

CHECKLIST AND GUIDELINES FOR A SUCCESSFUL MATH CHALLENGE TOURNAMENT

Now – Nov 11	
<input checked="" type="checkbox"/> Start to promote this event	Print and put up flyers at school, add this event to school newsletter and PTSA bulletin. Send email to teachers and parents about this event. Some suggestions below: <ul style="list-style-type: none"> • Posters/flyers – place posters/flyers around schools as well as at community centers and local businesses (ex. coffee shops, toy store, frozen yogurt, pizza place, etc.). • PeachJar – If your school or district use 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. For LWSD schools, PeachJar info can be found here. • School's newsletter – have a brief write-up about the tournament starting one week before registrations open to public. Have the editor run the announcement for few weeks. • Emails to teachers – get teachers excited so they promote the event to their students. • Emails to parents – 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.
Oct 15 – Nov 16	
<input type="checkbox"/> Student registration opens	Students/parents will register directly online at our website. Student registrations close on November 16, 2018 or when it's full . You will be updated 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. Promo can be extended through flyers and to other schools' newsletters.
Nov 17 – Nov 23	
<input type="checkbox"/> Receive the most up-to-date registration information for your school/center	We will send you the final count and list of all students participating in your school/center as well as volunteers list (from registrations data).
<input type="checkbox"/> Recruit proctors, check-in staffs, and scorers for your event	<ul style="list-style-type: none"> • Recruit parent volunteers as well as high school students (who need their volunteers hours filled). • You will need about 1 proctor per 16 students and 2 check-in staffs per 30 students for registration.
<input type="checkbox"/> Receive complete tournament packet	You will receive a complete tournament packet about one week prior to your tournament date.
<input type="checkbox"/> Confirm the number of tests and keepsakes.	Confirm that <ul style="list-style-type: none"> - the right number of tests and keepsakes are received. - certificates of students registered at your center are in the packet.

<input type="checkbox"/> Send the “Volunteering for MC Tournament” document to your volunteers	See document for <i>Volunteering for MC Tournament</i> . Please adjust information according to your specifics.
<input type="checkbox"/> Prepare schedule for your tournament day	Here is a sample Schedule for tournament scheduled at 6:30 p.m. for 80+ students: 6:00 – 6:30 p.m. CHECK-IN & SEATING 6:30 – 6:40 p.m. WELCOME AND RULES 6:40 – 6:55 p.m. MENTAL MATH ROUND 6:55 – 7:35 p.m. PROBLEM SOLVING ROUND 7:40 p.m. STUDENTS RELEASE TO PARENTS
<input type="checkbox"/> Send confirmation and reminder e-mail to parents	Include the date, time (and check-in time), and place based on your specific tournament schedule. Include <i>Tournament Guidelines for Participants</i> document to the email. A template of email to parents is available (<i>School_email to parents Example</i>).
Tournament Day (30 – 90 minutes before start)	
<input type="checkbox"/> Preparations	<ul style="list-style-type: none"> • Make sure the space is set up for students to take the tests. • Prepare signs/directions for arriving participants. • Set up check-in tables(s). As a rule of thumb, provide one check-in table (with 2 volunteers) for every 30-40 participants. Organize tests and keepsakes to be distributed at check-in. <p>For example, if you have 60 students, set up at least 2 registration tables with two volunteers at each table. One table for Last Name A-M, and another table for Last Name N-Z. One volunteer to check names and grades and divisions, another volunteer to hand out tests, certificate, and keepsakes.</p>
Tournament Day (30 – 60 minutes before start)	
<input type="checkbox"/> Conduct a Proctor’s Briefing	Make sure they’ve read the <i>Volunteering for MC Tournament</i> document. Please note that if a proctor is a parent of a participant, he/she may not help the participant 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"> • Check-in arriving students against your final list of students. • Give to parents/guardians: students’ certificates and keepsakes. • Give student: the un-opened TWO TESTS according to his/her grade and division information given at the time of registration, student’s ANSWER SHEET, and a scratch paper. Warn students not to open the tests until instructed.
<input type="checkbox"/> For “Proctors”	<ul style="list-style-type: none"> • Assist students for seating in the testing room and warn students not to open the tests until told by the Lead Proctor. All students to start each test at the same time. • Make sure each student has a pencil. • It’s a good idea to provide emergency pencils.

