

Math Kangaroo Team Competition

Proctor Checklist

Day of Competition

Before start of contest

- ☐ Table preparation: Ensure that same level teams are not next to each other. Place table placards on each table.
- ☐ 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 timer starts.
- ☐ Remind everyone to use the restroom, silence any electronic devices, and (optionally) grab water bottles.
- ☐ Remind students that use of devices or calculators is not allowed 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 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.
- ☐ Confirm that all teams have submitted their answers online.

After the Competition

- ☐ Proctor gives test papers, answer sheets, and scratch paper to Center Manager.
- ☐ Do not share, discuss, or return contest material to anyone until **December 8, 2025**.
- ☐ Report any irregularities to the Center Manager immediately.

Important Notes

- ! Proctors are to sign with signature, time, and date on the bottom or corner of each team’s paper answer sheet. Proctor gives test papers, answer sheets, and scratch paper to Center Manager.**
- ! 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.***

Math Kangaroo Team Competition

Proctor Script

Greeting & Introduction

Welcome to the first ever International Math Kangaroo Team Competition! We're thrilled to have you here today making Math Kangaroo history in the United States.

My name is [your name], and I will be your proctor for this team competition. Joining me are our other proctors - [their names] - who will also supervise during today's event.

Before we begin, please ensure your team has one answer sheet. Check that the information at the top is correct. If you have any issues, please report it now. (Pause)

Now, please listen carefully as I review the rules from Math Kangaroo [rules below on board or slide deck].

Rules

1. No cross-team communication: You may discuss questions only with your team, but you must **keep your voices low** so that you don't disturb other teams or let other teams hear your solution.

2. No devices: Phones, smartwatches, calculators, or internet use is prohibited during this competition.

3. Question Clarification: Proctors cannot read, interpret, or clarify questions or give hints to students. If you believe there is an issue with a question, report it to the proctor.

4. Timing: You'll have exactly 60 minutes. All answers must be recorded on the answer sheet within the 60 minutes. I'll announce when 30, 10, and 5 minutes are left. When 5 minutes are left, you should consolidate your answers onto the paper answer sheet. When time is up, you must put your pencil down immediately - no changes to your answers can be made after this.

5. After the 60 minutes: Proctors will collect all test papers, answer sheets, and scratch papers, and sign the answer sheets. Then, the Captain on the team will have 5 minutes to submit your team's answers online. Answers are final after submission.

6. Submission supervision: A proctor **MUST be present** when the Team Captain submits answers online. If your team does not have a device, a proctor [or center manager] will enter your answers using your answer sheet.

8. Verification: Check that your online answers match your answer sheet before submitting. Let the proctor know immediately if there are any discrepancies or errors.

9. Finishing Early: If your team finishes before the 60 minutes are up, the Team Captain may submit the answers online and hand in all sheets. Please leave quietly, being respectful of the teams that are still working.

10. Confidentiality: Do not share questions or answers until December 8, 2025; other centers and countries may complete the contest at a later date.

"Are there any questions?" (Pause for questions.)

Turn over the question booklet and confirm it matches your team's grade level. Finally, write your name and team name on the question booklet. If there are any issues, raise your hand. (Pause)

Final Check

"You may now begin."