

# Checklist for Hosting a GPML Contest Site

## At Least One Month Prior to the Contest Date

- \_\_\_\_\_ Reserve your building's testing rooms, grading room, hospitality room, the auditorium, and/or some common area (e.g., cafeteria) for the contest date.
- \_\_\_\_\_ Have a printer and a Mac or PC with Microsoft Excel installed available in the grading room.
- \_\_\_\_\_ Create an introductory letter that includes the following information: date of the contest, directions to the site, agenda/timeline for the day, possible locations/directions for lunch, blank student information sheet for listing all participants and their grade levels, cost for each student to participate, registration deadline, how awards will be given, state tournament date, and the GPML website. Make it clear that each school participating **must** send an adult sponsor who will be responsible for working during the contest. *If your site is MCTM-sponsored, emphasize that checks should be made out to 'MCTM'.*
- \_\_\_\_\_ Mail the letters to all math departments within your area approximately a month before the date.
- \_\_\_\_\_ Arrange for someone (preferably not the site coordinator) to purchase lunch for the graders and breakfast refreshments for sponsors (MCTM does **not** provide refreshments for students).
- \_\_\_\_\_ Obtain answer sheets from another contest site coordinator or Sonya Land, so that you can begin having answer sheets copied. Cut up answer sheets, staple 5 target round slips together (1 extra for each student), staple the 10 relay slips together (Round 1--3 min, Round 1--6 min, Round 2--3 min, Round 2--6min, . . . , Round 5--6 min).
- \_\_\_\_\_ Contact Tim Sanders ([tim@mathleague.org](mailto:tim@mathleague.org)) about sending you the exams. He will send them by e-mail first, then by regular mail. He will probably have many corrections before the contest date, so wait until the week before to run off the tests. (The exam cost of \$100 is paid by MCTM if you have an MCTM-sponsored site.)
- \_\_\_\_\_ Begin collecting scrap paper that can be used by students during the tests.
- \_\_\_\_\_ Arrange to have students present who can be runners on the contest date. They will bring completed answer sheets to the grading room after each round of each test, among other duties. Volunteering at these contests often counts as community service hours for high school students.
- \_\_\_\_\_ Obtain supplies for graders and students: 10 red/green pens for grading, extra pencils and a stopwatch for each testing room, and Post-It notes (1" X 1.5", different color for first and second participants preferable) for the relay round (saves time cutting up small slips of paper).

## The Week Before the Contest Date

- \_\_\_\_\_ Assign sponsors (only those who have sent in their confirmation of attendance) and any other adult volunteers to rooms for proctoring or to the grading room. Graders should be sponsors who are very familiar with GPML policies and tests. Try to place any inexperienced sponsor with an experienced sponsor in each testing room. If you have questions about how to organize testing rooms, please contact Sonya Land or an experienced site coordinator for more details.
- \_\_\_\_\_ Distribute copies of the instructions for proctoring the test to any volunteers who are unfamiliar with GPML contests. Ask them to read these prior to the day of the contest and ask questions about any instructions that are unclear.
- \_\_\_\_\_ Make signs for the appropriate rooms (Grading Room, Hospitality Room, Testing Rooms).
- \_\_\_\_\_ Enter all initial student and school information into the Excel spreadsheet 'Attendance 02' (provided by Chip Day). Make sure at least one person (designated to work in the grading room) has become familiar with the 'Attendance 02' and 'Qual Results 02' files (questions may be emailed to Chip Day at [cdayfract@aol.com](mailto:cdayfract@aol.com)).
- \_\_\_\_\_ Make folders for each sponsor, including instructions for proctoring, room assignments, schedule of events with times, GPML evaluations, directions for fast food for lunch, and a few copies of the American Regions Math League (ARML) sheet of given information that is assumed knowledge on GPML tests. You should also mention how ties will be broken at your contest.

### The Week Before the Contest Date (continued)

- \_\_\_\_\_ Using 9”X12” manila-clasp folders (or something similar to this in size), prepare packets for the sponsors to take home at the end of the contest. Each school’s packet should include the following: a copy of each of the tests taken that day, a copy of the answers for each of the tests taken that day, the GPML evaluation sheet, all students’ answers sheets from the respective school, and all results from the contest. Pre-packaging all of the above items except the results and completed answer sheets can save large amounts of time on the contest date.
- \_\_\_\_\_ Obtain any missing school or sponsor information from sponsors, especially home and school phone numbers and an email address (if necessary, that of a colleague of the sponsor).
- \_\_\_\_\_ Make a list of all schools attending, the students attending from each, amount paid or owed for the registration table (this may all be printed from the ‘Attendance 02’ file).
- \_\_\_\_\_ Have some cash on hand for making change when sponsors pay their students' fees. *If your site is MCTM-sponsored, checks should be made out to MCTM.*
- \_\_\_\_\_ Copy the tests for all students. If it is possible, copy the tests on different colors of paper (e.g., green for target, pink for team, blue for sprint, yellow for relay). Also coordinate the answer sheets with these colors. This helps you, your proctors and sponsors in the organization and administration of the tests. Cut up the target round questions and place each pair of questions in a different envelope. Cut up the relay questions and place each question from each round in a different envelope. (Ex.: Label an envelope as Target Round 1 or Relay Round 1-Question 3)

### The Day of the Contest

- \_\_\_\_\_ Make sure you have access to a copier for Xeroxing results for each school, and any other miscellaneous copying needs (copy of check for a receipt, etc.)
- \_\_\_\_\_ Make sure each room has the appropriate supplies (Post-It Notes, pencils, extra copies of the proctoring instructions, a stopwatch, answer sheets for the Relay, Target, and Team Rounds, SCRAP PAPER) before students begin to arrive.
- \_\_\_\_\_ Hang directional signs.
- \_\_\_\_\_ Designate at least one person (possibly yourself) to work the registration table and collect payments from sponsors. Also, have each sponsor check the spelling and attendance of each student before handing them the folder of information about the contest.
- \_\_\_\_\_ Designate at least one grader per twenty students in attendance for the grading room. Do not include the person who is entering data on the computer as a grader.
- \_\_\_\_\_ Have your runners or yourself deliver the test questions to the rooms, handing them only to the proctor for that room. Be careful that the tests are not left unattended when students/proctors take breaks between the different rounds.
- \_\_\_\_\_ As site coordinator, do not expect to be a grader—you should be walking around, monitoring the tests and making sure everything is running smoothly.
- \_\_\_\_\_ Make sure your graders have lunch available as they finish their grading. Inform graders that each student’s Sprint Round answer sheet must be graded TWICE, once by one grader and then by another grader. This should also be done for other rounds if feasible. When they complete the grading process for a round, they can begin stuffing each school’s packet with the students’ answer sheets and the results of the contest.
- \_\_\_\_\_ Organize awards and certificates wherever you are holding the awards ceremony. Also include any \$3-off coupons for state registration fees (only available if an MCTM-sponsored site). These coupons must be filled out with the student’s name before they are included in the sponsor’s packet. If you are sponsoring an MCTM contest, please consult the awards listing to determine which places receive ribbons or plaques.
- \_\_\_\_\_ Hold the awards ceremony and distribute a results packet to each sponsor.

**GOOD LUCK AND HAVE A WONDERFUL TIME HOSTING SOME OF OUR BEST AND THE BRIGHTEST!**