

M.A.T.H. Bowl  
NOTES TO THE PROCTOR

(All proctors should read this information prior to the coaches/proctors meeting.)

- Each school must provide a proctor. The proctor may be a principal, coach, teacher, parent, or any other responsible adult. The proctor cannot be assigned to his/her own school.
- Scoresheets, Pencils, and Team Rosters will be placed at the competition table for each proctor. Calculators, which are to be used by the students, are placed on each table before the competition begins by the host site staff, and should remain at the table for the entire competition. Students may not bring calculators to the table.
- As each team member arrives at the competition table, they should sign in on the team scoresheet. The proctor should verify each student's name on the team registration form. Alert the Procedural Chairperson if a student is not listed.
- Competition questions will be read by an emcee and projected on a screen, then students will be given an announced time period to consult together and answer the question.
- Students may request a question to be read again by the emcee by raising their hand before the reader says "begin". Proctors should help make sure requests for repeats are recognized by raising your hand along with the student. However if the emcee does not see your raised hand and says, "begin", lower your hand, since no repeat can then be given.
- Every effort will be made during competition to allow contestants to concentrate. No talking or gestures should be made to or around team members from the time a question is read until "time" is called.
- When the timer announces "time" or the buzzer sounds, all pencils must be lifted from the paper. The question's correct answer will be read by the emcee and projected on a screen after the time expires. The proctor is not to take the scoresheet from the captain until the answer is displayed on the screen. Then the proctor will grade the answer.
  - a. If the answer is INCORRECT, draw a horizontal line through the question number and answer.
  - b. If the answer is CORRECT, place a "+" in front of the question number, AND place a + under the appropriate question number on the Proctor Tie Breaker Worksheet.
- If a student believes a question was incorrectly scored, or believes procedures were not correctly followed, they may ask to challenge. You must stand between questions if a student wishes to challenge, and wait for the Procedural Chairperson. Students may challenge at any time, up until the time they leave the competition table at the end of a round.
- At the end of each round, the proctor will see that the team's cumulative score is posted on the flip charts.
- The proctor should call for the Procedural Chairperson to decide any question that arises between proctor and students. If it appears a rule has been broken, proctors may not make decisions on any penalties, but should ask the Procedural Chairperson to make those decisions. The decision of the Procedural Committee is final.