AMC: Australian Mathematics Competition
Manager’s Handbook (draft)

A guide for running AMC 2016 online
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About the AMC

The AMC is for students of all standards. Students are asked to solve 30 problems in 60 minutes (primary) or 75 minutes (secondary). The earliest problems are very easy. All students should be able to attempt them. The problems get progressively more difficult until the end, when they are challenging to the most gifted student. Students of all standards will make progress and find a point of challenge.

Competition site

The AMC competition site is located at: amt.edfinity.com

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Competition date

**Thursday 28 July 2016**

There will be a 36-hour window to sit the AMC between 7 am Thursday 28 July and 7 pm Friday 29 July. This is to assist schools who may have limited access to computers and those in different time zones.

**Duration:** The actual competition takes 60 minutes for primary and 75 minutes for secondary. Please allow additional time for student registration and competition administration.

Note that there may be some randomisation of questions to maintain the integrity of the contest.

Sitting the AMC online version on an earlier date will not be possible.

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Contact us

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<tr>
<th>Contact Method</th>
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| by mail        | Australian Mathematics Trust  
University of Canberra  
Locked Bag 1  
Canberra GPO ACT 2601  
Australia |
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| by email       | amc@amt.edu.au |
Using this handbook

This handbook is intended for use by schools who are interested in conducting the competition online. It covers all of the information that a school-designated competition manager will need to ensure a successful competition.

It can also be found online at: amt.edfinity.com/help

How the competition works

Here is a high-level walkthrough of how the competition works.

<table>
<thead>
<tr>
<th>The school competition manager registers student numbers for the competition on behalf of a school, and pays the appropriate entry fees for the competition and/or GetSet preparatory courses.</th>
<th>See Registering for the competition.</th>
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<tbody>
<tr>
<td>The manager ensures that the competition prerequisites have been met, and that everyone involved with the competition is adequately prepared.</td>
<td>See Preparing for the competition and Manager checklist.</td>
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<tr>
<td>The manager with the help of other supervisors (if required) oversees the running of the competition in a controlled environment according to competition guidelines.</td>
<td>See Supervisor instructions.</td>
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<td>After the competition results are released by AMT, managers can see the results for each student online.</td>
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Registering for the competition

A manager is a school administrator or educator responsible for conducting the competition. To register students, a manager will need their school code and password, as distributed to the school at the beginning of every year. Managers enter student numbers for the competition and pay the appropriate entry fees for the competition and/or GetSet preparatory courses.

After an order is placed, the manager will receive an email with important information. Note all of this information is also available on the competition website.

1. **GetSet AMC preparatory course access codes** (if applicable), one for each division, to be distributed to students immediately so that they may register and start
preparing for the competition. In addition to preparing students effectively, GetSet provides a simulation of the online competition experience.

2. **Activation codes**, used by a supervisor to start the competition. See [Supervisor instructions](#) for information on the use of this code.

   An activation code will work for any competition session run by the school, across multiple divisions. As activation codes expire 30 minutes after use, if you have multiple groups of students sitting for the competition at different times, you will need one activation code for each group. See [Handling multiple groups of students for how to obtain extra activation codes](#).

3. One **administration code**, used by a supervisor to add time to a student’s timer during the competition if a computer malfunction or other serious event occurs. This code should be kept private, and given only to trusted supervisors. See [Supervisor instructions](#) for more information on the use of this code.

**Student registration**

Students register on-site on the day of the competition.

1. The registration process should take no more than five minutes.
2. Students will be asked to create an account (or sign in) and provide some personal information. They will then enter their school code and the competition division and year level for which they want to register.

**Preparing for the competition (please read carefully)**

**System requirements**

The online competition application is cloud-based and only requires broadband connectivity and an internet browser. There is no software installation required.

1. **Internet access**  Schools often block access to unknown sites, so ensure that your school network allows access to the competition site [amt.edfinity.com](#)
2. **Device**  Students may use a desktop, laptop or handheld device but not a mobile phone.
3. **Browser**  JavaScript and cookies must be enabled in your browser. We strongly recommend one of the following browsers for an optimal experience: IE 9+, Firefox 31+, Chrome 31+, Safari 7+, iOS Safari 7.1, Opera 26+ or Android Browser 4.3+.

A sample test for online school access and device compatibility is available on the Help page [amt.edfinity.com/help](#)
Room requirements

The competition should be conducted in a quiet area under supervision. The following should be made available:

1. desks, chairs, and computers or tablets with internet access (one device per student)
2. ample supply of pencils and scrap paper
3. calculators (optional) for primary levels only, but not on an internet-connected device
4. whiteboard or blackboard and a clock visible to all students (optional, but recommended).

Handling multiple groups of students

Each manager receives one or more activation codes when they enter the competition. To view available activation codes or to obtain additional activation codes, a manager can do the following:

1. Sign in to the competition website with your school code and password.
2. From ‘My Students’, click on ‘Activation codes’. This will display current codes.
3. To generate more codes, click on ‘Create’ in the Activation Codes section.
4. Copy the resulting activation codes and give them to the appropriate supervisor.
5. Repeat as necessary.

Unlike activation codes, each supervisor can use the SAME administration code. Additional administration codes do not need to be generated.

Selecting competition supervisors

An authorised supervisor may be a competition manager, or any other staff member authorised to supervise the competition. Students are NOT permitted to supervise the AMC under any circumstance.

