

O‘AHU MATHEMATICS LEAGUE PROCTOR’S INSTRUCTIONS

Please follow these directions and read these instructions word for word.

1. While the students are entering the testing room, **SAY REPEATEDLY:**

“THIS IS A (JV OR VARSITY) ROOM AND ONLY (JV OR VARSITY) CONTESTANTS SHOULD BE HERE. THIS IS EVENT # ____, (TITLE OF THE EVENT). PLEASE TAKE A SEAT SO THAT YOU ARE NOT SURROUNDED BY PEOPLE FROM YOUR SCHOOL!” (magic square) Have students change seats as necessary.

2. After the students are properly seated, **SAY:**

“DO NOT DO ANYTHING UNTIL I TELL YOU TO DO SO. NOW, PUT YOUR PEN OR PENCIL DOWN. I AM GOING TO GIVE EACH ONE OF YOU A TEST SHEET, FACE DOWN! PLEASE DO NOT DO ANYTHING WITH THE TEST SHEET UNTIL I TELL YOU TO DO SO!”

3. Proceed to give each one of the students a test sheet individually, **FACE DOWN**, with **NAME SIDE CLOSEST TO THE STUDENT**.

4. After every student has a test sheet, **SAY:**

“WHEN I TELL YOU TO DO SO, YOU WILL TAKE YOUR TEST SHEET AND, WITHOUT TURNING IT OVER, FOLD UP THE SIDE CLOSEST TO YOU TO THE DOTTED LINE.” (Demonstrate this for the students without showing them the test questions.)

“THEN YOU WILL PRINT YOUR FIRST AND LAST NAME AND THE NAME OF YOUR SCHOOL IN THE SPACES PROVIDED.” (Show the indicated spaces on the test sheet.)

“PLEASE DO NOT WRITE IN INITIALS, NICKNAMES, ETC.”

“IF YOU DO NOT DO THIS PROPERLY, OR IF THERE IS EXTREME DIFFICULTY IN READING EITHER YOUR NAME OR SCHOOL, YOUR PAPER WILL NOT BE GRADED!”

“PUT YOUR PENCIL DOWN WHEN YOU ARE DONE WRITING! OKAY, NOW PLEASE DO WHAT I HAVE INSTRUCTED YOU TO DO!”

5. After the students have done this, **SAY:**

“YOU WILL BEGIN THE EVENT ONLY AFTER I SAY, ‘BEGIN’! YOU WILL HAVE TEN (10) MINUTES FOR THIS EVENT. YOU WILL BE NOTIFIED WHEN THERE ARE THREE (3) MINUTES LEFT IN THE EVENT, AND THEN WHEN THERE IS ONE (1) MINUTE LEFT IN THE EVENT.”

6. Pause, and then SAY:

“WHEN I SAY, ‘STOP’, YOU WILL IMMEDIATELY PUT DOWN YOUR PENS OR PENCILS AND TURN YOUR PAPERS OVER FACE DOWN. IF YOU FAIL TO DO SO IMMEDIATELY, YOUR PAPER WILL BE CONFISCATED AND WILL NOT BE GRADED.”

7. Pause, and then SAY:

“ARE THERE ANY QUESTIONS?”

8. If there are no questions, signal the head proctor, without leaving the room, that your section is ready to begin the event. Do not leave the room.

9. When the head proctor gives you the signal to begin, SAY:

“BEGIN.”

10. If a student arrives late, allow him/her to take the event, but no extra time will be allotted to that student.

11. Hand the extra copies out the door to the student runner when (s)he comes for them.

12. Walk around the room during the testing time! DO NOT stay in one place!

13. BE SURE to stand by the door before the three (3) minute mark. When the head proctor gives you the three (3) minute signal, SAY:

“YOU HAVE THREE (3) MORE MINUTES!”

14. When the head proctor gives you the one (1) minute signal, SAY:

“YOU HAVE ONE (1) MORE MINUTE!”

15. When the head proctor gives you the signal to stop, SAY LOUDLY AND CLEARLY:

“STOP! PUT DOWN YOUR PENS AND PENCILS AND TURN YOUR PAPERS OVER FACE DOWN. PLEASE REMAIN SEATED UNTIL I DISMISS YOU!”

16. Collect the test sheets individually, all facing the same direction with the crease unfolded.

17. After you have collected ALL of the test sheets, SAY:

“THANK YOU. YOU ARE NOW DISMISSED! PLEASE EXIT TO THE _____.”
(following the school’s set traffic pattern)

18. Give the head proctor or designated runner your section’s test sheets.

19. Repeat the procedures for the next event.

******* YOU MAY ANSWER ONLY QUESTIONS OF A TYPOGRAPHICAL OR PROCEDURAL NATURE. DO NOT INTERPRET A PROBLEM FOR ANY STUDENT!!!!!!**

O‘AHU MATHEMATICS LEAGUE PROCTOR’S INSTRUCTIONS

SPECIAL INSTRUCTIONS FOR THE TEAM EVENT

1. While the students are entering the testing room, **SAY REPEATEDLY:**

“THIS IS THE TEAM EVENT. YOU MAY REARRANGE THE DESKS SO THAT YOU AND YOUR TEAMMATES ARE SITTING TOGETHER. YOU MAY NOT WANT TO SIT TOO CLOSE TO THE OTHER SCHOOLS.”

