

2014 Cipherring Time Trials Administration Instructions

Before the date of the contest

1. Familiarize yourself with the testing materials. You should have downloaded these files from our website:

- Administration instructions (You're reading them.)
- Answers to Frequently Asked Questions
- The Master Test (two half-sheet test packets)
- An answer sheet
- An answer key
- A solution guide
- A feedback questionnaire
- A score reporting spreadsheet

2. Read these instructions (3 pages) to learn what you will need to do.

3. Print any tests and answer sheets you need. If you are printing from the MS Word files you were sent, please make sure that your computer interprets the files correctly, especially the equations. Please note the composition of the test packets and print accordingly, then staple and cut each copy into two test packets.

4. Determine how you will be timing your students on the test date. There are many short time intervals in this contest and it is important that they are timed accurately.

5. 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 non-electronic foreign-language/English dictionary. Specifically, **calculators, computers, and cell phones are not allowed**. If you can supply scratch paper, please plan to do so.

6. Explain the testing procedure to potential competitors so that the test administration goes as smoothly as possible on the test date.

7. Please note that you may not administer this test or show it to any students before the test date, **Thursday, December 11th, 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.

8. 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.

9. If you have any questions about how to administer this test, please contact us at **(206) 650-6411** or **clymer@natassessment.com**.

10. The scored answer sheets for all participants you wish to be considered for awards must be mailed to us postmarked by **midnight, Monday, December 16th, 2013**.

2014 CIPHERING TIME TRIALS

Administration Instructions

At the start of the contest

1. Place test packets face down (so that "Round 1" is displayed) on enough desks for the number of students you anticipate. Place an answer sheet face up on top of each test packet. If you can, place a sharpened pencil on each desk next to the testing materials.
2. As students enter, have them sit at a desk with a test and prepare any writing implements or blank scratch paper they wish to use. If you are able to supply them with blank scratch paper, please do not allow them to use their own. The **ONLY** things a student may have on their desk are the test, writing implements, blank scratch paper, and perhaps a non-electronic 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. If you can provide a pencil sharpener, please do so. **Please note that calculators, computers, and cell phones are specifically NOT allowed.**
3. Have students legibly fill in the top of their answer sheet with your school's name, their name, and their current grade in school (7-12).
4. Read the following to the competitors:

This test consists of ten rounds. Each round asks you to solve three problems in three minutes. In each round, you will receive zero, three, seven, or ten points for answering zero, one, two, or three problems correctly. Checking your work on easier problems may improve your score more than proceeding to more difficult problems. All answers must be exact, complete, simplified, and written in the appropriate boxes on the answer sheet, NOT in the test packet.

5. If there are any questions at this point, please do your best to answer them.

During each round of the contest

1. Tell the students to detach the next sheet of their packet and begin. These sheets should alternate in color: white for odd-numbered rounds, gray for even-numbered rounds. **Start timing.**
2. Please do your best to give timing information to your students at one minute remaining, fifteen seconds remaining, and five seconds remaining.
3. After three minutes, have your students put their writing implements down immediately and raise the sheet of problems they just worked into the air (**not** their answer sheet). Please be strict about this and collect the **problem sheets** (they should all be the same color) as quickly as possible. This is done to deter working on past problems during a future round of testing. These problem sheets can be recycled or kept as you wish.
4. Once all problem sheets have all been collected, repeat steps 1-3 for the next round.
5. After the tenth round, collect all of the **answer sheets** as quickly as possible. Once all answer sheets have been collected, students may confer with the solution guide.

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After the contest

1. Please double-check that students' names and grades are correct and legible.
2. Print the answer key; cutting holes will let you lay it over the answer sheets.
3. Lay the answer key over a student's answer sheet. The student's answers should appear through the holes in the key to the right of the correct answers. Using a red pen, cross out any incorrect or blank answers on the student's answer sheet. Please note that a correct answer that appears in the wrong box is to be marked wrong. Remove the answer key from the student's answer sheet. Determine the number of points received by the student in each round (zero, three, seven, or ten points for zero, one, two, or three correct answers, regardless of *which* questions in the round are answered correctly) and write it in the box to the right of the answers for that round. Write the total in the upper right corner of the answer sheet, to the right of the grade. Repeat this process for the rest of your students. If you tested many students and are pressed for time, you may want to postpone scoring the answer sheets of those students you do not think will receive awards.
4. If any questions arise while you are scoring the tests, please contact 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, give the student credit, put a question mark next to that answer on her answer sheet, and note the problem and answer on our feedback questionnaire.
5. You may wish to scan or photocopy your scored answer sheets for your records. This can be useful for students to review their work or if you have questions about scores that change during double-checking.
6. Please fill out the feedback questionnaire included with your tests, so that we can continue to improve the quality of our competitions.
7. Enter your results in the spreadsheet provided, including your school's name, city, and state, as well as the names, grades, and scores of all students you wish us to consider for awards. Save that spreadsheet under a new name, replacing "YOURSCHOOLNAME" with your school's name and city, then e-mail that spreadsheet to **clymer@natassessment.com**.
8. Your answer sheets must be postmarked by **midnight, Monday, December 15th, 2014**. Mail the answer sheets of all the students you wish us to consider for awards together with the feedback questionnaire to:

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

If it is easier for you, you may scan a small number of answer sheets and e-mail them to **clymer@natassessment.com**. Please make sure the scans are easily read.