

RELAY COMPETITION - EVENT SUMMARY – STATE (FULL TEAMS ONLY)

Freshman-Sophomore Relay Team

Team Make-up: maximum 4 students, freshmen and sophomores only, maximum of 2 sophomores

Substitutions for team members, keeping the same team make-up restriction, may be made between rounds

Questions: 3 rounds; 1 question per team member per round

Note: additional rounds are available to replace rounds with upheld appeals

Time: 7 minutes per round

Format: Team members each do a problem, passing back an answer sheet with their answer and any previous answers, which will be used by the following team member to complete their problem. Students may pass back multiple answer sheets until the fourth student in the row has submitted the team answer.

Only team member 4 may stand and submit an answer. Team member 4 may stand and submit an answer sheet at either of the first two commands (3 minutes and 5 minutes) and must stand and submit an answer sheet at the final command (7 minutes) if an answer sheet has not already been submitted.

All battery operated calculators permitted, including CAS-type

Answers must be legible; answer sheet must not have any stray marks or symbols, only student answers.

No codes may be used in recording answers.

Answers must be **exact** unless otherwise indicated in the question

Scoring: Correct answers are worth 2 points each. Bonus points are given if all four answers are correct and the answer sheet is submitted at the 3 minute mark (First Command – 5 bonus points), or at the 5 minute mark (Second Command – 3 bonus points).

Maximum score per round is 13 points; total of 39 points per team for all rounds.

Junior-Senior Relay Team

Team Make-up: maximum 4 students, maximum of 2 seniors

Substitutions for team members, keeping the same team make-up restriction, may be made between rounds

Questions: 3 rounds; 1 question per team member per round

Note: additional rounds are available to replace rounds with upheld appeals

Time: 7 minutes per round

Format: Team members each do a problem, passing back an answer sheet with their answer and any previous answers, which will be used by the following team member to complete their problem. Students may pass back multiple answer sheets until the fourth student in the row has submitted the team answer.

Only team member 4 may stand and submit an answer. Team member 4 may stand and submit an answer sheet at either of the first two commands (3 minutes and 5 minutes) and must stand and submit an answer sheet at the final command (7 minutes) if an answer sheet has not already been submitted.

All battery operated calculators permitted, including CAS-type

Answers must be legible; answer sheet must not have any stray marks or symbols, only student answers.

No codes may be used in recording answers.

Answers must be **exact** unless otherwise indicated in the question

Scoring: Correct answers are worth 2 points each. Bonus points are given if all four answers are correct and the answer sheet is submitted at the 3 minute mark (First Command – 5 bonus points), or at the 5 minute mark (Second Command – 3 bonus points).

Maximum score per round is 13 points; total of 39 points per team for all rounds.

RELAY COMPETITION - DETAILS

Each team sits in a row. There are three rounds of questions at each level. At the Freshman-Sophomore level any geometry questions are restricted to Team Members 3 and 4; at the Junior-Senior level any trigonometry questions are restricted to Team Members 3 and 4. Teams are permitted to change the order of seating or to make substitutions between rounds.

Prior to each round, proctors will distribute a supply of Official Answer Sheets to each team member. The Official Answer Sheets have answer blanks for all four answers in that Round. The proctors will then distribute, face down, the appropriate question to each person. At the signal to begin each person turns over his/her question. When the first person gets an answer to his/her question, he/she writes the answer (known as ANS) in the proper blank on an Official Answer Sheet and passes it back to the second person, who uses ANS to complete the answer to his/her question. The second person then writes the answer to his/her question (known as ANS) in the proper blank on the Official Answer Sheet and passes it back to the third person who uses ANS to complete the answer to his/her question. (The Official Answer Sheet now contains the answer to the first two questions.) In the same manner, the third person enters his/her answer on the Official Answer Sheet and passes it back to the fourth person who uses ANS to complete the answer to the final problem. The fourth person then enters his/her answer on the Official Answer Sheet and awaits a command to stand. (NoAt this point the Official Answer Sheet must contain the answers to all four problems.) Contestants may pass back more than one Official Answer Sheet to correct a mistake; however, each Official Answer Sheet must contain the current answers to all previous questions.

Students in the second, third, fourth positions should record on their question sheet the most current set of answers that have been passed back to them. If a student finds he/she has made a mistake, he/she must take a blank copy of the Official Answer Sheet, write his/her corrected answer in the appropriate blank and also write in the answers to the preceding questions. He/she must then pass this Official Answer Sheet back to the next student, etc.

Contestants may not pass back anything except an Official Answer Sheet, which must not have any stray marks or symbols, only student answers. No codes may be used in recording answers. Nothing may be passed forward, and no other communication of any type will be permitted during a Round.

