



19th Bay Area Mathematical Olympiad

February 28, 2017

Proctoring Instructions - *Please Read Carefully!*

Overview

The proctor is responsible for

- Providing the contestants a quiet place to work.
- Ensuring that students choose the correct exam
- Assigning identification numbers to the contestants, and if possible entering student data into a spreadsheet.
- Explaining to the contestants how to label their answer papers.
- Making sure that students don't cheat!
- Collating student answer papers.
- Mailing student answer papers back to the grading center as soon as possible!
- Gathering demographic data about students (optional, but requested).

See below for more details.

About the exam; eligibility

We offer two student exams: BAMO-8, open to students in grade 8 and below **who have not won a first, second, third, or grand prize in BAMO-8 in past years**, and BAMO-12, open to all. Collectively, BAMO contains 7 questions, in roughly increasing order of difficulty. BAMO-8 has five questions, labeled A through E, while BAMO-12 has five questions, labeled #1–5. The two exams share three questions.

Students who have won first, second, third, or grand prizes or who are now in 9th grade or higher may not take BAMO-8. Other students may choose BAMO-8 or BAMO-12. BAMO-8 is designed to be easier and is explicitly aimed at younger students. We expect that if an 8th grader is very experienced at contests, he or she might find BAMO-12 more challenging.

Both exams have four-hour time limits. However, some students may want to leave earlier, which is fine.

What to do before the exam

The exam takes place on **Tuesday, February 28** during a four-hour time block between 12 noon and 8 PM. For example, 1–5 PM, 12–4 PM, 3–7 PM, etc. Before you administer the exam, you will need to do the following:

- Download the exam and make as many photocopies as you need. You should have received both exams in PDF format by email. Each exam is two pages long but can be printed out on a single sheet of paper if your machine allows double-sided printing. The exam PDFs are password-protected. The passwords will be emailed to you on **Sunday, February 26**.
- Download and print out the online student registration form. You should have received a link to this form, which is a google doc, by email. Make sure that you have enough ID numbers to accommodate all the students who will take the test at your site. Each student gets a unique ID number, and an easy way to assign them is by passing out the registration form, having students write their name next to an ID number, and writing down this ID number on a piece of scratch paper. You can fill in more information later, during the exam (see item #2 in “During the Exam”).
- Download the **invitation** to the awards ceremony and make as many copies as you’d like to give out to students.
- Arrange to have a quiet room for the students to work in, with enough room for them to spread out papers. If you are proctoring students from more than one school, please make arrangements with these students.
- Ideally, use a room with internet available, so that you can enter student information into the online registration form.
- Make sure that you have enough blank, unlined paper for the students, at least a dozen pages per student, possibly much more.
- You will need a stapler, for collating student papers after the exam. If you have several staplers, it will make things easier, because students can do some of the collating during the exam.
- You will be returning the student papers to Paul Zeitz at USF using US Express Mail or FedEx. **THE PAPERS MUST ARRIVE BY Friday, March 3 AT THE LATEST!** (See item #4 of “After the Exam” below for more details.) *If using US Express Mail, packages bearing stamps and weighing over 13 ounces must be taken by hand to a US Post office! If you put it in a mailbox, it will get returned to you.*
- Let the students know that they may not use calculators or computers. The only items that are allowed are pencils, pens, rulers, compasses, blank paper, and graph paper. In addition, *you are responsible for supplying an adequate supply of blank paper.*

During the exam

Please follow this procedure.

