

2018 Team Scramble

Administration Instructions

Before the date of the contest

1. Familiarize yourself with the testing materials. You should have downloaded the following documents in docx or pdf format:
 - Administration instructions (you're reading them)
 - Answers to Frequently Asked Questions
 - Test
 - Answer sheet
 - Answer key
 - Solution guide
 - Feedback questionnaire
2. Read these directions so that you are prepared for everything you will need to do.
3. Print any tests and answer sheets (NOT an answer key :-)) you want. 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. It can be useful for each student to have a page of their own, and spare answer sheets can be useful for recording preliminary answers.
4. Determine how you will be timing the competitors on the test date.
5. Explain to potential competitors that the only things they can use on the test are writing implements, blank scratch paper, and perhaps a foreign-language/English dictionary. **Specifically, calculators, computers, and cell phones are not allowed.** If you can supply scratch paper, please do so rather than let students supply their own.
6. Explain to potential competitors that they will be working together as part of one very large team, emphasizing the importance of managing their efforts to work and check as many problems as possible. You may wish to designate one or more students as “managers”, or encourage your students to select managers themselves. The recommended roles for managers are to assign students to problems or topics, record answers on the official answer sheet, and confirm that answers have been checked. Please note that coaches should **not** help manage student efforts during the test itself.
7. Please note that you may not administer this test or show it to any students before the test date, **Thursday, November 8th, 2018** (or an alternate date if you have arranged this with us). If you choose to administer the test more than once, only the first administration on the test date will be official, and only the team who took the exam during that administration can be considered for awards.
8. If you have any questions about how to administer this test, please e-mail clymer@natassessment.com and/or call **(206) 650-6411**.
9. Please keep in mind that in order to be considered for awards, the scored answer sheet for your team must be postmarked by midnight, **Monday, November 12th, 2018**.

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At the start of the contest

1. Place copies of the test face down where you would like students to work. Place at least one blank answer sheet face up on top of the tests. If you can make sharpened pencils, a pencil sharpener, or blank scratch paper available, please do so.
2. As students enter, have them arrange desks near the testing materials however they wish to work 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, computers, and cell phones are not allowed.**
3. Have a student legibly fill in the top of the answer sheet with your school name.
4. Read the following to the competitors:

This test consists of 100 problems to be answered in 30 minutes, at which point you will submit exactly one answer sheet. A correct answer to a problem will receive one point, while incorrect or blank answers will receive no points. You are welcome to use whatever testing strategies you wish, but we recommend that you communicate with each other to manage your efforts so that as many problems as possible are worked and checked. All answers must be exact, complete, simplified, and written in the appropriate boxes on the answer sheet. 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 your team to flip over the tests and begin. **Start timing.**

During the contest

1. Please do not manage the team's efforts or interpret questions for students. You may replace students' tests or writing implements if they desire.
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 and immediately raise their answer sheet in the air. Please be strict about this and quickly collect a single answer sheet.
4. Once the answer sheet has been collected, interested students may confer with the answers and solutions.

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After the contest

1. Please double-check that your school name is legible on the answer sheet.
2. Print the answer key. It is designed so that you can cut holes in the key and lay it over the answer sheet if you wish.
3. Lay the answer key over your team's answer sheet, so that your team's answers appear to the right of the correct answers. Using a red pen, cross out any incorrect or blank answers on the answer sheet. Write the number of correct answers for each column (0-25) in the box at its base, and write the overall total (0-100) in the upper right-hand corner of the answer sheet.
4. If any questions arise while you are scoring the test, please call and/or e-mail us at **(206) 650-6411** or **clymer@natassessment.com**. If your team has an answer equivalent 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 team credit, put a question mark next to that answer on the answer sheet, and note the problem and answer on our feedback questionnaire. Please remember that 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 $-6, 2$).
5. You may wish to scan or photocopy your scored answer sheet for your records. This enables students to review their efforts after the test and can be useful if you have questions about score changes when we double-check your answer sheet.
6. Please fill out the feedback questionnaire included with your tests, so that we can continue to improve the quality of our competitions.
7. Your answer sheets must be postmarked by **11:59 PM, Monday, November 12th, 2018**. Mail your team's answer sheet and the feedback questionnaire to:

Team Scramble Results
National Assessment & Testing
126 SW 148th St. #C100-18
Seattle, WA 98166-1984

If it is easier for you, you may scan the answer sheet and e-mail it to **clymer@natassessment.com**. Please make sure the scan is easily read.