

# Mu Alpha Theta - Proctoring Instructions for Individual Tests

## Before Testing Begins (at 8:45 for Session 1 or 10:30 for Session 2)

1. Count the tests provided in the envelope, there will be precisely 20 packets. Rooms hold 20.

2. Prepare your timekeeping device. Login to the computer using:

Username: Centralguest

Password: Centr@l7521

The students will have exactly 60 minutes for the test. To ensure consistency across the competition, do not allow extra time. Use <https://mz496.github.io/mao-timers/> to get the on-screen timer, turn on the automatic voice countdown, and select individual.

3. Write the name of the test on the board.

4. Remind students as they enter that they are not to sit adjacent to students from their own school. Spread students out as much as possible.

5. When the room reaches capacity, close the door and do not let any further students enter and politely inform them to go to another room.

6. If the room does not reach capacity, but it is time to begin (9:00 Session 1 or 10:45 Session 2), students are allowed to enter the room up to 10 minutes late, provided there is room. If late students arrive, quietly hand them a test and allow them to take a seat. They do not get any extra time if the test has begun.

## As Testing Begins (at 9:00 for Session 1 or 10:45 for Session 2)

**Do:** Tell the students you are about to read the directions and there will be no further talking.

**Read:** This is the \_\_\_\_ individual test. No two students from the same school are to sit adjacent to each other.

**Read:** In the NAME blank of the answer sheet, print your name. In the SCHOOL blank, print your school name - no abbreviations. In the TEST blank, print the proper test name (Algebra I, Geometry, Algebra II, Statistics, Pre-Calculus, Calculus, Mu Open, Alpha Open, or Theta Open). Be sure your ID# is correct, and neatly and properly bubbled. The first four digits should be your school number, digits 5-7 are your unique student number for your school, the 8th digit is your division, and the 9th digit is your team number. Remember, mis-bubbling your ID number can lead to your answer sheet not counting!

**Do:** Walk the aisles and check to see that the ID numbers on answer sheets are filled in while at the same time checking improper seating among students by checking their school names. Students may come in up to 10 minutes late; however, their testing time ends at the time set for everyone in the testing room.

**Read: The following are the directions for taking this test:**

**A.** You may not leave this room until the testing time of one hour has passed.

**IMPORTANT:** If a student must leave the room for ANY reason (bathroom, etc.) before test time is up, that student MUST turn in the test and forfeits any remaining time.

**B.** Headphones, beepers, cell phones, or electronic devices (including calculators, except for Statistics students) are not allowed.

**C.** Watches, Sunglasses and hats are not to be worn.

**D.** In the Algebra I, Geometry, Algebra II, Precalculus and Calculus divisions, students may not use any calculators. On the Statistics test, students may use any calculator without a QWERTY keyboard.

**E.** At the end of the testing session, you are to hand in only the answer sheet. You may write on the test but do NOT write anything else on the answer sheet other than your identifying information and your answers neatly bubbled in. Stray marks may result in your answer sheet being disqualified. Use the blank pages of your test for scratch paper. You may keep your copy of the test when you leave.

**F.** Ties are broken by the sudden death method beginning with question #1. Ask your sponsor about this method if you do not know what it is.

**G.** The scoring is 5 times the number of questions you answer correctly, plus one point for each question that is left blank, and an incorrect answer counts as zero points.

**H.** Answers are either read out loud or written on the board at the end of the test.

**I.** The dispute center is held open 25 minutes after the test is over. You will need to know your student ID to submit disputes. If you do not know your student ID, then you should write it on the front cover of your test once you receive it.

**J.** There will be three warnings near the end of the test: at the **15**, **5**, and **1** minute marks.

**K. IMPORTANT:** Proctors absolutely cannot answer any questions, explain, correct, or clarify in any way any part of this test. Proctors can only exchange a defective test for another. If you need the proctor's attention, please stay seated and raise your hand. The proctor will come to you.

**Read: Please listen carefully to the clarification of unique test item issues:**

**A.** If a student believes a test item is defective, select E: NOTA and file a dispute explaining why.

**B.** In the case that a question has multiple correct answers, all correct answers will be counted as correct. DO NOT select E: NOTA. This applies even if one of the answers is in a more simplified form of another. If your answer is (or is not) one of the choices, write a dispute explaining why your answer should also be accepted.

**C.** If AN ANSWER CHOICE IS NOT COMPLETE choose E: NOTA. For example, when solving a quadratic where there should be two solutions, a choice providing only one solution should NOT be chosen. bOn the other hand, if a question asks for “A solution ... ” a choice providing only one solution would be correct.

**D.** The phrase “two numbers” is interpreted as allowing for the two numbers to be equal. The phrase “two distinct numbers” means two different numbers.

**E.** If a student files a dispute claiming what the dispute center believes is a unique or highly unusual interpretation of the problem, the dispute center may award that student credit while allowing the intended answer for all other students.

**F.** Students should select E: NOTA only if they believe either there is no correct answer or the question is seriously flawed.

**G.** Unless a question asks for an approximation or a rounded answer, give the EXACT answer.

**Read:** Please clear your desk of everything except your answer sheet, and your writing instruments. Do not open the test until you are instructed to do so. **Read the following if and only if this is a Statistics test:** Statistics students may have a calculator on their desk as well. No calculator covers may be on the desk but students may have a second calculator as a backup.

**Do:** Distribute the tests, one to each student. Students may not open the tests yet.

**Read:** Are there any questions? (pause for questions) You have 60 minutes to work. Begin.

**Do:** Note the exact start time. Write the ending time on the board.

**Do:** As students are working, circulate occasionally to keep kids alert.

**Do:** Give the 15 minute, 5 minute, and 1 minute warnings when appropriate.

**Read:** (When exactly 60 minutes have passed.) Time is now up. Please put all pencils down.

**Do:** Have students pass the answer sheets to the front.

- Ensure that all answer sheets are facing in the same direction.
- Count the answer sheets and ensure that you have an answer sheet for every student. Place the answer sheets in the envelope provided.

**Read:** Please gather all your personal items. Deposit any garbage in the garbage can as you exit the room.

**Do:** The envelope should contain an answer key. Read the answers to the students or write them on the board. **Do not** give the answer key to a student. However, you may show it to an adult sponsor, upon request.

**Do:** Return the envelope with the completed answer sheets and any remaining tests to the location where it was picked up. Let the collector know how many students tested in the room.