

# MATHCOUNTS School Competition Volunteer Guide

**Date:** Saturday, November 8, 2025

**Location:** Hallie Wells Middle School,

**Volunteers:** Aye, Leo, Anaya, Abdouramane, and Anwi

**Coach:** Prof. Jojo ([zdongmc@gmail.com](mailto:zdongmc@gmail.com))

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## Thank You!

Thank you, Aye, Leo, Anaya, Abdouramane, and Anwitha for volunteering to help make our **inaugural MATHCOUNTS School Competition** a success! This is the first time Hallie Wells Middle School is hosting this competition, and your support is invaluable. We have **38 middle school students** competing on November 8th.

This guide provides an overview of the competition day schedule and your responsibilities. We'll meet before the competition to discuss everything in detail and answer any questions you may have.

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## Volunteer Role Assignments

### Aye: Proctoring Lead

- Primary role: Lead proctoring during all testing rounds
- Secondary role: Lead material distribution and collection during all testing rounds
- Countdown Round role: Timekeeper
- **Key responsibility:** Ensure testing integrity and coordinates other volunteer proctors

### Leo: Scoring Lead

- Primary role: Manage scoring process
- Secondary role: Support Aye with proctoring and Abdouramane with technology
- Countdown Round role: Scorekeeper
- **Key responsibility:** Ensure scoring accuracy and secure record keeping

### Anaya: Hospitality Lead

- Primary role: Manages student check-in and check-out process
- Secondary role: Facilitate break times and lunch, make song playlist for break time
- Countdown Round role: Competitor organizer
- **Key responsibility:** Create welcoming first impression and manage student needs during breaks and lunch

### Anwi: Hospitality Support

- Primary role: Supports Anaya in hospitality
- Secondary role: Floater support as needed
- Countdown Round role: Audience monitor
- **Key responsibility:** Create welcoming first impression and manage student needs during breaks and lunch

### Abdouramane: Setup and Technology Lead

- Primary role: Facilities and technology setup
  - Secondary role: Monitoring the stage to ensure all belongings are secured
  - Countdown Round role: Buzzer monitor
  - **Key responsibility:** Ensure all technology and facility needs are met
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## Competition Day Schedule

| Time   | Aye<br>(Proctoring)  | Leo<br>(Scoring) | Anaya & Anwi<br>(Hospitality)   | Abdouramane<br>(Facilities &<br>Tech)   |
|--|--|------------------|---|---|
| 8:00 AM -<br>8:30 AM<br><br>Setup                      | <input type="checkbox"/> Arrange tables for 4 students each (8-10 tables)<br><input type="checkbox"/> Ensure proper spacing between tables<br><input type="checkbox"/> Arrange scratch paper<br><input type="checkbox"/> Organize competition materials and answer sheets<br><input type="checkbox"/> Place table sign on each table<br><input type="checkbox"/> Set up scoring area<br><input type="checkbox"/> Organize answer keys<br><input type="checkbox"/> Post "Testing in Progress" signs |                  | <input type="checkbox"/> Set up check-in table<br><input type="checkbox"/> Prepare student roster and sign-in sheet<br><input type="checkbox"/> Organize name tags<br><input type="checkbox"/> Prepare pencils for distribution | <input type="checkbox"/> Designate stage area for belongings<br><input type="checkbox"/> Set up projector & podium<br><input type="checkbox"/> Test microphone<br><input type="checkbox"/> Test timers and buzzer equipment |
| 8:30 AM -<br>9:00 AM<br><br>Student Arrival & Check-In | <input type="checkbox"/> Approve student calculators<br><input type="checkbox"/> Label approved calculators with names on masking tape<br><input type="checkbox"/> Ensure only pencils at tables<br><input type="checkbox"/> Help direct students to assigned seats<br><input type="checkbox"/> Ensure scratch paper is available at tables  |                  | <input type="checkbox"/> Check in students<br><input type="checkbox"/> Hand out name tags<br><input type="checkbox"/> Direct students to calculator approval and  | <input type="checkbox"/> Help students store belongings and calculators properly<br><input type="checkbox"/> Monitor belongings area  |

