

## INSTRUCTIONS FOR M.A.T.H BOWL PROCTOR

*(All proctors should read this information prior to the coach/proctor meeting.)*

1. 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.
2. Electronic Scoring Devices 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.
3. 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.
4. Competition questions will be read by a recording provided by IASP and projected on a screen, after which students will be given an announced time period to consult together and answer the question.
5. Every effort will be made during competition to allow contestants to concentrate. No talking or gestures should be made from non-competing team members.
6. When the sound indicating that time is up is heard, answers must be written on the paper answer sheet. The question's correct answer will be read via the recording and projected on the screen after the time expires. The proctor will score the answer on the paper answer sheet and then enter the written answer into the electronic system. The answer key operator will then enter the correct answer into the answer key, and the score will automatically be calculated.
7. 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.

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.