flyers and to neighborhood schools’ newsletters.</b>										
Mar 19 – 26											
<input type="checkbox"/> Receive the most up-to-date participant list for your school/center	You will receive the <b>final count</b> and a <b>list of all students participating in your school/center</b> as well as <b>volunteers list (from registrations data).</b>										
<input type="checkbox"/> Recruit proctors and check-in staff for your event	<ul style="list-style-type: none"> <li>• Recruit parent volunteers as well as high school students (who need their volunteer hours filled).</li> <li>• You will need about 1 proctor per 16 students and 2 check-in staff per 30 students for registration.</li> </ul>										
<input type="checkbox"/> Inform parents about the tournament details	Send parents an email containing details schedule & expectations, and MCT Guidelines for Participants. Here is a <b>sample schedule</b> for tournament scheduled at 6:30 p.m. for 80+ students: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">6:00 – 6:30 p.m.</td> <td>CHECK-IN &amp; SEATING</td> </tr> <tr> <td>6:30 – 6:40 p.m.</td> <td>WELCOME AND RULES</td> </tr> <tr> <td>6:40 – 7:00 p.m.</td> <td>MENTAL MATH ROUND</td> </tr> <tr> <td>7:05 – 7:45 p.m.</td> <td>PROBLEM SOLVING ROUND</td> </tr> <tr> <td>7:45 – 8:00 p.m.</td> <td>GROUP PHOTOS, STUDENTS ARE RELEASED AT 8:00 PM</td> </tr> </table>	6:00 – 6:30 p.m.	CHECK-IN & SEATING	6:30 – 6:40 p.m.	WELCOME AND RULES	6:40 – 7:00 p.m.	MENTAL MATH ROUND	7:05 – 7:45 p.m.	PROBLEM SOLVING ROUND	7:45 – 8:00 p.m.	GROUP PHOTOS, STUDENTS ARE RELEASED AT 8:00 PM
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Apr 5 – 15	
<input type="checkbox"/> Receive complete tournament packet	You will receive a complete tournament packet within 4-5 days prior to your tournament date.
<input type="checkbox"/> Confirm that you received everything needed for the tournament	Confirm that you have the right number of tests, students answer sheets, ribbons and keepsakes.
<input type="checkbox"/> Send the “Volunteering for MC Tournament” to your volunteers	See document for <a href="#">Volunteering for MCT</a> . Please adjust information according to your specifics.
<input type="checkbox"/> Send confirmation and reminder email to parents	Include the date, time (and check-in time), and place/location based on your specific tournament schedule. Include the <a href="#">MCT Guidelines for Participants</a> document in the email. A template of the email to parents is available: <a href="#">MCT email to Parents of Participants</a> .
Tournament Day (30 – 90 minutes before start)	
<input type="checkbox"/> Preparations	<ul style="list-style-type: none"> <li>• Make sure the space is set up and ready for students to take the test.</li> <li>• Prepare signs/directions for arriving participants.</li> <li>• Set up check-in tables. As a rule of thumb, provide one check-in table (with 2 volunteers) for every 30-40 participants. <b>Organize test packets to be distributed at check-in.</b> For example, if you have 60 students, set up at least 2 registration tables with two volunteers at each table. One table for Last Names A-M, and another table for Last Names N-Z. One volunteer to check names, grades and divisions, another volunteer to hand out tests, ribbons, and keepsakes. <b>Ribbons &amp; keepsakes can be distributed at the end of tournament or at check-in.</b></li> <li>• Prepare scratch papers &amp; emergency pencils.</li> </ul>
Tournament Day (30 – 60 minutes before start)	
<input type="checkbox"/> Conduct a Proctor’s Briefing	Make sure they have read the <a href="#">Volunteering for MCT</a> document. Please note that if a proctor is a parent of a participant, he/she may not help his/her child during the tournament.
<input type="checkbox"/> Start Check in	For a larger size of a tournament (100+ participants), you should start to check-in students at least 30 minutes prior to the scheduled tournament.
Tournament Day (During Check in)	
<input type="checkbox"/> For “Check in” volunteers	<ul style="list-style-type: none"> <li>• Check-in arriving students against your final list of students.</li> <li>• Give student: the un-opened tests (TWO TESTS) according to his/her grade that is given to them at the time of registration, student’s ANSWER SHEET, and scratch paper.</li> <li>• Warn students not to open the tests until instructed.</li> <li>• Keepsakes and ribbons can be distributed at check-in or at the end of the tournament.</li> </ul>

