

MATH MEET INSTRUCTIONS

- **Only #2 pencils are to be used. Each student should bring at least two (2).**
- **Calculators may be used during the High School and Middle School multiple-choice ONLY, but are not supplied. No calculators allowed during Lower School Tests.**

1. Sponsors report to the registration table to receive packets.
2. Prepare name tags for each of your five team members:
 - a. The number appearing on their name tags corresponds to the number on your team Score Sheet.
 - b. There is no strategy to the order.
3. Team members and alternates will be seated and separated by 10:10 at which time all sponsors will report to the main area to help distribute testing materials. **Late arrivals will not be seated.** Once the speed round begins, sponsors will help monitor on the floor. After the speed round has been collected, sponsors will meet in the Iris Room and will begin grading.
4. When the multiple-choice test is over:
 - a. Collect all of your students' answer documents.
 - b. Clip all five team members' Scantron answer documents on top of your score sheet and exchange them with your Grading Partner (**DO NOT CLIP ALTERNATES' ANSWER DOCUMENTS**)
 - c. During this time, you may get in line to have your sheets scored or begin your lunch which is being served in the Iris Room.
 - d. Record the scores, exchange with your partner, then double-check the recorded grades and team score.
5. At the conclusion of the Multiple-Choice Test:
 - a. Total the individual scores and record in the Speed Round Total Scores blank.
 - b. Add the total score from the multiple-choice test and the total score from the Speed Round in the blank at the bottom of the score sheet.
 - c. Record the name of the high point team member in the appropriate space.
 - d. **PLEASE PRINT THE NAMES!**
 - e. Locate your own team's score sheets, double check the scores and the high point winner for accuracy.
 - f. Initial in the appropriate blank when you are satisfied that the scores recorded are accurate and turn in the score sheets in at the stage for the final tally.
 - g. Awards Ceremony will follow.
6. No discussion of the scores will be heard after the contest and the announcement of the winners.