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 20 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 (20 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 20 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 scores for a maximum of 219 points.

<mark>**PLEASE DO NOT RELEASE TEST PAPERS TO STUDENTS OR PARENTS**</mark>

CHECK-IN VOLUNTEERS

- Check-in arriving students against your final list of students.
  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.
- Warn students not to open the tests until instructed.
- Direct students to sit in the tournament room.

Possible scenarios to watch out for:
- Student is not on the list (spreadsheet of registered students):
  - Check if the student might be registered under the parent's name. If yes, change it in the answer sheet and make a note for Ellipsis Academy (to change it later).
  - Check the list, in case student's name is listed on a different field (maybe parents put student name in 'student's school name' field).
  - If nothing can be found, ask parents for an email confirmation (in their email inbox and the spam folder).
  - If it still can't be found, then we have to deny the student as most likely they did not register their student successfully. If they want it to be investigated, have them email info@ellipsisacademy.com.
- Parent registered student with incorrect name or incorrect division: make the change in the student's answer sheet and make a note for Ellipsis Academy (to change it later).
- Parent registered student with incorrect grade: no grade or location change can be made as we don't anticipate this issue. However, in a case of emergency, organizers will have an extra test per level that can be used for this.
- Late students: best practice is to accept the student (max 10 minutes after test start), but the time won't reset, and they'll have whatever time left. Brief students on rules quickly before seating them.

For all changes (name, division, etc.), make any change in the answer sheet but also record that in a separate note to send to Ellipsis Academy so that the main data can be corrected.

PROCTORS

Note where the following items are located:
- Back-up pencils for participants.
- Scratch paper.
- Privacy folders (if available).

Important Note:

Students are not to be seated next to other students that are in the same grade level (if privacy folders are not available).
- Color sticky notes can be used to indicate seat locations for grade/level.
- Younger students may need help with 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 test until instructed by the lead proctor.
- You may **NOT** give hints to solving any problem. You may give assistance with 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 softly.
- You will make sure students work independently.
- Students must write their answers on the ANSWER SHEET.
- Make sure students do not doodle or draw in their answer sheets.
- If students finish early, they must stay in their seats and wait quietly (draw or read a book) until the time is up.

GENERAL CHECK OUT CHECK LIST AND PROCEDURES:

- After a brief closing remark, thanking students, sharing encouraging words, lead proctor can tell students check out procedure.

- Each student should have a ribbon and a keepsake.

- Answer sheets and ALL tests are collected – ensure that students don't leave with either tests or answer sheets.

- Count tests and answer sheets (used and unused) and it should match the number of registered students. This is super important to maintain the integrity of the tournament.

- For large venues, make sure there is an organized and sequential order of students leaving (i.e., per table, per row, etc.).