



Australian Mathematics Competition

Coordinator's Handbook – Paper



AUSTRALIAN MATHS TRUST

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ABOUT THE AMC

The Australian Mathematics Competition (AMC) has 25 multiple-choice questions and five questions that require whole number answers. Students may attempt as many questions as they wish. The earlier problems may use more familiar mathematics while the later problems are more difficult and intended to challenge, requiring more sophisticated problem-solving skills.

Date of the AMC – Thursday 1 August 2019

Sitting the AMC on an earlier date will not be possible. Supervisors will conduct the competition in a controlled environment according to the [Competition guidelines](#).

Registering for the competition at <https://competitions.amt.edu.au/admin/>

A Coordinator is a school administrator or educator responsible for conducting the competition. To register students, a Coordinator will need their registered username and password. If these are not known, a coordinator can register themselves and this will be approved by the AMT. Coordinators enter student numbers for the competition and pay the appropriate entry fees.

Important

If your school details or contact information have changed please notify us before the competition sitting date by email at amt@amt.edu.au to ensure the school details on your certificates are correct.

COMPETITION GUIDELINES

SITTING THE COMPETITION ON AN EARLIER DATE IS NEVER PERMITTED. This would jeopardise the validity of scores from all schools.

SITTING THE AMC ON A LATER DATE MAY BE PERMITTED when there are compelling reasons, but such sittings must be approved by the AMT prior to the competition sitting date and declared on the certification form. The late sitting should be as close as possible to the official date. These students will be eligible for awards, but the Trust reserves the right to disqualify such awards where security may appear to have been breached or the late sitting has not been approved by the AMT.

Please notify supervisors of these rules:

- No student may sit more than one division of the competition.
- No student is to leave the room during the AMC unless accompanied by a supervisor. Students are to remain in the room until the AMC has concluded.
- Students are NOT permitted to supervise the AMC.
- Supervisors must collect all AMC papers and answer sheets. The papers can be returned to students two weeks after the AMC. A student's name can be recorded in the space provided on the front of the paper.
- To ensure the integrity of the AMC and to identify outstanding students, the AMT reserves the right to re-examine students before deciding whether or not to grant official status to their score.

AMC PACKAGE

Your package should contain:

- AMC papers
- plastic envelope for return of answer sheets
- cardboard protector for return of answer sheets
- pink certification form
- marksense answer sheets.

Check that you have received the correct number of AMC papers and answer sheets as per the label on the front of your parcel.

Store flat in a secure place until the day of the AMC.

If extra answer sheets are required, these must be obtained from the AMT. The school receives one extra AMC paper in each division.

For every 200 entries or part thereof, the school receives three extra answer sheets.

Note: The school will be charged the standard entry fee for additional answer sheets returned over the number provided by AMT. Photocopied answer sheets or sheets from previous years cannot be processed.

Address label coding

The total number of entrants from your school is coded onto the school address label as shown in this example:

11045 MP:11 UP:23 J:11 I:31 S:91 A:165
AMT SCHOOL
Attn: Coordinator
170 HAYDON DR
BRUCE ACT 2617

Where: **11045** is the school code (please quote this number in all communications)

MP:11 indicates 11 Upper Primary AMC papers (10 entered + 1 extra)

UP:23 indicates 23 Upper Primary AMC papers (22 entered + 1 extra)

J:11 indicates 11 Junior AMC papers (10 entered + 1 extra)

I:31 indicates 31 Intermediate AMC papers (30 entered + 1 extra)

S:91 indicates 91 Senior AMC papers (90 entered + 1 extra)

A:165 indicates 165 Answer sheets (162 entered + 3 extra)

PREPARING FOR THE COMPETITION

1. Before Thursday 1 August, complete planning and bookings to ensure the following will be available:
 - **venue—please allow up to 90 minutes** (there's 60 minutes working time for primary and 75 minutes working time for secondary, plus set-up and pack up time). Students requiring special conditions are allowed up to 100 minutes; please factor this into your set-up time if required.
 - **desks and chairs** for the students
 - whiteboard/blackboard or overhead projector and clock
 - **a supply of spare pencils** (preferably 2B), **erasers, scrap paper and calculators (primary only)**. Note that a PENCIL is to be used when filling in details and answer sheets.
2. Supervisors required for the AMC
 - one supervising teacher to every 40 students if the students are in one hall or room
 - one supervising teacher per classroom of 40 students or less if the students are in separate classrooms.
3. Print and complete the details on the [Instructions for supervisors](#) for distribution to all supervisors. It is recommended that a meeting be held with supervisors to familiarise them with the running of the AMC and the format of the answer sheets.
4. **Display reminder notices** a week prior to the AMC, advising students of the AMC date and advising staff of the supervisor arrangements. Display the [Instructions for students](#) and answer sheet on the noticeboard on the same day.
5. **Check that you will have access**, early on the morning of the AMC, to the secure area where the AMC papers have been stored.
6. **Advise students** to bring pencils, erasers, rulers, calculators (primary only), scrap paper and printed language dictionaries (if required).
7. Complete Answer Sheet Fields (School Use Only I and II)

The image shows a portion of a form titled 'MATURE AGE ENTRY'. It includes a 'YEAR' field, a 'MATURE AGE ENTRY' section with a radio button, and two 'SCHOOL USE ONLY' fields. The 'SCHOOL USE ONLY I' field contains the code '7B' and the 'SCHOOL USE ONLY II' field contains the code 'A'. A red oval highlights these two fields. Below the form, there is a 'Original' section with 'Yes' and 'No' options.