The Head Proctor will issue three commands to stand during each Round: at 3 minutes (First Command), at 5 minutes (Second Command) and at 7 minutes (Final Command) with a warning given 15 seconds before each command to stand. The maximum time for each round is 7 minutes. Answers may only be submitted at one of these three times. Note: When the person in seat 4 stands, he/she must submit one Official Answer Sheet immediately to the proctor, and no additional answer sheets may be submitted during that Round. Answer Sheets are graded at the end of each Round, when the Head Proctor announces the correct answers to that Round.

At the end of the each round of questions, the Head Proctor will ask for any appeals. If there is an appeal, the fourth member of the team will fill out an appeal form. The Appeals Judge(s) and any other person(s) he/she chooses to consult will act on the appeal immediately. If an appeal is upheld, the round will be thrown out and an additional round will be conducted.

GENERAL PROCTOR INSTRUCTIONS

The proctors are responsible for knowing all rules for their competition.

Proctors must be alert to the entire room. Proctors must not:

- leave the room unless relieved,
- discuss answers with each other,
- distract any student unnecessarily, including watching a particular student working out the problem.

If there is an issue (cheating, cell phone use, etc) where a paper or papers should be disqualified, the proctor should make a note of the reason and the time the incident occurred, as well as informing all students involved of the decision. If another proctor is in the room, verify the situation with the other proctor. The proctor's name, school and cell phone number should be written on the top of the paper(s) involved and those papers should be returned separately to contest headquarters. Please be sure of the behavior leading to a disqualification before making this decision.

SPECIFIC RULES FOR RELAY TEAM COMPETITIONS

(THIS EVENT IS HELD AT THE STATE FINALS ONLY)

Proctors will read the prepared statement. Students must be quiet from this point on.

At the beginning of the competition, the head proctor should make sure that all teams and proctors are aware of the method of determining if an answer has been submitted in a given minute, as described in the prepared statement. Please note that **if the 4th person on a team begins to stand with their answer sheet held up as you begin to announce the time, the answer should be considered as submitted in the earlier minute.** The paper should be up when the head proctor finishes announcing the time.

Proctors will give three answer sheets to each relay team member at the beginning of each round. Each round is a different color. Each team member must print their school name on each copy of the answer sheet (team members may pass back more than one answer sheet during a round, so they should have additional copies ready for use). Team members must also indicate Team I or Team II in the appropriate spot on the answer sheet, as well as the level (Fr/So or Jr/Sr). It may be helpful to be ask students to be sure they know which team they are before beginning.

Proctors shall distribute, face down, questions for Round 1. Questions should be organized so that Question 1 is given to each Team Member 1, Question 2 to Team Member 2, Question 3 to Team Member 3, and Question 4 to Team Member 4. The back of each question sheet has a large Q1, Q2, Q3, or Q4 written on it; **be careful since an error in distribution can invalidate an entire round.** The team members are seated from front to back, with Team Member 2 behind Team Member 1, etc. The color of the question sheets should match the color of the answer sheets.

Proctors may not answer questions regarding interpretation of questions. If a student has an illegible copy of a test, the proctor may provide a new, clear copy.

When all is ready, the head proctor will tell students to begin and start timing. For each question, the head proctor will announce the time at 3 minutes (First Command), at 5 minutes (Second Command), and at 7 minutes (Third Command), as well as 15 second warnings before each of these. Student answer sheets may only be submitted at these three times.

Proctors will collect each paper after each round as the teams submit their answer. Mark an "X" in the appropriate place on the answer sheet to indicate the time at which the answer sheet was submitted. The proctor does not grade the answers. When the proctor has collected answer sheets from all teams in their assigned area, the answer sheets should be taken to the graders. When the head proctor announces "Third Command - STOP" students must stop writing and those teams who have not already submitted an answer must immediately hold their answer sheets high in the air. Any student who writes an answer on the final answer sheet that is submitted after the command to stop may have their team paper disqualified for that round.

After each question, the head proctor will ask if any teams wish to file an appeal. If any teams are filing an appeal, have them bring their appeal to the appeals judge, who will then rule on the appeal. The following round may continue while the appeals judge is ruling. If there is more than one room for the event in a given division, and if an appeal is upheld in any room, all teams will compete using an alternate round as a replacement round.

Substitutions for team members, keeping the same team make-up restrictions, may be made between rounds.

At the end of each round, the head proctor and appeals judges will arrange for student papers and scoresheets to be delivered to the data entry room.

ASSISTANT PROCTOR FOR THE RELAY

Please let the Head Proctor know you are an assistant Proctor.

Instructions:

There are three rounds to the relay event (unless something goes wrong and we use the extra rounds).

