

Math Kangaroo Team Competition

Center Manager Checklist

Before Competition Day

- ☐ Send “*Letter to Coach*” to remind teams of the competition date and details
- ☐ Print out a list with team roster/team IDs.
- ☐ Print one paper answer sheet per team and one test booklet per student (*B&W printing is fine; color is optional and at the center's expense*)
- ☐ Center Manager to verify all information at the top of paper answer sheet for each team
- ☐ Confirm proctor availability and remind them to review the [Proctor Guidelines](#).
- ☐ Confirm & prepare **a public venue** with adequate seating, tables, spacing between teams, and **at least one designated space/room** for teams requiring special accommodations (*Required: Avoid placing same level teams next to each other. Prepare table placards which show team name, team ID, and student roster.*)
- ☐ Confirm availability of submission devices (one per team or provided by center manager), internet connectivity, and access to submission webpage. (*School devices/network may have webpage restrictions.*)
- ☐ Determine what you will use as a timer and confirm its functionality.

Day of Competition

Before start of contest

- ☐ Provide scratch paper (*Suggestion: Have spare pencils and erasers in case students forget.*)
- ☐ Place one paper answer sheet per team and one test booklet per student, which is faced down until the timer starts.
- ☐ Remind everyone to use the restroom, silence any electronic devices, and (optionally) grab water bottles.
- ☐ No usage of devices or calculators during the contest

During the Competition

- ☐ Read the Math Kangaroo Day Official Script
- ☐ Remind teams to verify team information on top of paper answer sheet and students to write name and team name on the test booklet.
- ☐ Start a 60-minute timer. Announce when 30, 10, and 5 minutes remain.
- ☐ Teams can collaborate quietly within their own group – no communication with other teams is permitted.
- ☐ Proctors must not help read and interpret questions for students or give hints/answers.
- ☐ Proctors must quietly monitor and manage behavioral issues, volume of team discussions, and disruptions.
- ☐ Proctor to immediately report contest question issues to info@mathkangaroo.org with “*Team Competition Question Issue*” in the subject line.

At Conclusion of 60-minute Competition

- ☐ When time ends, say “Pencils down.”
- ☐ Proctors are to sign with signature, time, and date on the bottom or corner of each team's paper answer sheet.
- ☐ **After signing, proctors must collect all paper material (answer sheet, test booklet, scratch paper).**

Online Submission (5 minutes)

- ☐ Team Captain submits their team's answers online only if proctor is present.
- ☐ Proctors verify that **online answers and the paper answer sheet match** before submission.
- ☐ Teams without device (or with restricted devices): Proctor/manager will enter answers on team's behalf, preferably with oversight from another proctor.
- ☐ Center Manager must confirm that all teams have submitted their answers online.

After the Competition

- ☐ Center Manager collects and secures all test papers, answer sheets, and scratch paper
- ☐ Center Manager must [upload scanned answer sheets](#) (including absent teams) to MK within 3 days.
- ☐ Do not share, discuss, or return contest material to anyone until **Dec 8, 2025**.
- ☐ Managers should keep the answer sheets for **one year** for future reference or verification, if needed.
- ☐ Report any irregularities to the Center Manager immediately.

Important Notes

- ★ Tests and answer sheets will be distributed to centers by November 12.
- ★ Please print test papers for each student and one answer sheet per team (B&W fine).
- ! Answer submissions must be done on the same day as the competition. Late submissions will not be accepted.
- ! **Maintain confidentiality of all materials before and after the event. *The contents of the Contest must remain confidential until Dec 8, 2025.***
- ! Managers should keep the answer sheets for **one year** for future reference or verification, if needed.
- ! The top teams will be announced on the MK website and featured in the newsletter.