- The use of these fields is optional, but really useful in a large school. You can use either or both of these fields to identify your students for particular purposes.
- What is filled in here will appear in unobtrusive yet distinguishable characters in the bottom-right corner of their individual letter.
- For example: A school may want to sort certificates into classes for easier distribution—perhaps 7A, 7B or 7C.
- A school may have students from different campuses sitting the AMC. You could designate one campus 'A' and instruct all those students to fill in oval A in School Use Only field II. Similarly, the other campus could be designated campus 'B' in School Use Only field I.
- Sample shown here is coded 7B

COMPETITION DAY

1. Remove the AMC papers from the secure storage.
2. Check that the number of AMC papers in each of the divisions corresponds with the label on the front of your AMC Package.
3. If the number of AMC papers is insufficient, photocopy the required extras. **Remember** that any shortfall in AMC papers or any deviation from procedures must be noted on the pink certification form.
4. If the entrants are seated in a number of different locations, organise the AMC papers and answer sheets into appropriate bundle sizes for the various room supervisors.
5. Distribute the instructions for the AMC to all supervisors.

AFTER THE COMPETITION

1. Complete the pink certification form.
2. Return completed answer sheets.
 - Check that students have correctly coded their school year e.g. '7' for Year 7, '8' for Year 8 etc.
 - Check that the pink certification form has been correctly completed.
 - All answer sheets and the completed pink certification form should be placed into the plastic envelope(s) with the cardboard protector (no paper clips or rubber bands) so that the school name is on the top-left side of the bundle. This ensures that the answer sheets arrive undamaged and are fed correctly into the optical scanner.
 - If your school is returning several envelopes of answer sheets, please ensure they are dispatched as ONE consignment—this reduces the risk of an envelope being lost in the mail.
 - The envelope of answer sheets should be dispatched to the AMT within 24 hours. You may like to use Express Post or another courier.
 - The AMT will not accept responsibility for the marking of answer sheets that are not dispatched promptly. Please notify the AMT office if this is not possible.

Remember to include the completed pink certification form with your answer sheets.

The following FOUR pages are for you to print, fill in the relevant details and distribute to your classroom supervisors.

COORDINATOR CHECKLIST (PAPER)

- Preliminary arrangements/bookings made
 - supervisors
 - location
 - time
 - desks and chairs
 - supply of B or 2B pencils and scrap paper.

Supervisor's name	Class	Location	Time

- INSTRUCTIONS FOR STUDENTS distributed or displayed
- INSTRUCTIONS FOR SUPERVISORS distributed
- Certification form correctly completed
- Answer sheets and certification form mailed to the AMT (date, time and location)
- AMC papers returned to students two weeks after the date of the AMC

INSTRUCTIONS FOR SUPERVISORS (PAPER)

Supervisor's name

Class

Location

Time

Before the competition

1. Collect the following from the school AMC Coordinator:
 - AMC papers
 - answer sheets
 - supply of spare B or 2B pencils, erasers and scrap paper.
2. Arrange the desks so that no student can see the answers of another student in the same division.
3. Place the AMC papers and answer sheets on the desks.

When students are seated in the room

1. Ask students NOT to open the AMC papers. Check that:
 - students' mobile phones are stored away from their desk
 - no student has brought aids other than calculators (primary only) and language dictionaries (check dictionaries for loose pages or insertions)
 - all students have a B or 2B pencil, eraser and scrap paper
 - all students understand the need to work under examination conditions.
2. We suggest that all students complete the details on their answer sheets simultaneously step by step:
 - date
 - name of school
 - student's name
 - student's school year
 - gender
 - date of birth (for birth dates on the first nine days of the month, the zero oval in the left-hand column should be filled in, then the birth date in the right-hand column).
3. Advise students that the answer sheets are scanned and that certificates are printed with each student's name, school and school year AS ENTERED on the answer sheet.
4. If the school year is not completed correctly, the paper cannot be marked.
5. Ask students to check that they have the correct AMC paper for their division: Middle Primary 3–4, Upper Primary Years 5–6, Junior Years 7–8, Intermediate Years 9–10, Senior Years 11–12. (Note these are Australian school years.)
6. Ask students to record their name on the front of the AMC paper if they want their paper returned to them after the AMC.

