

NYSML 2021 Virtual Contest Proctor's Manual

Revised 4/17/2021 8:20am

General Notes

Proctors will be responsible for observing their teams via Google Meet or the online collaboration environment of their choice. Proctors will be responsible for timekeeping and providing passwords to students to unlock the encrypted PDFs that contain the questions. The passwords to the contest files were sent to the head coach and president of each league.

Calculators may not be used on any round. Computers may be used only for the purposes of communication between teammates and with the proctor, to view contest questions, and to submit answers. No other technology (including, but not limited to) cell phones and tablets may be used. Cameras must be positioned such that students are clearly seen to be away from the keyboard while taking the contest, and students may not mute their mics during the round. While scrolling through contest questions will be necessary, no other typing is allowed during rounds.

Proctors should not clarify materials on the exam sheets.

Computers may be used only for the purposes of communication between teammates and with the proctor, to view contest questions, and to submit answers. No other technology (including, but not limited to) cell phones and tablets may be used or visible during the round. Cameras should be positioned such that students are clearly seen to be away from the keyboard while taking the contest, and students may not mute their mics during the round. While scrolling through contest questions will be necessary, no other typing is allowed during rounds. Students may open the file containing the round while they are waiting for the password. At the end of each round, one team member will submit the team's answers via the google form found at www.nysml.com. When beginning a round, the proctor will cut and paste the password to the team round into the chat area and announce, "Begin." Near the end of each round the proctor should provide a 2-minute warning and a 15 -second warning.

Proctors should login to Gmail (www.gmail.com) using the temporary email and password that were sent to the head coach and president of your league. The passwords to the contest files were also sent to the head coach and present of your league. Please contact your head coach or Michael Curry at currymath@gmail.com to obtain this information. Once you are logged into Gmail using this email, go to www.nysml.com and locate the "**Virtual Room Assignments for the Mega Question, Team Round and Relay Rounds**" link. There you will find all the virtual room assignments for your team. Enter the virtual room by clicking the link. As the students arrive to the room, you can let them in.

Prior to the start of the contest, the proctor or coach should announce to the students that all contest files and google forms can be found at **www.nysml.com**. Students are encouraged to download the encrypted PDFs that contain the questions prior to the start of the round.

Follow this schedule when administering the Contest.

- Opening Ceremony 9:00am (See livestream link at www.nysml.com)
- Team Round 9:30am (In assigned virtual rooms)
- Mega Question Round 10:00am (In assigned virtual rooms)
- Individual Rounds 10:30am (See livestream link at www.nysml.com)
- Relay Rounds immediately following the Individual Round (In assigned virtual room)
- Tie Breakers immediately following the Relay Round (See livestream link at www.nysml.com)
- Closing Ceremony (Brief) 2:00pm (See livestream link at www.nysml.com)

Opening Ceremony (9am)

- The opening ceremony will begin at 9:00am. (See livestream link at www.nysml.com)

Team Round (20 minutes)

Proctors can begin the Team Round at 9:30am or slightly before if everyone is ready. The students and proctor should use the links found at www.nysml.com to access the contest files, virtual room links, and google forms for submitting the answers. The head coach and president of your league were provided with the passwords to the contest files. If you need the passwords, please contact your head coach or Michael Curry at currymath@gmail.com. When the round begins, the password can be announced using the chat function of google meets (or your preferred web-conferencing service). The students should be allowed 20 minutes to work collaboratively on the Team Round. Be sure to allow exactly 20 minutes for the students to work. Provide a 2-minute warning and a 15-second warning near the end of the allotted time. Answers to the Team Round will be submitted via a Google Form which is posted on www.nysml.com. The google form needs to be submitted before the time for the round expires or immediately after. Students should then be given a 5-minute break.

Mega Question Round(30 minutes)

The Mega Question round is similar to the Team Round. Proctors can begin the Mega Question Round at 9:55am or slightly before if everyone is ready. The students and proctor should use the links found at www.nysml.com to access the contest files, virtual room links, and google forms for submitting the answers. The head coach and president of your league were provided with the passwords to the contest files. If you need the passwords, please contact your head coach or Michael Curry at currymath@gmail.com. When the round begins, the password can be announced using the chat function of google meets (or your preferred web-conferencing service). The students should be allowed

20 minutes to work collaboratively on the Mega Question round. Be sure to allow exactly 30 minutes for the students to work. Provide a 2-minute warning and a 15 second warning near the end of the allotted time. Answers to the Team Round will be submitted via a Google Form which is posted on www.nysml.com. The google form needs to be submitted before the time for the round expires or immediately after. Students should then be given a 5-minute break.

Individual Rounds (10:30am, 10 minutes each, five rounds, two questions per each round)

Immediately following the Mega Question Round, students should utilize the link for the live stream of the Individual Round which can be found at www.nysml.com. George Reuter will conduct the Individual Rounds using the live stream. The proctor does not need to time the rounds or watch over the students. All instructions will be provided via the live stream. At the conclusion of the Individual Rounds, students and proctors can utilize the links found at www.nysml.com to enter the virtual rooms for the Collaborative Relay Rounds)

Collaborative Relay Rounds (2 rounds, 6 minutes each Immediately following the Individual Rounds)

Proctors, make sure that you are logged into the temporary gmail account provided to you by your head coach. Open up all five virtual rooms (found at www.nysml.com or on the calendar within the temporary account). **You can open up 5 separate browsers simultaneously.** For the Collaborative Relay Rounds, each 15-member team will be parsed into five, three-member squads. A separate room is provided for each three-member squad. Be sure to admit all three students to each of the five rooms. Administer Relay 1 (6 minutes). Do the best that you can to start all five rooms at the same time. A separate timer for each room may be needed. The students can help to time the round if necessary. The password to the contest files can be announced using the chat functionality of the web-conferencing platform that you are using. Since the proctor cannot be in all five virtual rooms at once, the proctor will need to visit each room for a minute or so at a time. Try to visit each of the five rooms at least twice during each six-minute round. The relay rounds are collaborative. Students will be allowed to work on all three questions together. The answers to all three questions are to be submitted via a Google Form before time expires or immediately after. Repeat the above for Relay 2. At the conclusion of both of the Collaborative Relay Rounds, students and proctors can utilize the links found at www.nysml.com to access the live stream for the Tie Breaker Round.

Tie Breakers

All students and coaches should click the live stream link found at www.nysml.com for the Tie Breaker Round. The students with the highest scores in the Individual Round will be invited to participate in the Tie Breaker Round. George Reuter will announce the students with the highest scored and conduct the Tie Breaker Rounds using the live stream. The proctor does not need to time the rounds or watch over the students. All instructions will be provided via the live stream. Answers will be submitted via a Google Form.

Closing Ceremony (2pm)

A brief closing ceremony is planned. All students and coaches should click the live stream link found at www.nysml.com for the The Closing Ceremony. The winners of each division will be announced along with the winner of the Tie Breaker Round.