1. A supervisor to student ratio of no more than 1:40 is required.
2. A supervisor must supervise students for the duration of the online competition to ensure ‘fair play’ by all the students.
3. Supervisors use the activation and administration codes obtained from their manager to start the competition and deal with unexpected issues on a case-by-case basis. They will not require a computer.
4. Review Supervisor instructions for guidelines on how a supervisor should conduct the competition. This document should be photocopied, completed, and distributed to each supervisor.
5. It is strongly recommended that you meet with supervisors at least once before the competition to go over the entire competition process.
Scribble sheets

Scribble sheets are diagrams and figures from the actual competition papers to assist students. They will be made available to managers for download a few days prior to the competition at amt.edfinity.com/help. Print these sheets (one set for each student in each division of the competition) and keep them in a secure place. Distribute them to supervisors to give to the students on the day of the competition.

After the competition

After competition results have been released by AMT, they will also be available online on the competition site.
Manager checklist

1. Register for the competition and optional GetSet AMC preparatory courses.

2. Confirm receipt of your invoice email, containing competition information.

3. If you have purchased GetSet preparatory courses, distribute the access codes to your students and encourage them to register and get started.

4. Identify supervisors for the competition. See Selecting competition supervisors for more information. For each supervisor, fill out and distribute a copy of Supervisor instructions for their careful review.

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<tr>
<th>Name</th>
<th>Class</th>
<th>Location</th>
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5. Confirm compliance with system and room requirements in every room. See Preparing for the competition for more information.

6. Meet with supervisors before the competition to go over the process.

7. One week prior to the competition, display reminder notices advising students of the competition date and time and advising staff of supervisor arrangements.

8. A few days before the competition, print and distribute scribble sheets to supervisors. See Scribble sheets for more information.
Supervisor instructions

Competition URL: [amt.edfinity.com/](https://amt.edfinity.com/)

Supervisor’s name _______________________________________________________

Class ______________________________ Location ___________________________

Start time __________________________ Competition duration is 60 minutes for primary
and 75 minutes for secondary. Please allow additional time for registration.

School code ________________________ Activation code ___________________

Administration code __________________

As a supervisor, it is your responsibility to ensure that the competition is conducted in
accordance with the guidelines below in order to preserve the integrity of the competition.

### Understanding the competition codes (please read carefully)

| Activation code (private until start of competition) | When you are ready to start the competition, you will give the activation code to the students and they will enter it on the competition site to begin. This will activate the online competition timer. Please keep this code private until you are ready to start. The activation code is only valid for 30 minutes from the time of its first use. If you are supervising another group of students more than 30 minutes later, ask your manager for a new activation code. |
| Administration code (private) | Use the administration code to add time to a student’s timer if a computer malfunction or other serious event occurs. This is a private code and should NEVER be given to students. |

### Before the competition

Competition URL: [amt.edfinity.com](https://amt.edfinity.com)

1. Collect scribble sheets, one per student (different for each division) from your competition manager. Place them face down on each desk.
2. Ensure there is an adequate supply of spare pens or pencils and scrap paper.
3. Provide a safe place to store students’ mobile phones.
4. Arrange the desks so that no student can see the computer screen of another student in the same division.
5. Write the competition URL and the school code on a whiteboard.
6. On each computer, if providing, open a browser and navigate to the competition URL.

Browser Requirements: JavaScript and cookies must be enabled in your browser. We strongly recommend one of the following browsers for an optimal experience: IE 9+, Firefox 31+, Chrome 31+, Safari 7+, iOS Safari 7.1, Opera 26+, or Android Browser 4.3+.

Registering students

Before beginning, you should ensure that every student in the room is registered and ready to begin the competition.

1. Each student should have their browser open at the competition URL.
2. Assist them as necessary to enter the required information to complete their registration. Certificates are printed with each student’s name, school and school year as entered on the registration page. If the school year is not completed correctly, their competition answers will NOT be marked.
3. Once a student has registered and logged in, they will be automatically taken to the competition start page for their division where they will be prompted to enter an activation code to begin.

After students are registered and seated

1. Check that each student:
   a. has a pen or pencil, scribble sheets and access to scrap paper
   b. has the competition start page showing on their computer and no other tabs or windows are open
   c. does not have a mobile phone at their desk
   d. has not brought aids other than hand calculators (primary only) and language dictionaries (check for loose pages or insertions).
2. Read out the following instructions and ensure that students understand them:
   a. There are 30 questions. Questions 1–25 are multiple-choice, questions 26–30 require a numeric answer from 0–999. Questions 1–10 are worth 3 points each, questions 11–20 are worth 4 points each, questions 21–25 are worth 5 points each, and question 26–30 are worth 6, 7, 8, 9 and 10 points respectively.
   b. You may have the competition window ONLY open on your device; primary students may use hand calculators, but NOT online calculators.
c. Use photocopied scribble sheets supplied to assist in questions with diagrams.

d. You can skip questions and return to earlier questions using the menu buttons provided.

e. You have 60 minutes (primary) or 75 minutes (secondary) to complete the competition paper.

Starting the competition

1. Start the competition by giving out the activation code to the students. Each student should enter it on their computer to begin. The competition will close off automatically 60 minutes (primary) or 75 minutes (secondary) after they have entered the code.

During the competition

1. Please ensure that examination conditions are maintained. Supervisors will need to be vigilant that students are not accessing any windows other than the competition site. Record and report any breach of regulations to the AMT office.

2. Any student who experiences a serious computer malfunction can alert the supervisor, who can override the timer on that individual computer if they believe this is justified. This can be done using the administration code by clicking on the ‘Supervisor Access’ link on right side of the student’s screen.

   **Important:** If you use the administration code, you must keep it secret from students. Additionally, be sure to indicate that you do NOT want to save this password if prompted by the student’s browser.

3. If a student wishes to leave the room, a supervisor must accompany the student; otherwise the student will not be re-admitted.

4. Ensure no student leaves the competition area until the last student has finished.

Finishing the competition

The competition will finish automatically when time has elapsed. There is nothing else required.