<input type="checkbox"/> For “Proctors”	<ul style="list-style-type: none"> <li>• Assist students for seating in the testing room and warn students not to open the tests until told by the Lead Proctor. All students need to <b>start</b> each test <b>at the same time</b>.</li> <li>• Make sure each student has a pencil.</li> <li>• Provide emergency pencils.</li> <li>• If privacy folders are not available, make sure that students are not seated next to, or in front of students who are at the same test level.</li> <li>• Keepsakes and ribbons may be distributed at the end of the tournament.</li> </ul>
<b>Tournament Day (Tournament start)</b>	
<input type="checkbox"/> Introduce yourself and announce the tournament rules	<ul style="list-style-type: none"> <li>• Once all the students are checked in and seated, introduce yourself.</li> <li>• Tell students briefly about how the tournament will proceed and how proud you are that they are taking up this challenge.</li> <li>• Before reading the rules, remind students to use the bathroom. There are no bathroom breaks once the tournament starts.</li> </ul>
<p><b>Purple – to be read aloud by a LEAD PROCTOR.</b> You or a volunteer can be the Lead Proctor.</p> <p><b>Rules to be read to students before the tournament starts.</b>  <i>DO NOT open the tests while I’m reading the rules.</i>  <i>All tests must be completed individually.</i>  <i>No talking during the test. You may be disqualified.</i>  <i>Obey test proctors. Proctors are here to help you with scratch paper and pencils.</i>  <i>Respect others – respect other mathletes, proctors, and space.</i>  <i>Raise your hand if you have a problem or a question.</i>  <i>Nothing on the table/desk except scratch paper(s), tests, pencils, and a water bottle.</i>  <i>Please be sure to mark your answers on the ANSWER SHEET.</i></p> <p><b>Run through with students how the proctors are going to collect their test.</b>        At the end of each test, when the last 5 seconds are counted down (5, 4, 3, 2, TIME) students must put their pencil down and raise their ANSWER SHEET up in the air. By the word ‘TIME’, answer sheets must be up in the air, otherwise they will not be collected. <i>5, 4, 3, 2, TIME.</i> Practice one or two times as needed.</p>	

**MENTAL MATH CHALLENGE**

Inform students that the first test is MENTAL MATH. Tell students to place the MENTAL MATH test (YELLOW) in front of them. They may put the other test off to the side.

Read aloud the specific **rules of the MENTAL MATH**:

*Only your final answers may be marked on your answer sheet.*

**Remember:** *Mark your answer on the ANSWER SHEET.*

*There are 40 questions. Try to do as many as you can.*

*Correct answer: 2 points; incorrect answer: 0 points. Any questions?*

Set the timer for the Mental Math round (20 minutes). Begin this round. Be sure to keep the room silent and control students' behavior.

Give students a 5-minute warning, a 2-minute warning, and a 1-minute warning. Count down the last 5 seconds, then proctors **collect all Mental Math tests (yellow)** from students. Students must stop working on the Mental Math test.

**PROBLEM SOLVING CHALLENGE**

Announce that it's time for the second test: Problem Solving Challenge. Read aloud the specific rules of the Problem-Solving Challenge:

*You may use scratch paper to do any calculation needed to reach final answers.*

*Mark your answers on the ANSWER SHEET.*

*There are 20 questions, and you will have 40 minutes. Any questions?*

Set the timer for 40 minutes. Begin this round. Give students a 15-minute warning, a 5-minute warning, a 2-minute warning, and a 1-minute warning. Count down the last 5 seconds, then proctors collect all ANSWER SHEETS. Then **collect all Problem-Solving Challenge tests and all Answer sheets** from students.

If students finish early, they must stay in their seats and wait quietly until the 40 minutes are up.

**Please sort all answer sheets grade level.**

**IMPORTANT: DO NOT RELEASE TESTS TO STUDENTS/PARENTS UNTIL AFTER APRIL 23 WHEN THE TOURNAMENT WINDOW IS OVER.**

- For any type of inappropriate behavior, send the student out of the testing room immediately to keep from distracting other students. Make sure a proctor or an assigned volunteer can take care of the student until his/her parent comes.
- When all tests are collected, you may distribute ribbons and keepsakes (if not distributed earlier). You may gather students for group photos before releasing them to parents.
- Congratulate them on their participation. Release students to parents.

**AFTER THE TOURNAMENT**

You should gather all answer sheets and group them by level and by division. You should scan students original answer sheets as PDFs and email the PDFs to [info@EllipsisAcademy.com](mailto:info@EllipsisAcademy.com).

You may give back all tests (and answer sheets) to students **after** April 23.

**AWARDS**

- The student who scores the highest overall in their grade level and division will earn a special prize.
- Students who are in the **top 20** in each grade and division will earn medals. Results will be available by May 10, 2024.
- Medal recipients will be posted on the website. Parents will receive emails and organizers will be informed if any student from their school/center is receiving any award.

**All awards will be shipped or dropped off to schools/centers by May 17, 2024.**