**PROCTORS**

**Note where are the following:**

1. Back-up pencils for participants
2. Scratch papers
3. Privacy folders (if needed).

**Important Note:**

**Students are not to be seated next to another student with the same level.**

* **Seats for different levels can be indicated by different color sticky notes.**

**Younger students may need helps on taking out their tests from the test packet.**

**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.
* You will make sure student works independently.
* Students must write their answers on the ANSWER SHEET.
* If students finish early, they must stay on their seats and wait quietly (draw or read a book) 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. Zero point for incorrect or blank.** Maximum individual score on this test is 80.   
  
**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. **Zero point for incorrect or blank.** 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**