2. After the students are properly seated, **SAY:**

“DO NOT DO ANYTHING UNTIL I TELL YOU TO DO SO. NOW, PUT YOUR PEN OR PENCIL DOWN. I AM GOING TO GIVE EACH ONE OF YOU A TEST SHEET, FACE DOWN! PLEASE DO NOT DO ANYTHING WITH THE TEST SHEET UNTIL I TELL YOU TO DO SO!”

3. Proceed to give each one of the students a test sheet individually, **FACE DOWN**, with **NAME SIDE CLOSEST TO THE STUDENT**.

4. After every student has a test sheet, **SAY:**

“WHEN I TELL YOU TO DO SO, YOU WILL TAKE YOUR TEST SHEET AND, WITHOUT TURNING IT OVER, FOLD UP THE SIDE CLOSEST TO YOU TO THE DOTTED LINE.” (Demonstrate this for the students without showing them the test questions.)

“THEN YOU WILL PRINT THE THREE FULL NAMES OF THE TEAM AND THE NAME OF YOUR SCHOOL IN THE SPACES PROVIDED.” (Show the indicated spaces on the test sheet.)

“PLEASE DO NOT WRITE IN INITIALS, NICKNAMES, ETC.”

“IF YOU DO NOT DO THIS PROPERLY, OR IF THERE IS EXTREME DIFFICULTY IN READING ANY OF YOUR THREE NAMES OR SCHOOL, YOUR PAPER WILL NOT BE GRADED!”

“PUT YOUR PENCIL DOWN WHEN YOU ARE DONE WRITING! OKAY, NOW PLEASE DO WHAT I HAVE INSTRUCTED YOU TO DO!”

5. After the students have done this, **SAY:**

“ALTHOUGH YOU HAVE NOW FILLED IN THE HEADINGS FOR ALL SHEETS, ONLY ONE PAPER PER SCHOOL WILL BE HANDED IN. PLEASE MAKE SURE THAT YOU DO PLACE YOUR ANSWER ON THE SHEET WHICH YOU INTEND TO TURN IN!”

“YOU WILL BEGIN THE EVENT ONLY AFTER I SAY, ‘BEGIN’!”

“YOU WILL HAVE FIFTEEN (15) MINUTES FOR THIS EVENT. YOU WILL BE NOTIFIED WHEN THERE ARE THREE (3) MINUTES LEFT IN THE EVENT, AND THEN WHEN THERE IS ONE (1) MINUTE LEFT IN THE EVENT.”

“YOU MAY DISCUSS THE PROBLEM QUIETLY AMONG YOUR TEAMMATES ONCE WE BEGIN.”

6. Pause, and then SAY:

“WHEN I SAY, ‘STOP’, YOU WILL IMMEDIATELY PUT DOWN YOUR PENS OR PENCILS AND TURN YOUR PAPERS OVER FACE DOWN. IF YOU FAIL TO DO SO IMMEDIATELY, YOUR PAPER WILL BE CONFISCATED AND WILL NOT BE GRADED.”

7. Pause, and then SAY:

“ARE THERE ANY QUESTIONS?”

8. If there are no questions, signal the head proctor, without leaving the room, that your section is ready to begin the event. Do not leave the room.

9. When the head proctor gives you the signal to begin, SAY:

“BEGIN.”

10. If a student arrives late, allow him/her to take the event, but no extra time will be allotted to that student or team.

11. Hand the extra copies out the door to the student runner when (s)he comes for them.

12. Walk around the room during the testing time! DO NOT stay in one place!

13. BE SURE to stand by the door before the three (3) minute mark. When the head proctor gives you the three (3) minute signal, SAY:

“YOU HAVE THREE (3) MORE MINUTES!”

14. When the head proctor gives you the one (1) minute signal, SAY:

“YOU HAVE ONE (1) MORE MINUTE!”

15. When the head proctor gives you the signal to stop, SAY LOUDLY AND CLEARLY:

“STOP! PUT DOWN YOUR PENS AND PENCILS. SELECT ONE PAPER TO BE SUBMITTED FOR GRADING, AND HOLD THAT ONE UP TO BE COLLECTED. PLEASE REMAIN SEATED UNTIL I DISMISS YOU!”

16. Collect the test sheets individually, all facing the same direction with the crease unfolded.

17. After you have collected ALL of the test sheets, SAY:

“THANK YOU. YOU ARE NOW DISMISSED!”

18. Give the head proctor or designated runner your section’s test sheets.