

SWSC JUDGES' INSTRUCTIONS – WRITTEN COMPETITIONS – NO CALCULATOR ALLOWED  
UPDATED 2016

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

STUDENTS ARE NOT TO WEAR HEADSETS DURING COMPETITION

1. All contestants are to be seated before the competition begins. Contestants are to bring writing instruments and no other material into the written competition rooms. **Each Competition A, B, C, and D topic will specify whether a conference-approved calculator is allowed or not. Conference approved calculators only are allowed in the calculator competition. If a calculator is allowed, 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. If a judge is not sure about the legality of a calculator he should note it on the student's paper but allow the student to continue with the event.**
2. Judges should ask members of each school's team to raise their hands. If students from a school are seated together, the judge must ask them to comply with conference rules by splitting up.
3. If more than 6 persons from a school raise their hands, the judge should inquire which ones have been designated as the alternates. Alternates should be asked to report to the Alternates Room.
4. Judges should then pass out scratch paper. Students must be quiet from this point onward. Questions are then passed out face down, and judges instruct students to write their name and name of their school (and "ALTERNATE", if appropriate) on the back.
5. 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. Also turn off and put away all calculators, as they are not permitted in this event. Any student who uses a calculator or whose electronic device disrupts the competition will be disqualified."**

[Allow students time to be sure that these items are turned off and put away. Proctors should check that no calculators are available for student use during the event.]

**"When I say to begin, you may turn over your 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."**

6. 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.
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 question sheets.**" Collect the question sheets. The students may then leave the room.

8. When the papers are collected, judge(s) should post the answers to that category on the board. 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 event 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 exact unless stated otherwise in the problem. In A and B competition, question 1 is worth 2 points, question 2 is worth 3 points, and question 3 is worth 5 points. In C, D, and Calculator Competition, questions 1 and 2 are each worth 2 points, and questions 3 and 4 are each worth 3 points.
11. 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 working out the problems. These and other standards may seem trivial, but all have led to complaints and problems in the past.
12. 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.
13. Any difficulty in correctness of an answer or in the conduct of a student should be brought to the attention of the host school as quickly as possible.
14. 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.**
15. If a score sheet is provided, please fill it out and total the top 5 papers for each school. Return the papers and score sheet to the judges' room.

**Thank you for your assistance!**