| Time  | Aye<br>(Proctoring)   | Leo<br>(Scoring)  | Anaya & Anwi<br>(Hospitality)   | Abdouramane<br>(Facilities &<br>Tech)   |
|---|---|---|---|---|
|   | <input type="checkbox"/> Give students pencils as needed  |   | store bags on stage<br><input type="checkbox"/> Collect \$5 for pizza lunch and give student a lunch ticket |   |
| 9:00 AM - 9:15 AM<br><br>Welcome & Instructions | <input type="checkbox"/> Listen to welcome message and instructions<br><input type="checkbox"/> Note special announcements<br><input type="checkbox"/> Prepare Sprint Round materials   |   |   | <input type="checkbox"/> Project welcome and instructions slides  |
| 9:15 AM - 10:00 AM<br><br>Sprint Round          | <input type="checkbox"/> Distribute contest materials<br><input type="checkbox"/> Monitor students silently, walk around room<br><input type="checkbox"/> Answer logistics questions only (scratch paper requests)<br><input type="checkbox"/> Enforce NO communication and NO calculators<br><input type="checkbox"/> Enforce all pencils down when time is called<br><input type="checkbox"/> Collect answer sheets<br><input type="checkbox"/> Check names are on answer sheets and count them |   |   | <input type="checkbox"/> Project 40 minute timer<br><input type="checkbox"/> Call time at 30, 20, 10, and 5 minutes<br><input type="checkbox"/> Call end time |
| 10:00 AM - 10:15 AM<br><br>Break                | <input type="checkbox"/> Score Sprint Round answer sheets<br><input type="checkbox"/> Record Sprint Round scores<br><input type="checkbox"/> Prepare Target Round materials   | <input type="checkbox"/> Monitor bathroom break<br><input type="checkbox"/> Distribute snacks |   | <input type="checkbox"/> Monitor stage area<br><input type="checkbox"/> Distribute calculators<br><input type="checkbox"/> Set timer for Target Round         |
| 10:15 AM - 10:45 AM<br><br>Target Round         | <input type="checkbox"/> Distribute and collect contest materials (one pair of questions at a time)<br><input type="checkbox"/> Monitor students silently, walk around room<br><input type="checkbox"/> Answer logistics questions only (scratch paper requests)<br><input type="checkbox"/> Enforce NO communication<br><input type="checkbox"/> Calculators are allowed   |   |   | <input type="checkbox"/> Project 6 minute timer for each pair of questions<br><input type="checkbox"/> Call end time for each 6-minute session                |

| Time  | Aye<br>(Proctoring)  | Leo<br>(Scoring)   | Anaya & Anwi<br>(Hospitality)  | Abdouramane<br>(Facilities &<br>Tech)  |
|---|--|--|--|--|
|   | <input type="checkbox"/> Enforce all pencils down when time is called<br><input type="checkbox"/> Check names are on answer sheets and count them  |  |  |  |
| 10:45 AM -<br>11:00 AM<br>Break                           | <input type="checkbox"/> Score Target Round answer sheets<br><input type="checkbox"/> Record Target Round scores<br><input type="checkbox"/> Prepare Team Round materials  | <input type="checkbox"/> Monitor bathroom break<br><input type="checkbox"/> Distribute snacks  | <input type="checkbox"/> Monitor stage area<br><input type="checkbox"/> Set timer for Team Round   |  |
| 11:00 AM -<br>11:25 AM<br>Team Round                      | <input type="checkbox"/> Distribute contest materials<br><input type="checkbox"/> Monitor students silently, walk around room<br><input type="checkbox"/> Answer logistics questions only (scratch paper requests)<br><input type="checkbox"/> Team communication and calculators are allowed<br><input type="checkbox"/> Do not collect answer sheets, this round is for fun and not scored |  |  | <input type="checkbox"/> Project 20 minute timer<br><input type="checkbox"/> Call time at 10 and 5 minutes<br><input type="checkbox"/> Call end time |
| 11:30 AM -<br>12:00 PM<br>Lunch                           | <input type="checkbox"/> Verify individual scores<br><input type="checkbox"/> Confirm top 12 students for Countdown Round and add names to the slides<br><input type="checkbox"/> Prepare Countdown Round materials<br><input type="checkbox"/> Eat lunch  | <input type="checkbox"/> Welcome families and check-out students<br><input type="checkbox"/> Serve lunch, collect lunch ticket<br><input type="checkbox"/> Eat lunch | <input type="checkbox"/> Eat lunch<br><input type="checkbox"/> Project Team Round answers<br><input type="checkbox"/> Help students retrieve belongings (packed lunches)<br><input type="checkbox"/> Set up buzzer system<br><input type="checkbox"/> Test equipment |  |
| 12:00 PM -<br>12:10 PM<br>Chapter Qualifiers Announcement | <input type="checkbox"/> Prepare 60-second timer   | <input type="checkbox"/> Prepare scoring bracket   | <input type="checkbox"/> Seat the Countdown Round competitors upfront<br><input type="checkbox"/> Help late-comers sit in the audience   | <input type="checkbox"/> Project Countdown Round slides  |

