AMC: Australian Mathematics Competition
Manager’s Handbook
A guide for running 2016 Online AMC
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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<th>Competition date</th>
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<tr>
<td>Thursday 28 July 2016</td>
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Thursday 28 July 2016

There will be a 36-hour window to sit the Online AMC between 6 am Thursday 28 July and 6 pm Friday 29 July AEST. 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.

After the competition, the manager should complete the online certification form (link on page 13).

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

Contact us

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Using this handbook

This handbook is intended for use by schools who are interested in conducting the Online AMC. 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>
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<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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<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>When award cut-offs are determined and 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 AMT 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** (beginning with act_) 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 sign in**

On the day of the competition, students sign in at amt.edfinity.com

   1. The sign in 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, their competition division and year level.

**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
AMC Preview 2016

An end-to-end simulation of the competition process called AMC Preview 2016 is available at ‘Competition Simulation’ 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 (beginning with act_) when they enter the competition. One activation code is required per group sitting session. 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 five-digit AMT 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. One supervisor per 40 or fewer students 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
should bring a mobile phone in case it’s necessary to contact the AMT. While not essential, a computer may be useful if extra activation codes are required.

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](http://amt.edfinity.com/help). Sign in with your 5-digit AMT school code and password. Print these sheets (one 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**

The AMT determines award cut-off scores after results (both online and paper) from a significant proportion of students have been processed. Once the 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 and codes.

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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<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Location</th>
<th>Time</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. Review the online competition process using the 'Competition Simulation' at amt.edfinity.com/help

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.

9. After the competition, complete the online certification form at http://www.emailmeform.com/builder/form/uf00fL9xaatGS
Supervisor instructions

**Competition URL:** 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.

AMT school code (5-digit) ________________________________

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 (one per sitting group) 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

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 5-digit AMT 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+.

**Student sign in**

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

1. Each student should have their browser open at the competition URL [amt.edfinity.com](http://amt.edfinity.com), then clicks on ‘Sign in’.
2. Each student signs in with an email address (or username) and password. If they have used GetSet, they may already have an account. If forgotten, or a new user, enter new details. NB If student has recently used GetSet and not signed out, they will need to sign out before signing in for the competition.

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**Welcome to AMC 2016**

[Image of login page]

For other information on AMT competitions ➤
3. Student enters name, birth date and other details. Assist students as necessary to enter the required information.

Welcome to AMC 2016

Please provide the following information.

First Name
Scott

Last Name
Terry

Birth Date
Year: 2005, Day: 10, Month: October

I am male  I am female  I decline to state

I am of Aboriginal or Torres Strait Islander descent

I would like to receive email updates from AMT Competitions.

Continue 

4. Student enters your five-digit AMT school code, competition division and their school year (imperative for marking). Check that the school name is correct. NB Certificates are printed with each student’s name, school and school year as entered. If the school year is not completed correctly, their competition answers will NOT be marked.

Welcome to AMC 2016

5-digit AMT school code 11001
BELCONNEN HIGH SCHOOL
Division
AMC Junior 2016
Australian school year
Year 7

Continue 

5. The competition start page appears. Student checks name, division and school is correct, or sign out and start again. Supervisors read the instructions aloud.

After students are signed in and seated

1. Check that each student:
   a. **has** a pen or pencil, scribble sheet and access to scrap paper
   b. **has** the competition start page showing on their computer and no other tabs or windows are open
   c. **has not** brought a mobile phone to their desk
   d. **has not** brought aids other than hand calculators (primary only) and language dictionaries (check dictionaries for loose pages or insertions).

2. Read out the following **instructions** and ensure that students understand them:
   a. There are 30 questions. Questions 1 to 10 are worth 3 points each, questions 11 to 20 are worth 4 points each, questions 21 to 25 are worth 5 points each. Questions 26 to 30 are worth 6, 7, 8, 9 and 10 points, respectively.
   b. The first 25 questions are multiple choice with 5 choices. The last 5 questions have an integer answer between 0 and 999.
   c. You may have the competition window ONLY open on your device so NO online calculators. Primary students ONLY may use hand calculators.
   d. Use photocopied scribble sheets supplied to assist in questions with diagrams.
e. You can skip questions and return to earlier questions using the menu buttons provided.
f. Middle and Upper Primary students have 60 minutes to complete the competition. Junior, Intermediate and Senior students have 75 minutes to complete the competition.

Starting the competition

1. Start the competition by giving out the activation code to students. Each student should enter it under their school name on the screen 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 during the competition 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.

The manager should complete the online certification form at http://www.emailmeform.com/builder/form/uf00fL9xaatGS