1. Get the students seated in the exam room, with plenty of space between students, if possible. Make sure that students have only pens, pencils, rulers, compass, and plenty of blank, unlined paper and/or graph paper—no other items are allowed. The only exception to this rule is food and drink—the exam is long and students may need nourishment. Likewise, bathroom breaks are permitted (one at a time, of course)!
2. Using the student registration form that you have printed out, make sure that each student gets a unique ID number. Enter the other information requested into the online registration form. Either pass the form to the students and let them fill in their names (writing legibly), and then transcribe this into the online form later, or else type the information directly into the online form. Make sure that the school attended by the student (not necessarily the school where they are taking the exam) and grade level (4–12) is included, and fill in the “BAMO-8 or BAMO-12?” column with 8 or 12, depending on which exam the student is taking. Email addresses are optional, but help us get in touch with students who win prizes. You should have more than enough ID numbers to accommodate all of your students.
3. If at all possible, write the same information on the printed-out registration form. We know that it is annoying to do things twice, but having online information saves us precious time, and having the redundancy of a paper form reduces errors. If an ID number is incorrectly written by a student, it may not be possible to grade his or her paper.
4. Explain to the students that they must not write their names on any paper that they hand in. Instead, they should write their identification number on the **upper-right corner** of every page that they turn in for grading. The upper-left corner should be used for the problem number, and a page number, if needed. For example, the top of student #3141’s solution to problem 2 might read:

Prob. 2, p. 1 of 3

#3141

5. Please read the following statement to the students:

The Bay Area Mathematical Olympiad has five questions. You will have 4 hours to work. Your solutions should be clearly written careful arguments. Merely stating an answer without any justification will receive little credit. On the other hand, a good argument that has a few minor errors may receive substantial credit.

Please label all pages that you submit for grading with your identification number in the upper right hand corner, and the problem number in the upper-left hand corner. Write neatly. If your paper cannot be read, it cannot be graded! Please write only on one side of each sheet of paper. If your solution to a problem is more than one page long, please staple the pages together. Even if your solution is less than one page long, please begin each problem on a new sheet of paper.

The problems are arranged in roughly increasing order of difficulty. Few, if any, students will solve all the problems; indeed, solving one problem completely is a fine achievement. We hope that you enjoy the experience of thinking deeply about mathematics for a few hours, that you find the exam problems interesting, and that you continue to think about them after the exam is over. Good luck!

6. You may not answer **ANY** math questions during the exam. Well-meaning “clarification” is also prohibited. If there is an emergency (for example, you think the problem statement is wrong) contact Paul Zeitz at bamo@msri.org or 415-305-7376. But a good rule of thumb is that if there are two interpretations to a problem, and one leads to a trivial solution or a false statement, then the other interpretation is the correct one.
7. It may be helpful to have your stapler available to the students while they work, so that they can staple together solutions that are more than one page long. Also, you may want to fill out the demographic survey **form**.
8. Announce when there are 5 minutes left. Remind students that all sheets of paper that are to be graded must have the identification number and problem number on them. They do not need to include their scratch work; they only need to include what they want the graders to see.

After the exam

1. Collect the papers, making sure that all pages are labeled and all multi-page solutions are stapled. The students are welcome to keep the questions.
2. **Please make sure that different solutions are not stapled together.** The exams will be graded by problem, not by student (we will have a team that only grades problem #1, etc.) Consequently, if you have time, **please sort the papers by problem (not by student)** before you mail them. If you have even more time, sort by identification number as well—the hardworking graders will thank you!
3. Hand out the **invitation** and schedule to the awards ceremony (if you printed it out), or at least inform the students about the awards ceremony, which will take place at the Mathematical Sciences Research Institute on **Sunday, March 12**, from **2–4PM**. The speaker will be **Matthias Beck (San Francisco State University)**.
4. Send the student papers, along with the registration form (make sure that you sign it) by Express Mail or FedEx to

<p>Paul Zeitz University of San Francisco Mathematics and Statistics Department Harney 222 2130 Fulton St. San Francisco, CA 94117-1080</p>

THE PAPERS MUST ARRIVE BY Friday, March 3 AT THE LATEST! *If using US Express Mail, packages bearing stamps and weighing over 13 ounces must be taken by hand to a US Post office! If you put it in a mailbox, it will get returned to you.*

5. You're done, thanks! See you at the awards ceremony!