**PROCTORS**

**Note where are the following:**

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

**Important Note:**

**Students are not to be seated next to other students that are in the same grade level.**

* **Seats for different grade levels can be identified by different color sticky notes.**
* **Younger students may need help on taking out their tests from the test packets.**

**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 paper(s), 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 say they do not understand a specific question, ask them to re-read the problem. Identify words that they might not understand. You may help with the definition of words.
* For younger students, you may re-read the problem with them.
* You will make sure students work independently.
* Students must write their answers on the ANSWER SHEET.
* If students finish early, they must stay in 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 in 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 will work individually and independently.

Math questions are in multiple choice format, both in the 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 is worth 2 points. Zero points for incorrect or blank answers.** Maximum Mental Math score 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 points for incorrect or blank answers.** During this round, participants will be given scratch paper to do any calculations they might need to reach their final answers. The maximum Problem-Solving Challenge score is 139 points.

The Mental Math and Problem-Solving test scores will be added together to determine individual awards for a maximum of 219 points.

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