

HIGH SCHOOL MATH CONTEST 2018

Information and Confirmation Return Sheet for Remote Testing Sites

Eligibility: Out-of-state high schools more than 150 miles from Stillwater, OK (or other schools by petition) are eligible to become testing sites for the OSU High School Math Contest, upon receipt of an express mail fee of \$25 in addition to the usual contest fee of \$5 per student. You can send this back with the exams once they have been administered.

Supervision: The test supervisor should be a faculty member or counselor at the remote school.

Date and Time: The OSU High School Math contest should be given at remote sites on Tuesday, October 2, 2018, the same day as it is given in Stillwater. The exam should begin between 12:45 and 1:00 pm and end at 2:15 pm (CDT) on the given day. The length of the exam is 75 minutes. There are two parts to the exam: an individual round and a team round.

Exam Booklets: The exam booklets will be sent by express courier to the testing site. The booklets will be sealed in an inner envelope which the supervisor **should not open** until 15 minutes before the test begins so that students can complete the personal information legibly.

Conditions: In any remote testing site the exam should be given under conditions comparable to the conditions in Stillwater. Specifically,

- A proctor should be present in the examination room at all times.
- During the contest, participants should have ample space for privacy to their right and left and should not be sitting directly next to other participants.
- No calculators, books, notes, or other aids are permitted.
- All students must work individually during the contest.
- The individual round runs for 75 minutes. The timing of the exam should not begin until after students have filled in the information required on the booklet cover and the supervisor has read aloud the instructions on the booklet cover.
- The team round should be administered later, in a more casual environment (possibly a later date). Unlike the individual round, it should not be returned to OSU. See the attached page for suggestions, and feel free to invent your own procedure.

Returning Booklets: After the exam has ended, all booklets should be sealed into an envelope for return to Stillwater. The supervisor should sign on this sheet indicating that all instructions were followed. In order to be graded, the exam booklets and this sheet signed by the exam supervisor must arrive in Stillwater by 1:00 pm on Friday, October 12, 2018. Send exams to:

Math Contest Coordinator
Oklahoma State University
401 Math Sciences Building
Stillwater, OK 74078-1058

Telephone:405-744-5688
FAX:405-744-8275
Email:hsc@math.okstate.edu
<http://www.math.okstate.edu/hsc>

Signature: I certify that all procedures above were followed.

Name: _____ School Name: _____

Signature: _____ Date: _____