

2014 Fall Startup Event Administration Instructions

Before the date of the contest

1. Familiarize yourself with the testing materials. You should have the:
 - Administration instructions (you're reading them)
 - Answers to Frequently Asked Questions
 - Test
 - Answer Sheet
 - Answer Key
 - Solution Guide
 - Feedback Questionnaire
 - Results Spreadsheet
2. Read these directions so that you are prepared for everything you will need to do.
3. Print a test and answer sheet (NOT an answer key :-)) for each participant you anticipate (a few extras wouldn't hurt). The PDF is probably the best file from which to print, as different versions of MS Word can interpret equations differently. If you print from an MS Word file, please read through one of the printed copies to make sure your computer understood our file.
4. Consider printing copies of the answer key and the solution guide for students to examine immediately after the test.
5. Determine how you will time competitors on the test date. Timing is crucial for this test because each problem takes only a few seconds for students familiar with the topic.
6. Explain to potential competitors that the only things they will need (or be allowed) on the test are writing implements, blank scratch paper, and perhaps a foreign-language/English dictionary. **Specifically, calculators are not allowed.** If you can supply scratch paper, please do so rather than let your students supply their own.
7. Explain to potential competitors that the fast-paced nature of the competition and the need to skip time-consuming or unfamiliar problems make near-perfect scores almost impossible. This is not a test where a good student should expect to get 90% or better.
8. Please note that you may not administer this test or show it to any students before the test date, **Thursday, September 25th, 2014**. If you choose to administer the test more than once, only the first administration on the test date will be official, and only students who took the exam during that administration can be considered for awards.
9. In the event of unanticipated school closures, some schools may test after the official test date. Because of this, please explain to your students that they should not discuss problems from the test outside of your school until one week after the official test date.
10. If you have any questions, please e-mail **clymer@natassessment.com** and/or call **(206) 650-6411**.
11. Remember that scored answer sheets for all participants you wish us to consider for awards must be postmarked by midnight on **Monday, September 29th, 2014**.

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At the start of the contest

1. Place copies of the test face down on enough desks for the number of students you anticipate. Place a blank answer sheet face up on top of each test. If you can make sharpened pencils, a pencil sharpener, or blank scratch paper available, please do so.
2. As students enter, have them sit at a desk with testing materials and prepare any writing implements or blank scratch paper they wish to use. If you are able to supply blank scratch paper, please do so rather than let your students supply their own. The only things a student may have on their desk are the test, an answer sheet, writing implements, blank scratch paper, and perhaps a foreign-language/English dictionary. If they are using the latter, please take a moment to flip through it and make sure there are no notes on or in the book. **Specifically, calculators are not allowed.**
3. Have all students legibly fill in the top of the answer sheet with your complete school name, their name, and their current grade (7, 8, 9, 10, 11, or 12).
4. Read the following to the competitors:

This test consists of 100 problems to be answered in 30 minutes. You are welcome to use whatever testing strategies you wish, but we recommend that you remain focused on speed, answering only those problems that you can do quickly and attempting to see every problem you might know how to do. In general this will probably mean skipping problems that would be time-consuming. Note that all answers must be exact, complete, and simplified. To ensure consistent grading, if you get a decimal, mixed number, or ratio as any part of an answer, it should be expressed as a fraction unless otherwise specified in the problem.

5. If there are any questions at this point, please do your best to answer them.
6. Tell the students to flip over their tests and begin. **Start timing.**

During the contest

1. If a student has a question, please do not interpret the problem for them. If they desire, you may supply them with another copy of the test or replace their writing implement.
2. Please do your best to give timing information to your students at fifteen minutes remaining, five minutes remaining, and one minute remaining.
3. When time is up, please have your students put their writing implements down immediately. Please be strict about this and collect the answer sheets quickly.
4. Once the answer sheets have all been collected, interested students may confer with the answer key and solution guide.

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After the contest

1. Please double-check that the students' names are legible on their answer sheets and that they have written their correct grade-levels.
2. Lay an answer key over a student's answer sheet, so that the student's answers appear to the right of the correct answers. The answer key is designed so that you can cut rectangular holes that allow you to grade the entire test at once; otherwise, you can fold the answer key to grade one column of answers at a time. Using a red pen, cross out any incorrect or blank answers on the student's answer sheet. Write the number of correct answers for each column in the box at its base, and write the overall total in the upper right-hand corner of the answer sheet. Some coaches find it easier to do all the crossing-out on all the answer sheets first and then do all the totaling. Some coaches prefer to only immediately score the answer sheets of students who may receive awards, and score the rest at their leisure after the postmark deadline.
3. If any questions arise while you are scoring the tests, please call and/or e-mail us at **(206) 650-6411** or **clymer@natassessment.com**. If a student has an equivalent answer to ours but it does not appear on our answer key, or if you believe that one of our answers is wrong, please try to contact us. If you cannot reach us, give the student credit, put a question mark next to that answer, and note the problem and answer on our feedback questionnaire. Please remember that for consistency of scoring, answers are required to be fractions unless otherwise specified. Examples of acceptable alternate forms are answers that include the unit the problem asked for (e.g. 80° instead of 80), answers that are misspelled but otherwise correct (e.g. "parabla" instead of "parabola"), or rearrangements of our answer (e.g. $2, -6$ instead of $-6, 2$).
4. You may wish to scan or photocopy your scored answer sheets for your records. This can be useful if they are lost in the mail or if you have questions about scores that change when we double-check your answer sheets. In conjunction with the answer key and solution guide, it can also enable students to review their efforts after the test.
5. Please fill out the feedback questionnaire included with your tests, so that we can continue to improve the quality of our competitions.
6. Enter your school's name, city, and state in the results spreadsheet, as well as the names, grades, and scores of all students you wish us to consider for awards, then e-mail that spreadsheet to **clymer@natassessment.com**.
7. Postal-mail the answer sheets of all students you wish us to consider for awards to

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You may also scan and e-mail them if that is easier.

Note that your answer sheets must be postmarked by midnight, Monday, September 29th, 2014.