| Time  | Aye<br>(Proctoring)  | Leo<br>(Scoring)  | Anaya & Anwi<br>(Hospitality)   | Abdouramane<br>(Facilities &<br>Tech)  |
|---|--|---|---|--|
| 12:10 PM -<br>1:10 PM<br>Countdown<br>Round     | <b>TIMEKEEPER</b><br><input type="checkbox"/> Keep precise 60-second time per question<br><input type="checkbox"/> Call time when expired<br><input type="checkbox"/> Stay focused on timing | <b>SCOREKEEPER</b><br><input type="checkbox"/> Track match results on bracket<br><input type="checkbox"/> Record who wins each question<br><input type="checkbox"/> First to 2 correct wins match<br><input type="checkbox"/> Announce the winner | <b>AUDIENCE &amp; COMPETITOR MONITOR</b><br><input type="checkbox"/> Keep audience quiet during matches<br><input type="checkbox"/> Maintain atmosphere<br><input type="checkbox"/> Notify next contestant to be ready to compete | <b>BUZZER MONITOR</b><br><input type="checkbox"/> Monitor buzzer system<br><input type="checkbox"/> Identify who buzzed first<br><input type="checkbox"/> Signal to Prof. Jojo<br><input type="checkbox"/> Handle technical issues |
| 1:10 PM -<br>1:30 PM<br>Awards<br>Ceremony      |  | <input type="checkbox"/> Help distribute ribbons (1st, 2nd)<br><input type="checkbox"/> Help distribute certificates (3-14)<br><input type="checkbox"/> Assist with group photos  |   |  |
| 1:30 PM -<br>2:00 PM<br>Clean-up &<br>Departure | <input type="checkbox"/> Collect all test materials<br><input type="checkbox"/> Help students retrieve belongings<br><input type="checkbox"/> Remove signs                                   |   | <input type="checkbox"/> Check-out students<br><input type="checkbox"/> Clean up check-in area  | <input type="checkbox"/> Pack up materials<br><input type="checkbox"/> Collect equipment   |

## Important Rules You MUST Enforce

### Testing Integrity

1. **NO communication** between students during individual rounds (Sprint, Target)
2. **NO answering questions** about the problems - only logistics
3. **Collect answer sheets immediately** when time is called
4. **Monitor continuously** - walk around, stay alert
5. **Maintain quiet environment** - minimize noise and distractions

## Calculator Rules

- **Sprint Round:** NO calculators
- **Target Round:** Calculators allowed
- **Team Round:** Calculators allowed
- **Countdown Round:** NO calculators

## Communication Rules

- **Sprint & Target:** NO communication (individual work)
- **Team Round:** Communication allowed within teams
- **Countdown Round:** NO communication
- **Breaks:** Communication allowed

## Prohibited Items on Competition Tables

- Reference materials, dictionaries, formula sheets
  - Personal scratch paper or graph paper
  - Cell phones, tablets, pagers, MP3 players
  - Bags, backpacks, or other belongings (store on stage)
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## What to Do If...

