

## Instructions for OML Problem Sets (revised 2016)

Thank you for agreeing to write problems for OML! Remember that your efforts in preparing problems are essential to the League being able to hold seven meets each year. The following are some guidelines to help you in the problem writing process.

### Preparing Problems

- Review the *Sample Problems* and categories for the rest of the year's meets. The *Sample Problems* document details items to be excluded for each event. In addition, problems may be rejected if it is in a category that is specifically covered in a later meet. Any prior category is fair game.
- Check answers carefully. Incorrect solution keys slow down the problem selection process. In addition, think if other answers are possible. If another solution exists, it will create issues on the day of the meet.
- Make sure that all of the information in the problem is consistent. This is especially problematic in the Geometry events. For instance, if students are given angle  $O$  and length  $M$  and then provide a length  $L$  of 45,  $L$  might actually be derived from  $O$  and  $M$  and be different from what is given.
- If your problem comes with a diagram, please provide one that would be suitable for use.
- Pay attention to the forms of answers (*Guidelines for Forms of Answers*). Include them in your problem if you think appropriate. This will help student answers from being marked wrong on the basis of form alone.
- DO NOT FORGET A TEAM QUESTION. Only one needs to be submitted.

### Preparing Problem Submission

- Please use the *Problem Submission Form*, which contains space to record and review comments.
- Put the easy problem (Problem A) at the top and the difficult problem (Problem C) at the bottom.
- On the answer line, include whatever labeling you think is appropriate. Examples include units of measurement and set notation. Again, this helps student answers from being marked wrong on the basis of form alone.
- DO NOT FORGET TO INCLUDE SOLUTIONS (not just answers).

### Assembling Submission Sets

- Please submit five (5) copies of the problem sets. Make the sets double sided with one side having just the problems and the other having the full solutions.
- Collate and staple each set beginning with Event 1 and ending with the Team Event.
- Your school name should be on the lower left corner of each copy. It is easiest to write the school name on the *Problem Submission Form* before copying.