	<ul style="list-style-type: none"> • If privacy folders are not available, make sure that students are not seated next to or in front of students with the same grade.
<p>Tournament Day (Tournament start)</p>	
<p><input type="checkbox"/> Introduce yourself and announce rules</p>	<ul style="list-style-type: none"> • Once all students are checked in and seated, introduce yourself. • Tell students briefly about how the tournament will proceed and how proud you are that they are taking up this challenge. • Before reading the rules, invite students to use the bathroom. There is no bathroom break once the tournament starts.
<p>Purple – to be read aloud by LEAD PROCTOR. You or a volunteer can be the Lead Proctor.</p> <p>Rules to be read to students before the tournament starts. <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 papers and paper.</i> <i>Respect others – respect other mathletes, proctors, and the 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>Do not open the tests yet. Please be sure to mark your answers on the ANSWER SHEET.</i></p> <p>Run through with students how the proctors going to collect their test. 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 on the air. By the word 'TIME', answer sheets must be up on the air, otherwise they will not be collected. <i>5, 4, 3, 2, TIME.</i> Practice one or two times as needed.</p> <p>MENTAL MATH Announce 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 on the side. No scratch paper is allowed on this test. Read aloud the specific rule of the Mental Math: <i>You may not do any written work and only your final answers may marked on your answer sheet.</i> <i>Any erasure or cross-out will result in the answer being marked wrong.</i> <i>Remember: Mark your answer on the ANSWER SHEET. There is only ONE correct answer per question.</i> <i>There are 40 questions. Try to do as many as you can. Correct answer: 2 points; incorrect answer: 0 point.</i> <i>Any question?</i></p> <p>Set the timer for the Mental Math round (15 minutes). Begin this round. Control silence and behavior. Give students 5 minutes warning, 2 minutes warning, and 1 minute warning. Count down the last 5 seconds, then proctors collect all Mental Math tests (yellow) from students. Student must stop working on the Mental Math test.</p> <p>PROBLEM SOLVING CHALLENGE Announce that it's time for the second test: Problem Solving Challenge. Read aloud the specific rule of the Individual Challenge: <i>You may use scratch papers to do any calculation to reach final answers.</i> <i>Mark your answers on the ANSWER SHEET. There is only ONE correct answer per question.</i> <i>There are 20 questions and you will have 40 minutes. Any question?</i></p> <p>Set the timer for 40 minutes. Begin this round. Give students 15 minutes warning, 5 minutes warning, 2 minutes warning, and 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.</p>	

Please sort all answer sheets by test and by grade.

IMPORTANT: DO NOT RELEASE TESTS TO STUDENTS/PARENTS UNTIL THE TOURNAMENT WINDOW IS OVER.

- If students finish early, they must stay on their seats and wait quietly until the 40 minutes is up.
- For any type of inappropriate behavior, send the student out of the testing room immediately, to keep the distractions to other students minimal. Make sure a proctor or an assigned volunteer can take care of the student until his/her parent come.
- When all tests are collected, you may gather students for group photos if you did not take it earlier.
- Congratulate them on their participation.
- Release students to parents.

AFTER THE TOURNAMENT

You should gather all answer sheets and group them by test and by grade. **Please send all answer sheets the NEXT DAY BUSINESS DAY of your tournament date.** Send sheets to:

Edhi Sarwono
Ellipsis Academy
2763 152nd Ave NE
Redmond, WA 98052.

Local schools (Redmond/Kirkland/Bellevue areas) may arrange pick-up.

You may give back all tests to students **after** the tournament period is over (**after Dec 14, 2018**).

AWARDS

Student who scores the highest overall in their grade level and division will earn a Champion Water Bottle. Students who are in the top 10% will earn medals. All results will be posted on the last week of January 2018. Invitation to Math Challenge Masters will be sent out after results are posted. All awards will be mailed to organizers by the first week of February 2018. For local schools, students may pick up medals at our office located at 2763 152nd Ave NE, Redmond, WA 98052.