

# Grissom Virtual Math Tournament – Proctor Instructions

## 1. Individual Test – 60 minutes

Hand out scratch paper and pencils.

Each student should receive a copy of the test, and clean, unlined scratch paper, and an answer sheet.

Since you will be grading the tests, you can use our answer sheet or another format you prefer. Make sure you have a place for students to write three tie breaker answers.

**Read to students:**

**You will have 60 minutes to complete this test. You will hear a warning at 15 minutes and 5 minutes remaining. Scoring is 4 points for each correct answer, minus one point for each incorrect answer, and no points for those questions omitted. (This is referred to as a penalty for guessing.) If you get stuck on one question, skip that one and move on.**

**After:** Grade the answer sheets as described, and enter the students' names, levels, and numbers right, wrong, and omitted on the excel scoresheet.

## 2. 3-4-5 Team Contest – 30 minutes

This contest has one sample round and four official rounds for each level. Sample round answers will **not** be graded. There is a place for them on the answer sheet for practice. Answers to all sample questions are the same for all levels.

During each round, teams will have **three** minutes for **four** students to work **five** problems.

Before:

Run off the packets of questions front to back and stapled twice, and cut into two sets.

Every student gets their own set of questions to write on.

Each team will need one copy of the Team answer sheet.

Divide your class into teams of **four** students each. (There can be less than four, just not more than four.) Each team should fill out their information on their answer sheet. They should neatly print the student names, school name, and circle their level.

**Sample round- Just for practice!**

**You will have 3 minutes for 4 of you to work 5 problems.**

**You will hear a warning at 1 minute and another at 15 seconds remaining.**

**Ready, BEGIN!**

Scoring is **5 points** for each correct answer no points for incorrect or omitted answers. Maximum score is **100** points per team.

**3. SCORING:** Teachers will grade the answer sheets in red, enter team and individual information in the spreadsheet.

4. **EMAIL:** To ensure your scores are included in results, please send us your excel spreadsheet with individual and team scores along with a pdf of answer sheets to:

[Grissomtournament@gmail.com](mailto:Grissomtournament@gmail.com)

Thanks so much for helping by grading! We are compiling scores and sending awards as quickly as we can!

Please scan individual and team answer sheets you use and send in. We will regrade top scorers if there are appeals.

Team awards are based on team event only. Individual test doesn't affect team scores. Awards will be sent to the top teams in each level and to the top individuals in each level. Certificates will also be sent to recognize additional teams!

Thank you for participating this year!

Grissom Math Team