Starting the competition

1. Read out the following instructions and ensure that students understand them:
 - Do not open the AMC paper until told to do so.
 - Maintain silence at all times.
 - Access to your mobile phone is not allowed.
 - You may use pocket or scientific calculators in Middle and Upper Primary only.
 - You may NOT borrow equipment without a supervisor's permission.

- There are 30 questions. Questions 1–10 are worth 3 points each, questions 11–20 are 4 points each and 21–25 are 5 points each. Questions 26 to 30 are worth 6, 7, 8, 9, and 10 points respectively.
 - The first 25 questions are multiple choice with 5 choices. The last 5 questions require an integer answer from 0–999.
 - Penalties do not apply for incorrect answers.
 - You are allowed 60 minutes working time for primary papers and 75 minutes working time for secondary papers. Students requiring special conditions are allowed up to 100 minutes. There is no extra reading time.
 - This is a competition not a test; do not expect to answer all questions.
 - Diagrams are NOT drawn to scale. They are intended only as aids.
 - The questions have been thoroughly checked. Each question stands as written. No further explanation of questions can be provided. Primary students may ask the meaning of words.
 - You must not leave your seat. If you have any other questions or problems, please raise your hand and wait for a supervisor. If you wish to leave the room a supervisor must accompany you.
 - Record all your answers on the answer sheet provided.
 - Use B or 2B lead pencils only. Ball point and ink pen markings may not activate the optical scanner.
 - Do not make any other marks on the answer sheet as these may make the sheet unreadable.
 - If you make an error, use a plastic eraser to completely remove all lead marks and smudges.
 - Check that the number of the answer you are filling in is the same as the number of the question you are answering. This is particularly important if you decide to leave a question blank.
 - To ensure the integrity of the AMC and to identify outstanding students, the AMT reserves the right to re-examine students before deciding whether to grant official status to their score.
2. Start the AMC and inform students of the finishing time.

During the competition

1. Please ensure that examination conditions are maintained and the rules set out below are followed.
 - If a student wishes to leave the room, a supervisor must accompany the student otherwise the student will not be re-admitted.
 - Late students may be admitted up to half an hour after the AMC has commenced but no extra time is to be allowed.
 - No student may leave early.
2. Complete the following details on the pink certification form:

Australian Year level	5	6	7	8	9	10	11	12	TOTAL
Number of students									

Finishing the competition

1. Ask students to stop writing and sit quietly until all the AMC papers are collected.
2. Ask students to hold their answer sheets so that the side showing the school name is uppermost, and the cut-off corner is away from them. Collect the answer sheets, checking that the student details are filled in correctly, especially the school year, school name and student's last name, and that lead pencil has been used. Also check that the students have coded their answers onto the other side of the answer sheet.

Returning the answer sheets

1. Return this form and the students' answer sheets to the AMC Coordinator immediately after the competition.
2. Check that you have filled in the number of entries (above) for the group you supervised and that all the answer sheets have the school name in the top-left corner. The cut-off corners in the bottom right of the page will then line up correctly.

INSTRUCTIONS FOR STUDENTS (PAPER)

Class

Location

Time

Sitting the paper

- No student may sit more than one division of the competition.
- Do not open the AMC paper until told to do so.
- Maintain silence at all times.
- Do not bring mobile phones into the room.
- You may NOT borrow equipment without a supervisor's permission.
- You are allowed 60 minutes working time for primary papers and 75 minutes working time for secondary papers. Students requiring special conditions are allowed up to 100 minutes. There is no extra reading time.
- This is a competition not a test; do not expect to answer all questions.
- Diagrams are NOT drawn to scale. They are intended only as aids.
- The questions have been thoroughly checked. Each question stands as written. No further explanation of questions can be provided.
- You must not leave your seat. If you have any other questions or problems, please raise your hand and wait for a supervisor. If you wish to leave the room a supervisor must accompany you.
- Record all your answers on the answer sheet provided.
- Do not make any other marks on the answer sheet as these may make the sheet unreadable. If you make an error, use a plastic eraser to completely remove all lead marks and smudges.
- Check that the number of the answer you are filling in is the same as the number of the question you are answering. This is particularly important if you decide to leave a question blank.
- To ensure the integrity of the AMC and to identify outstanding students, the AMT reserves the right to re-examine students before deciding whether to grant official status to their score.

Scoring system

- There are 30 questions. Questions 1–10 are 3 points each, questions 11–20 are 4 points each and 21–25 are 5 points each. Questions 26–30 are worth 6, 7, 8, 9, and 10 points respectively.
- The first 25 questions are multiple choice with 5 choices. The last 5 questions require an integer answer from 0–999.
- Penalties do not apply for incorrect answers.

Equipment

- Primary students may use any teaching aids normally available in the classroom, such as MAB blocks, currency, pocket and scientific calculators etc. and printed language dictionaries. Teachers may explain the meaning of words.
- Secondary students may not use calculators or other calculating aids. Printed language dictionaries are allowed.
- Use B or 2B lead pencils only. Ball point and ink pen markings may not activate the optical scanner.