### A student is cheating or communicating during individual rounds

1. Quietly approach the student
2. Give a warning (first offense)
3. Second offence - Inform Prof. Jojo immediately

### A student finishes early

- Students may not leave the room during testing
- They should remain seated quietly
- They may review their work

### A student needs to use the bathroom during testing

- Allow them to leave quietly
- Only one student in the restroom at a time
- A proctor of the same gender should accompany the student and wait outside the restroom

- They do NOT get extra time

A student asks a question about a problem

- Say: "I cannot answer questions about the problems. Please do your best."
  - Do NOT give hints or clarification
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## Scoring Details

Individual score = (Sprint Round Score) + 2x(Target Round Score)

The Team Round is not scored for the School Competition

Ties between individuals: The student with the higher Sprint Round score will receive the higher rank. If a tie remains after this comparison, specific groups of questions from the Sprint and Target Rounds are compared. In general, questions in the Sprint, Target and Team Rounds increase in difficulty so that the most difficult questions occur near the end of each round. In a comparison of questions to break ties, generally those who correctly answer the more difficult questions receive the higher rank.

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## Countdown Round Details

### Format

- Single-elimination tournament
- Top 12 students compete head-to-head
- Top 4 seeds receive bye to semifinals
- First to 2 correct answers wins
- 60 seconds max per problem
- NO calculators

### Tournament Structure

- **Round 1 (Quarterfinals):** 4 matches - seeds 5-12 compete
- **Round 2 (Semifinals):** 4 matches - top 4 seeds enter with byes
- **Round 3 (Finals):** Championship match + 3rd place match (optional)

### Results Determine

- School Champion (1st place)
- School Second Place (2nd place)
- School Team (top 4 finishers = official team for Chapter Competition)

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## Materials Checklist

Prof. Jojo will provide:

- Printed competition packets (Sprint, Target, Team, Countdown)
  - Answer keys
  - Blank scratch paper (multiple sheets per student)
  - Pencils and erasers
  - Timers/stopwatches
  - Student roster and sign-in sheet
  - "Testing in progress" signs
  - Table signs and sign holders
  - A bin for holding approved calculators
  - Name tags for students and volunteers
  - Masking tape to label student belongings and calculators
  - Ribbons for 1st and 2nd place
  - Certificates for places 3-14
  - Lunch arrangements (pizza)
  - Projector and screen
  - Buzzer system
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## Final Notes

### Dress Code

- Middle school appropriate clothing
- Comfortable shoes (you'll be standing/walking a lot)
- Name tag will be provided

### What to Bring

- Photo ID (for school security if needed)
- Water bottle
- Positive energy and enthusiasm!

### Parking & Arrival

- **Arrive by 8:00 AM**
- Park in school visitor parking lot

- Enter through main entrance to the cafeteria
- Meet Prof. Jojo in the cafeteria

## Meals

- Breakfast will be provided (coffee & donuts)
  - Lunch will be provided (pizza)
  - Snacks and water available in competition room
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## Competition Philosophy

Remember, this is the **inaugural MATHCOUNTS competition** at Hallie Wells Middle School! This is a special day for these students. Your role is to:

Create a fair, professional testing environment  Maintain integrity and consistency   
Support students without giving unfair advantages  Stay positive and encouraging  Help make this a memorable, positive experience

These students have worked hard to prepare. Let's give them an amazing competition experience!

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## Important Contacts

**Coach:** Prof. Jojo

**Email:** [zdongmc@gmail.com](mailto:zdongmc@gmail.com)

**Mobile:** 217-377-9366

**School:** Hallie Wells Middle School

**Address:** 11701 Little Seneca Pkwy, Clarksburg, MD 20871

**Day-of Questions:** Please find Prof. Jojo in the competition room

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## Questions?

Contact Prof. Jojo at [zdongmc@gmail.com](mailto:zdongmc@gmail.com) or 217-377-9366.

**See you Saturday, November 8th at 8:00 AM!**

Thank you for volunteering! 