

Okanagan College

Re: Central Okanagan Regional MathChallengers Competition

Location: Okanagan College, Kelowna Campus

Date: **Friday, February 16, 2018 (during the reading break)**

Time: 8:30 ~ 15:30

We are looking for volunteers to host Math Challengers Regional Competition. Here is a tentative schedule, and volunteer positions.

Tentative Schedule

Time	Events	Duration	Locations	
			Grade 8	Grade 9
8:30 - 8:45	Setup			
8:45 - 9:00	Check in		Atrium	
9:00 - 9:20	Opening Remarks		Atrium	
9:30 - 10:25	Stage 1: Blitz	40mins.	E309	E310
10:25 - 10:30	Collect/distribute papers		E309	E310
10:30 - 11:20	Stage 2: Bulls-Eye	36mins.	E309	E310
11:20 - 11:30	Break		E302/303	
11:30 - 12:20	Stage 3: Co-op	36mins.	E309	E310
12:20 - 13:00	Lunch		Atrium	
13:00 - 14:00	Stage 4: Face-Off	45secs./question	H115	E310
14:00 - 15:00	Awards Ceremony		Atrium	
15:00 - 15:30	Clean Up			

Volunteer Positions

- set up:
 - Place sandwich boards by the north entrances of E Building.
 - Put the signs and posters at each competition rooms: H115, E302, E303, E308, E309, and E310.
 - Set up the Welcome Desk at the Atrium for registration.
 - Bring in the sandwich boards and posters after Face-Off start.
- camera person:
 - Take pictures of the participants, coaches, and volunteers throughout the event, including opening/closing ceremonies, competitions, breaks and lunch, and so on.
- guides:
 - Guide the participants to the registration desk. They are coming in from the north entrance of the E-building. If they arrive early, guide them to the third floor where the competitions are held. Depending on the number of participants, we may have the last stage (Face-Off) in H115.
- people at the Welcome Desk (Atrium):
 - Greet the participants and coaches, and hand out the schedule.
 - Collect photo release forms.
 - Keep track of participants, and pass the competitor information to data entry personnel.
- Master of Ceremony:
 - Run the opening and closing ceremonies. I will provide the notes for both ceremonies.
 - Steve will hand out the medals and trophies at the closing ceremony.

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- 3 invigilators at each stage
 - Read instructions at each Stage.
 - Before an exam starts, allow participants to fill in the front page, while making sure that no one looks at any of the problems.
 - Calculators are not permitted except at Stage 3 (Co-op).
 - For Stage 2, make sure that the students are working on the specified problem set. The problem sets are colour coded so that it would be easier to invigilate.
 - Stage 3 is a team competition; however, there should be no communication with other groups.
 - Stage 4 requires a (problem) reader, a timer, and a judge. (Coordinators will be either a judge or a reader.)
 - * The reader displays the problems and reads them aloud. The problems must be read in order, one at a time. The reader must read the question exactly how it is written. If there is any discrepancy between what is written and what is said, the question is void, and start a new question. The judge is responsible for identifying such situation. The reader needs to keep track of the questions read.
 - * The timer starts once a problem is on the display, not after the reader finishes reading. The timer notifies the competitors after 35 seconds, indicating that they have 10 seconds left. Before answering the question, competitors must “buzz-in.” The judge calls on the respondent, and the s/he must answer within 3 seconds; otherwise, her/his turn is lost. The timer is responsible for timing this 3 seconds rule, and the judge is also responsible for identifying that the answer provided is correct.

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- carrier:
 - The carriers are the only ones allowed to take the exams out of any rooms. They will deliver the exams from the marking room to the exam rooms, and bring the exams back from the test rooms to the marking room. Each exam paper must be returned to the marking room. Please do not allow anybody to keep the competition papers; each coach will receive them together with their students' results at the end of the day.
 - The carriers deliver the marked papers to the data entry people.
- sorter:
 - The sorters sort the exam papers alphabetically within the team (per school and per grade). This would happen before or after the data entry. Data entry people has the precedence to the papers.
- markers:
 - Each question is marked at least twice. To gain a point, an answer must be **identical** to the provided answer, and must be written in the allocated space. The first marker grades the paper to the right of the allocated answer space. The second marker hides the first marker's marking, and grades the papers to the left of the allocated answer space. If there is a discrepancy between the two, those two markers must resolve the discrepancy. Once graded, you must initial the papers.
 - For a high mark paper ($\geq 50\%$), an extra marker must review the marking.
 - The carriers deliver the marked papers to the data entry station, and the sorters sort the exam papers alphabetically within the team per school and per grade.

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- data entry:
 - One enters the marks, and another double checks the entries. Data entry is the most time-consuming operation.
 - The sorters sort the papers once the marks are entered (one box per grade).
- everybody rearranges the tables/chairs for Co-op Stage:
 - Arrange the tables and chairs so that it would be easier for a team to work as a group. After the Co-op Stage, bring the tables and chairs back where they were.
 - Please try your best not to drag the tables and chairs.
- prepare and clean up for the lunch/snack:
 - Set up pizzas and drinks for the participants and volunteers.
 - Clean up after the lunch is over. Please wipe each table.
- trainers for invigilators and markers:
 - If any markers or invigilators have questions, these two will be responsible answering the questions.

Contact Info:
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