**Team Proctor Instructions**

1. Read: Fill out all 14 answer sheets completely. Remember to write your school name, 4-digit school ID number and your team number. Do not use abbreviations.
	1. Do not mark in the minute box in top right corner or the scoring boxes at the bottom of the answer sheets.

1. Read: The following are the directions for answering the team question:
2. You will have 4 minutes to answer each question. Each question has 4 parts, which will be answered individually.
3. The scoring will be:
	* 1. 2 points for each correct part, regardless of which minute the answer sheet is turned in.
		2. If all 4 parts are correct, a team will receive an additional 12 points in the 1st minute, 8 points in the 2nd minute, and 4 points in the 3rd minute. This bonus slides to the minute of the first response with all 4 parts correct.
		3. You can see detailed scoring at the bottom of the answer sheets.
4. A 10-second warning will be given in every minute. It is the only time you should raise your answer. Once your hand has been raised with the answer sheet, it must stay up. The runners will collect your answer sheets once the next minute has been called. If you put your hand down, your answer will be disqualified for that question.
5. Your answer must be submitted on the official answer sheet that has been correctly filled out. Otherwise, your answer will be disqualified.
6. Your answer must be in the specific form that the question asks for.
7. If not otherwise noted, the answers should be in one of the following generally accepted forms:
	* 1. denominators rationalized
		2. simplest radical form
		3. fractions, improper fractions, or mixed numbers in simplest form
		4. equations should have integral coefficients if in standard form
8. No units are necessary
9. Calculators are not allowed.
10. Electronic devices are not permitted. Be sure your cell phones are turned off.
11. Watches, sunglasses and hats are not to be worn during the competition.

There will be a total of 13 questions during this team competition. The 13th question will only be scored in the case one of the first 12 has multiple parts thrown out.

Subtotals after the 4th and 8th questions will be read after the 5th and 9th questions. Final scores after the 12th question will be read after the 13th question.

1. Read: Do not open these packets or remove questions from the packet until I give the signal. Any team removing questions before the signal will be disqualified from this competition.

Is there any team that does not have a folder of questions?

1. Get ready to set the timer.
2. Read: You should be looking at question # XXX. Begin.
3. Read at 0:50 min: 10 seconds in minute 1.
4. Read at 1:00 min: Begin minute 2.
5. Read at 1:50 min: 10 seconds in minute 2.
6. Read at 2:00 min: Begin minute 3.
7. Read at 2:50 min: 10 seconds in minute 3.
8. Read at 3:00 min: Begin minute 4.
9. Read at 3:50 min: final 10 seconds.
10. Read at 4:00 min: Stop. Are all answers in?
11. Read after all answers have been collected: The answers to question # XXX are \_\_\_\_\_\_\_.
12. Repeat steps 5-14 for each remaining question. Announce the subtotals through questions 4 & 8 after questions 5 & 9.
13. Read: Students, clear your tables of all paper except the folder. Deposit trash in the cans provided.
14. Read: After scores are read, if you believe there is an issue with your score, send one person to the scoring table. If you believe a provided answer is incorrect, file a dispute at the dispute center, which will be open for 15 minutes in front of the front office.
15. Final team totals are as follows: