

# 2014 Four-by-Four Competition Administration Instructions

## Before the date of the contest

1. Familiarize yourself with the testing materials. You should have received the following by electronic mail or downloaded them from our website:
  - Administration instructions (You're reading them.)
  - Answers to Frequently Asked Questions
  - A 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 that you will need. If you are printing from the MS Word files, please check that your computer interprets the file correctly, especially the equations. Be sure to staple both packets in a set before cutting, to avoid losing sheets.
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. Organize the four-person teams that will test together and notify teams of their divisions based on the sum of their grade levels (Rock (36-39), Paper (40-44), and Scissors (45-48)). Team scores will typically be higher if the sum of their grade levels is near the maximum for the division, especially in the Rock division, where it is recommended you include a junior or senior on each team. If you enter your students' names and grades in the scoring spreadsheet ahead of time, it will tell you the division of each team.
7. Please note that you may not administer this test or show it to any students before the test date, **Thursday, January 30th, 2014**. If you choose to administer the test more than once, only the first administration on the test date will be official, and only teams 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 contact us at **(206) 650-6411** or **clymer@natassessment.com**.
9. The scored answer sheets for all participants you wish to be considered for awards must be mailed to us postmarked by **midnight, Monday, February 3rd, 2014**.

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## At the start of the contest

1. Arrange desks so that four-person teams can work together. Place two test packets face down (displaying “Round 1”) and an answer sheet face up for each team of four. If you can, place sharpened pencils next to the testing materials.
2. As students enter, have them sit as teams at desks with test packets 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 their answer sheet with your school’s name, their names, their current grades (7-12), their grade total (36-48) and their division (based upon their grade total: Rock (36-39), Paper (40-44), or Scissors (45-48)). There will be a middle school division for teams with all members in grades below 9th. Note that for high school teams, the absence of a team member should count as the presence of a ninth-grader.
4. Read the following to the competitors:

**This test consists of ten rounds. Each round asks your team to solve four problems in three minutes. In each round, you will receive zero, three, five, eight, or ten points for answering zero, one, two, three, or four problems correctly. Double-checking your work on easier problems may improve your score more than attempting to answer all four problems in a round. 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 rounds, gray for even 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 their problem sheets (**not** their answer sheets) into the air. 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 the problem sheets have been collected, repeat steps 1-3 for the next round.
5. After the tenth round, quickly collect the answer sheets. Once they have been collected, you may allow students to confer with the solution guide if you wish.

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## After the contest

1. Please double-check that students' names are legible and that they have written the correct grades, grade totals, and divisions on their answer sheets.
2. Lay the answer key over a team's answer sheet. The team's answers should appear through the holes in the key to the right of the correct answers. Using a red pen, simply cross out any incorrect or blank answers on the team's answer sheet. Please note that a correct answer that appears in the wrong box, or outside the box, is to be marked wrong. Remove the answer key from the team's answer sheet. Determine the number of points received by the team in each round (0, 3, 5, 8, or 10 points for 0, 1, 2, 3, or 4 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 school name. Repeat this process for the rest of your teams. You might find it more convenient to do the crossing-out on all of the answer sheets first, and then do all of the totaling.
3. If any questions arise while you are scoring the tests, please contact us at **(206) 650-6411** or **clymer@natassessment.com**. If a team 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 team credit, put a question mark next to that answer on their answer sheet, and note the problem and answer on our feedback questionnaire.
4. You may wish to photocopy your scored answer sheets for your records. This can be useful for students who wish to review their work or if you have questions about scores that change when we double-check your answer sheets.
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 results in the spreadsheet provided, including your school's name, city, and state, as well as the names, grades, and scores for all teams 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**.
7. Your answer sheets must be postmarked by **midnight, Monday, February 3rd, 2014**. Mail the answer sheets for all of the teams you wish to be considered for awards together with the feedback questionnaire to:

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

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