

## Math Field Day - Proctors' Instructions

Each team advisor proctors another team in the Team Essay, Huddle, Swiss Game, and Relay competitions. Proctoring instructions for these events follow. Please remind students that they cannot use calculators or phones in any events and cannot use notes or other materials in any contest except Chalk Talks. Students should bring their own pencils. Please bring a watch that marks seconds for your own use. The proctoring materials you need will be handed out at an advisors' meeting in the morning, where you can raise any questions or concerns you may have.

---

### **Team Essay:**

The room number where you will proctor the essay is listed in the program and marked on the envelope you will receive at the advisors' meeting.

Make sure no books, calculators, phones, or other materials are in the room.

Do not open the Essay envelope until the students are ready to begin.

An extra copy of the Essay is included for you to keep and look over as you wish. Distribute the questions and the tablet of paper on which the answers are to be written.

Teams should identify each page to be graded with their school name.

The Essay lasts 40 minutes. Remain near but outside the room throughout the Essay. Inform the team when they have 10 minutes remaining.

At the end of the 40 minutes collect and put all (and only) the answer pages inside the small envelope. Put the small envelope and remaining paper inside the large envelope.

Keep the large envelope and start the Huddle in the same room. A Field Day volunteer will come by to pick up the Essay envelope.

---

### **Huddle:**

Do not open the Huddle envelope until it is time to begin. Make sure that no books, calculators, phones, or other materials are in the room.

Distribute the question sheet, answer sheet, and paper. Keep a copy of the problems for your solving pleasure.

The Huddle lasts only 10 minutes. Remain near but outside the room throughout the Huddle. Inform the team when they have 2 minutes remaining.

At the end of the 10 minutes, collect the answer sheet and scratch paper and put them inside the envelope.

Take the envelope with you and go to the assigned Swiss Game room. A Field Day volunteer will come by to pick up the Huddle envelope.

Start the Swiss game.

---

### **Swiss Game:**

You and another advisor will together be proctoring the Swiss Game for two teams. The schools and room number are indicated in the program and on the envelope you will receive at the advisors' meeting.

One of you will direct the game and keep scores (the Scorer) and the other will write down the correct answers (the Writer).

**The Scorer:** Seat the students, interleaving the teams in a horseshoe formation facing you and the blackboard. Students should not have paper, pencils, or other materials. Open the Swiss Game envelope and be sure that nobody sees the list of correct values. Note the time and start the game when the Writer has finished writing the list of values on the blackboard.

**The Writer:** Open the Swiss Game envelope and write on the blackboard the list of x-values for Game 1 in one row. Then write down the first FOUR corresponding y-values.

In the first round, the students try to guess the correct y-value in the fifth position and, if they do so before each student has had a turn, the sixth position. Give the students a minute to study the board in silence. Students may not write anything down or communicate with each other. After one minute, the Scorer starts with the first student on the left and asks for the fifth y-value. The student has six seconds in which to guess an answer or say "pass."

(a) If the guess is correct, the Scorer says "Yes" and awards points to the student's team on the score sheet. Award 2 points for correct guesses of the fifth through eighth y-values, and 1 point for correct guesses of the ninth through sixteenth y-values. The Writer puts the correct value in position 5 on the blackboard, and the next student in line has six seconds to guess the value for position 6. Play continues to the right until the sixth y-value is given or the last student on the right has a chance to guess.

(b) If a student's guess is incorrect, the Scorer says "No" and looks at the next student in line (who is from the other team). That student has six seconds to guess the y-value for the same position.

(c) If a student passes, proceed to the next student in line as in (b).

The first round ends either when the fifth and sixth values have been guessed correctly or when the last student on the right of the horseshoe has had a turn. In the latter case, the Writer fills in the missing value or values from the board. Thus, the fifth and sixth y-values are always on the board at the end of the first round, and no student has more than one turn in a round.

After the first round, pause for half a minute to give the students a chance to study the blackboard. Then start the second round, which begins at the position of the horseshoe where the first round ended, and it continues in the same direction. The second round concerns the seventh and eighth y-values. It ends either when these two values are guessed or when every student has had a turn that round, whichever comes first. The Writer posts the seventh and eighth y-values on the board as they are guessed or, if they are not guessed, at the end of the round. In general, two y-values are considered each round and their values are posted by the end of the round. Each round begins at the position of the horseshoe where the previous round ended, and it proceeds in the same direction. No student has more than one turn each round. Remember to award 2 points for positions 5-8 and 1 point for positions 9-16.

Swiss Game 1 continues in this way until the correct y-values for all 16 positions are written on the blackboard or until 10 minutes have passed, whichever comes first.

The Writer should erase the blackboard. The Writer and Scorer then start the next Swiss Game in the same manner by writing the list of x-values in one row and then writing the first FOUR corresponding y-values. **The first two Swiss Games start at the same end of the horseshoe and proceed in the same direction, and the last two Swiss Games start at the other end of the horseshoe and proceed in the opposite direction.**

When finished, please erase the blackboard and rearrange the chairs.

Send the students to lunch in the Michigan Rooms.

The Scorer should bring the Score Sheet to the lunch rooms where it will be collected at the door by a volunteer.

---

### Relays:

Check your schedule on the program. Both the team that you advise and the team you proctor will be in the same room. Five minutes before the start of the relay, take your team to the room and check the Relay Seating Chart posted. The name of the school will also be taped to the first chair of the corresponding row. Check that the second position in the row is taken by a freshman or sophomore.

The room monitor will go over the rules and answer questions before starting the relay. Be sure that the students you are monitoring do not have books, calculators, or other materials. The monitor will then give you the relay question cards.

When distributing the question cards, be sure that the first question is given face down to the first person, the second question to the second person, etc.

Slips are passed from front to back on relays one through three and from both ends to the middle on relay four. Nothing but answers may be written on slips that are passed. Ensure that the only communication among teammates is a student tapping the shoulder or desk of the student who gave him/her an answer to indicate that there may be a problem with the answer.

Each relay has three time periods, which end 2, 3 and 4 minutes after the start of the relay. Warnings are given 10 seconds before the end of each period. The final student in each relay may hand the proctor only one answer per time period and should wait until the final 10 seconds of the period to do so.

The final student on each relay will hand answers to you on printed forms. Only the last answer form submitted by a team is to be counted. As soon as you receive an answer slip for a time period, tear up any answer slip from a previous time period. Be certain that the team school name, answer, and time submitted are on each answer form.

When the correct answer is announced after the relay, mark the score as indicated on the form, based on the answer's correctness and the time submitted. Record the score on the score sheet at the front of the room, and hand the answer form to the room monitor.

---