

Thank you for arranging to sponsor the 2025 Rickards Invitational at your school! We greatly appreciate your willingness to spread the reach of our tests by administering them yourself. There are a few steps you will need to follow to run this competition. We recommend reading this document in its entirety to be ready for the contest.

### Contest Preparation (complete before contest date)

We will provide PDFs of all relevant individual tests via email. These include the Pre-Algebra Individual, Algebra I Individual, Geometry Individual, Algebra II Individual, Precalculus Individual, Statistics Individual, Calculus Individual, Euclidean Open, Theta Open, and Mu-Alpha Open. Before the day of the competition, make sure to print enough copies of these tests for each division such that all your students have tests. Before the test, we will send you a folder of the scantrons for the students that you have registered. The scantron will already have the ID section bubbled and the names will already be filled out. All you need to do is print the scantrons out and give it to the student which it belongs to. The bubbling software we use can be found at the following link:

<https://famat.pythonanywhere.com/static/downloads/AnswerSheet.pdf>

When printing Open tests, remember that students registered for Pre-Algebra and Algebra I may take the Euclidean Open, students registered for Geometry and Algebra II may take the Theta Open, and students registered for Precalculus, Calculus, and Statistics may take the Mu-Alpha Open; also, the 4 students participating in the team round for each division may not take their division's Open test.

We will also provide an ID sheet - this spreadsheet assigns each of your students a unique 9-digit ID number (similar to FAMAT, but specific to our competition). Have students fill out their scantrons with their assigned ID numbers. Also have students put their names in the NAME blanks, their school name in the SCHOOL blank, and their test name in the TEST blank. Do not worry about the "test code" blank. Alternatively, you can use the following link to create all of your student bubble sheets automatically without any hand-bubbling:

<https://anirudhrahul.github.io/FAMATBubbler/>

We will also provide PDFs of 4 Team tests for the competition: Algebra II Team, Precalculus Team, Statistics Team, and Calculus Team. Each of these tests may be taken by at most 4 students acting as one team. The team score for this division of your school will be calculated by adding the score on the team test to the individual scores of the team members. Make sure to print the necessary Team tests if you wish to have students participate in the Team round. Each student on the team should be given only one copy of the team test.

We will send Team test question covers as well. Make sure to print Team test question covers alongside Team test questions, and alternate them to prevent competitors from seeing questions early. When printing Team tests and question covers, don't worry about going beyond Question 12 - we will only consider the first 12 questions for mail-in competitors. Also, note that team tests and question covers are organized such that you can print two questions per page and cut them down the middle (which should hopefully save some time).

We will provide a few additional documents that go with the Team tests. These are the Team test answer slips and the Team test answer sheets. Make sure to print one answer sheet per team and 12 answer slips per team. Team members may write their school name, division, and 9-digit IDs on their answer sheet before the competition starts. More details about these documents will be provided in the Mail-In Team Proctoring Instructions.

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**Day of the Contest (Saturday November 8th)**

On the day of the contest, we would prefer that you try to keep your schedule as closely aligned with the in-person competition schedule as possible. However, we understand that this may not be feasible, so we will provide some flexibility in your timing. Below is the desired schedule for the 2 rounds of testing, which matches our in-person schedule:

**9:30 – 11:00 AM    Round 1 Testing**

Individual Tests: Pre-Algebra, Algebra I, Geometry, Algebra II, Mu-Alpha Open

Team Rounds: Precalculus, Statistics, Calculus

**11:15 AM – 12:45 PM    Round 2 Testing**

Individual Tests: Precalculus, Statistics, Calculus, Euclidean Open, Theta Open

Team Rounds: Algebra II

Between or outside of these two testing periods, you are free to run whatever other events you wish, but we would greatly appreciate it if you tried to stick as closely as possible to the two testing time blocks. We also ask that you do not allow students to communicate with students from other schools between the two rounds.

As for locations, we understand that you may not have access to many rooms at your school. It is perfectly alright to run multiple individual tests in a single room, but we recommend keeping Team tests separate from individual tests to avoid interruption.

**After the Contest**

Scan all scantrons and team answer sheets in a single **PDF file** (or multiple if absolutely necessary), and send them to **rickardsinvitational@gmail.com**. We require that these answer sheets to be sent by **November 9th, 11:59 PM Eastern time**. We will not accept answer sheets sent after this date unless special circumstances arise, in which case you should inform us immediately.

We will have results ready by a week after the competition. A video award ceremony will be posted to our website, with results for mail-in schools separate from those of in-person schools; certificates will also be sent to placing mail-in competitors. The awards for mail-in schools will largely be the same categories as those for in-person schools - these are posted on our website under "Middle/High School Competition Handbook" and if you have any questions about them feel free to ask.

That's about it for mail-in instructions! Thank you once again for agreeing to this challenging role. If you have any questions or concerns about any step of the process - before, during, or after the contest - feel free to email us at rickardsinvitational@gmail.com. For a quicker response (especially on the day of the competition), contact the President, **Himank Chhaya**, by calling him at **850-694-0894**.