

4th and 5th Grade ELEMENTARY KCATM Math Contest PROCTOR INFORMATION

Thank you for your time, today. We appreciate your assistance immeasurably!

- **Report to your testing room 10-15 minutes before the test.**
- If there are 2+ proctors in a room, alternate jobs and give other proctors/graders a break.

GUIDELINES FOR PROCTORING TESTS

- *It is important to start on time. **Each test is 15 minutes.***
- *All students must provide their own pencils and calculator; none will be provided. Scientific Calculators are okay.*
- *Calculators are to be **NOT** used on the **NUMBER SENSE** test, but they may be used on the other 2 tests. Have them put them on the floor until Test 2.*
- *As students enter the room, make sure they are from the schools on your list. Each student should have a label with their name, school, grade, and Contest ID#. The ID# needs to be bubbled in (**fill in the bubble**) on their answer sheet.*
- *Follow the script exactly as it is written on the back of this paper.*
- *At the end of each test, collect all tests. They students will use the same answer sheet for all tests. **Test 1: #1-40, Test 2: #50-90, Test 3: #101-140.***
- *Please follow the guidelines about calculators.*



- **Calculators:** Calculators may be used on the last TWO tests but will not be permitted on the Number Sense test. Students must **furnish their own pencils and calculators.**
- **Scientific calculators can be used.**



ELEMENTARY:

Multiple Choice

- **ALL TESTS are 15 minutes.** Call **0504** if you need assistance.
- Students will be taking ALL tests, so you may sequence the exams at a comfortable pace. The suggested times are listed below.

Schedule:

4th Grade	5th Grade	Test # & Test
8:25-8:40	9:55-10:10	TEST 1: Number Sense (NO calculator) #1-40
8:40-8:55	10:10-10:25	TEST 2: Geometry #51-90
8:55-9:15	10:25-10:40	TEST 3: Algebraic Reasoning #101-140
8:00	9:30	MATHLETICS – Team Event (Large Gym) <i>Note: SAME TIME as individual tests</i>

ELEMENTARY PROCTOR SCRIPT

*Please read the information and instructions as written for each test. Call **0504** if you need assistance.*

*Make sure students are in the correct room as they come in. You have a list of students, their numbers, and extra spaces with numbers for students who are additions or different from the one listed from their school. **There may be substitutions. If a student is NOT on the list, add them to the bottom of the list and give them a CONTEST ID#.***

- *(Hand out the tests.) Welcome the students such as... **Welcome to the KCATM Math Contest. We are happy you are here and impressed with your dedication and success in math. Please do not look at the test until you are told to begin.***
- ***If you do not have a label with your correct information, please print your name at the top of your answer sheet. Please bubble in your contest ID# on the front side of the answer sheet. This is different than your school ID#. It will help us code the students in the computer. (Pause. As time permits or as they begin working, make sure writing is legible and all information is provided.)***
- ***If you brought a cell phone with you today, please make sure it is turned off. It cannot be used as a calculator. There is NO penalty for guessing an answer.***
- ***The test you are about to take is the _____ test.***

For the NUMBER SENSE test only:

You may NOT use your calculator on the first test. Please put it on the floor. When all tests have been collected, I will let you put it back on your desk.

- ***You may write in your test booklet, but you must mark your answers on the answer sheet. If you need to erase an answer, erase cleanly.***
- ***You have **15 minutes** to complete this test. I will give you a one minute warning. You may begin. (It helps to write the start and end time on the board.)***
- ✓ *Make note of the time and start the test. Let them know when there is one minute left on the test.*
- ✓ *You may not answer any questions about the test, unless there is something that a student cannot read. Use your discretion, but no help, clarification, or definitions of any kind may be given. Tell them to do the best they can and use their best judgement.*
- ✓ *When time is up, collect all tests. The students will use the same answer sheet for all of the exams. When the last test is complete, bring ALL materials to **Room 504** and give the answer sheets to the graders.*

MANY THANKS from the KCATM Board! We couldn't do this without you!