
The Excel Math Competition

Proctor Guide



Proctor Copy

This guide walks you through running the exam room. The passages marked “*Read aloud*” should be read to the students word for word so every room hears the same instructions. Everything else is guidance for you, the proctor.

1. Before You Begin

- Confirm you have the correct number of exams, answer sheets, and scratch paper for your room.
- Keep exams face down and sealed until you tell students to begin.
- Have a reliable clock or timer visible, and note the exact start and end times.
- Ask students to clear their desks: no calculators, phones, smartwatches, or notes. Phones off and put away.
- Confirm every student is in the correct room and at the correct level.

2. Opening Announcement

Read aloud, word for word:

Welcome, and thank you for competing today. Please listen carefully to the following instructions.

This is a **60-minute individual exam**. You must work entirely on your own. No collaboration is allowed, and no external devices, including calculators, phones, or smartwatches, may be used at any point.

There are **15 questions**, arranged in roughly ascending difficulty.

The **first 10 questions** are multiple choice and are worth **5 points each**. Mark your chosen answer clearly on your answer sheet.

The **last 5 questions** are short response and are worth **10 points each**. Each of these five answers is a positive integer between **000 and 999**, inclusive. Write your integer answer clearly in the space provided.

If at any point you believe a question is seriously flawed, or your answer is not among the listed choices, **leave that question blank**. There will be a **10-minute dispute period after the exam ends**, and you may raise it with me then. Disputes are handled individually, so you will only be considered for credit on a disputed question if you left it blank and told me about it during that period.

I will call out the time remaining as we go. When time is up, you must stop writing immediately.

One last reminder: **there are no bathroom breaks during the exam**. If you need to leave the room at any point, you will have to turn in your exam early and will not be able to return. So if you need to use the restroom, please do so **now**, before we begin.

[Proctor: Pause here. Answer only questions about the rules, never about exam content.]

Are there any questions about these instructions?

Read aloud, word for word:

You may now open your exam and begin. Good luck.

Note the start time. The exam ends 60 minutes from now.

3. During the Exam

If a student asks a question

You cannot clarify, hint at, or explain any exam content, not even to confirm whether a question is worded correctly. If a student thinks a question is flawed, that is exactly what the dispute period is for. You can, however, help with logistics: a misprinted or missing page, a smudged copy, a broken pencil, or how to mark the answer sheet.

Suggested reply: *“I can’t help with anything on the exam itself. If you think a question is flawed, leave it blank and see me during the dispute period after time is called.”*

Bathroom breaks

Bathroom breaks are not permitted during the exam. If a student needs to leave the room for any reason, they must turn in their exam early; once they leave, they may not return to keep working. Remind students of this before the exam begins so they can use the restroom beforehand.

Time announcements

Announce the time remaining calmly and briefly at these points: **30 minutes, 10 minutes, 5 minutes**, and **1 minute** remaining. A simple “Thirty minutes remaining” is enough; keep it short so you don’t break anyone’s focus.

Academic integrity

Do not confront or accuse a student mid-exam, as this disrupts the whole room. Quietly note the student, the time, and exactly what you observed (wandering eyes, a hidden device, whispering). Collect any prohibited device that is out in the open, and report the incident to the event organizer afterward. Let the organizer make the final call.

Early finishers

A student who finishes early should sit quietly and may review their work. Do not let them talk, use a phone, or disturb others. Follow your event's policy on whether early finishers may leave; if in doubt, have them remain seated until time is called.

Disruptions or emergencies

For a fire alarm or building emergency, follow the venue's evacuation procedure; student safety comes first. Have students leave exams face down and exit, and note the time so the organizer can decide how to handle the interruption. For a smaller disruption (a sick student, noise outside), handle it as calmly and quietly as possible and note the time.

4. Closing Announcement

Read aloud, word for word:

Time is up. Please stop writing and put your pencils down immediately. Keep your exam and answer sheet on your desk.

We are now in the **10-minute dispute period**. If you left a question blank because you believe it was flawed or your answer was not listed, come see me now and let me know which question. If you have no disputes, please remain quietly seated until I collect the materials.

5. After the Exam

- Record each dispute in writing: the student's name, the question number, and their reason. A student only qualifies for dispute credit if they left the question blank and raised it during the dispute period, unless the question is thrown out entirely, in which case the ruling applies to everyone.
- You are not deciding disputes on the spot; you are only collecting them. The organizer or head judge reviews them afterward.
- Collect all exams, answer sheets, and scratch paper, and confirm your count matches the number handed out.
- Return everything, along with your dispute notes and any integrity reports, to the event organizer.