

JUDGES' INSTRUCTIONS – GROUP COMPETITION
UPDATED 2016

PLEASE READ PRIOR TO THE START OF THE COMPETITION!!!

STUDENTS ARE NOT TO WEAR HEADSETS DURING COMPETITION.

1. Your room should contain two or three groups of students of 4 students each. If your room contains more than one team from the same division, have them sit away from each other. The students from each team should turn their desks so that they are facing each other. They are to have nothing with them except pencils/pens and a graphing calculator. **No calculators with QWERTY keyboards or calculators capable of symbolic algebra are allowed. You should walk around the room after the start of the competition and check to be sure all calculators are appropriate. Note: TI-89's and TI-Inspire-CAS are not allowed but they look like TI-83's, TI-84's, and TI-86's, so be sure to check the number in the upper right hand corner on the front of the calculators. There is a list of prohibited calculators in your folder.**
2. Hand out scratch paper and the question packets to each group. The question packets are to be handed out with the answer sheet face up. The answer sheets are color-coded for the different levels. Be sure that each group gets the appropriate packet. Each packet should contain an answer sheet and 4 copies of the question sheets. The students are NOT to separate or turn over the packet until instructed to do so.
3. Have the mathletes fill in the name of their school and their names on the answer sheet.
4. Read this statement **VERBATIM** to the students:
"Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. Any student whose electronic device disrupts the competition will be disqualified."

[Allow students time to be sure that these items are turned off and put away.]

"When I say to begin, you may separate the answer sheet and question sheets and begin to work on the problems. Each answer must be simplified and placed on the appropriate answer blank. You will have 20 minutes to work. You will be given a warning when 3 minutes remain, when 1 minute remains, and when 15 seconds remain. At the command to STOP, you must turn your paper over IMMEDIATELY and cease writing. Failure to do so may cause your paper to be disqualified. Good luck. You may begin."

5. If a student asks any question regarding the interpretation of a problem, do NOT answer him or her. You may only answer questions regarding the clarity of printing. If you have any questions regarding either interpretation or clarity, please inform the host school following the competition.
6. Judges must be alert to the entire room. Judges should not leave the room unless relieved by a coach. Judges should not discuss answers aloud. Judges should not distract any student unnecessarily, or watch a particular student or group working out the problems. These and other standards may seem trivial, but all have led to complaints and problems in the past.
7. When 3 minutes remain, say: **"3 minutes left."**
When 1 minute remains, say: **"1 minute left."**
When 15 seconds remain, say: **"15 seconds left."**

When time is up, say "**STOP. Put all pencils down and turn over your answer sheet.**" Collect the answer sheets. The students may then leave the room.

8. When the papers are collected, judges should post the answers. This can save the suspense and curiosity, as well as act as another check on incorrect answers, as a vocal majority of disagreeing students is sometimes correct.
9. Should students question an answer, judges should instruct them to see their coach. Any issue with an individual student should be noted on the student's paper and taken up with the coaches after the even is completed. The student should not be prevented from taking the test.
10. Each judge should grade and mark each paper. All papers should show two markings of grading. All answers must be written in the appropriate answer blank. Questions 1-5 are worth 2 points each, 6-10 are worth 3 points each, and 11-15 are worth 5 points each.
11. If there is an issue (cheating, cell phone use, inappropriate calculator use, etc.) where a paper or papers should be disqualified, the proctor should make a note of the reason and the time the incident occurred but should not address the issue with the student(s). If another proctor is in the room, verify the situation with the other proctor. The proctor(s) should make note of the situation on the top of the student paper(s) involved and those papers should be returned separately to the judges' room. Please be sure of the behavior leading to a disqualification before making this decision.
12. Any difficulty in correctness of an answer or in the conduct of a student should be brought to the attention of a head coach as quickly as possible.
13. Simplified form for answers includes the following, unless specific instructions are stated in a given problem or problem set.
 - For radicals, no perfect square factors can be left under the radical sign; no fractions can be left under the radical; no radicals are to be left in the denominators (except for limit problems involving variables); and the index of a radical should be as low as possible unless otherwise stated in the problem..
 - Fractions should be reduced by common factors when possible, including -1 . Improper fractions are permitted so long as they are free of common factors unless otherwise stated in the problem. A simplified fraction is proper or improper, not a mixed number.
 - Numerical substitution should not be made for an irrational number.
 - Equivalent answers are acceptable unless otherwise stated in a problem (e.g., $3\frac{1}{2}$ or 3.5 or $\frac{7}{2}$ are equivalent).
 - **Answers must be exact unless otherwise stated in the problem.**
14. When you are finished grading the papers, total the scores for each school and return those scores and the papers to the judges' room.

Thank you for your assistance!