For each round:

- (a) At the signal from the Head Proctor, pass out a supply of answer half-sheets, 3 to each student.
- (b) At the signal from the Head Proctor, distribute the questions to the students. Important: Question 1 goes to Team Member 1, Question 2 to Team Member 2, and so on. The team members are seated from front to back, with 2 behind 1, etc.
- (c) For a given team, Team Member 4 holds the answer sheet that counts for his/her team. Team Member 4 may stand at either of the Head Proctor's first two Commands to Stand, and must stand at the third and final command if he/she has not stood up before.

When Team Member 4 from a team in your area stands, you are to collect the answer sheet and X-mark the time at which it was submitted.

When you have collected one answer sheet from each team in your area, take them to the Head Proctor for grading. They will be returned to the teams at the end of the day.

There are three rounds in the relay. The answer sheets and question sheets are different colors for each round. If there are appeals on a given round, the Head Proctor will rule on them immediately and, if necessary, go through another round to get three rounds which count. Your accuracy will minimize the likelihood of an extra round.

Thank you for your help!

PREPARED STATEMENT FOR THE RELAY COMPETITION (pg 1) - STATE

Proctor: Please read this statement aloud when students are seated at the beginning of the official starting time for the competition. You may admit latecomers, but each team must turn in their answer sheets at the signal for everyone to stop.

This is the Relay Team Competition. You should have nothing on your desk except pens, pencils, erasers, rulers, protractors, compasses and calculators. Please clear your desk of all other items.

If any students are here as substitutes for later rounds, please remain quietly (*give location here*) until you are instructed to switch with a student currently competing.

If, during a round, you want to change the answer to your question, you should take a new answer sheet and write your current answer along with any preceding answers on it. In order to do this, you will want to keep a record of the most current set of answers that have been passed back to you. Only answer sheets may be passed back, and nothing may be passed forward. The answer sheet cannot contain symbols, stray marks, or anything else except answers. No codes may be used in recording answers. No other communication of any type is permitted.

I am not permitted to answer questions about interpretation of the questions. You should ask for a new copy of a test if the copy you have is not legible or is the incorrect round or question.

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. (*Allow students time to be sure that these items are turned off.*)

The time limit for each question is 7 minutes. I will give commands to stand at 3 minutes, 5 minutes and 7 minutes. I will also announce 15 seconds before each command to stand. At each command to stand, the 4th person on each team may submit an answer sheet. Answer sheets may only be submitted at these three times. Only one answer sheet will be accepted per team per round. Proctors will collect all answer sheets from the 4th team member after the command to stand or at the end of each round. Substitutions for team members may be made between rounds.

At the end of each round of the competition, there will be a period of time during which appeals may be submitted. Do not leave the room prior to the announcement of appeals, as an additional round may be needed if an appeal is accepted. If you have an appeal, you need to come forward and file an appeal at that time.

We will now distribute answer sheets to each team member. Please print your full school name on each answer sheet. Also be sure to indicate your team level (Freshman-Sophomore or Junior-Senior) and whether you are Team I or Team II. Answer sheets without this complete information will be disqualified.

(After students have written their information on their answer sheets, pass out the question sheets. Be careful to note that team member 1 receives question 1, team member 2 receives question 2, etc.)

(After 2 minutes, 45 seconds announce "15 seconds"

After 3 minutes, announce "First Command to Stand"

After 4 minutes, 45 seconds, announce "15 seconds."

After 5 minutes, announce "Second Command to Stand"

After 6 minutes, 45 seconds, announce "15 seconds."

After 7 minutes, announce "Third Command to Stand - STOP")

(If the 4th member of a team begins to stand and raise their paper immediately as you call the time, they should be considered to have answered in that time period. At the end of each round, collect all unscored answer sheets and score them. You may then announce the correct answer for that round. Return answer sheets to the team for the next round.)

PREPARED STATEMENT FOR THE RELAY COMPETITION (pg 2) - STATE

Announce:

If there are any appeals, you must come forward now and file an appeal.

If any team wishes to substitute for a member, please do so now.

(If there are any appeals, submit the appeal to the appeals judge to rule on and move to the next question. If appeals are upheld, an additional round will be completed at the end of the competition.)

(After each round, when all team papers have been graded, the graders should place the papers in the envelope from that round and give the envelope to the student runner to return to the data entry room)

Repeat the process for the next round. When all three rounds are completed, announce:

Please do not leave the room until it has been determined whether any appeals are being upheld in this room or in other competition rooms.

(If an appeal is upheld in any room for your level and division, use an additional round. If multiple rooms are being used for the competition for your level and division, be sure to check with other rooms before determining if students may be dismissed. If an additional round is not necessary, students may be dismissed.)