

## Instructions for Round 2 Log1 Contest

1. Go to the site: <http://log1.wamath.net/tests1617.php>. Save each of the topic test files. You should have 2 test files; 1617logs.pdf and 1617circles.pdf. There is a Theta, Alpha and Mu level test in each file, as well as answers and solutions.
2. Make sufficient copies of the tests so that each student can take the topic test of their choice. Students will only take one of the tests for this round of the contest. We suggest you ask the students ahead of time to anticipate the number of copies needed.
3. You may administer the test anytime during the December 1<sup>st</sup> through January 17<sup>th</sup> testing period but you must give the test to everyone from your school at the same time. Students from your school taking the test at a different time may do so but their scores will not count. Students should be told not to discuss the tests with others before January 14<sup>th</sup> as some schools may take it later in the period.
4. After distributing the tests, inform the students that they will have 30 minutes to complete the test. NO CALCULATORS are allowed and answers should be placed in the provided areas. Tell the students that the questions have different values and that they should not spend too much time on any one problem. For some students, some later problems may be easier than the first ones.
5. During the testing, make sure students are following directions. Give them 15 minutes, 5 minutes and 1 minute left warnings. After 30 minutes, collect the papers.
6. After the testing, feel free to go over any problems for which the students have questions. The solutions provided are certainly not the only way to do the problems. Some of the problems are quite tricky. Remind the students that scores will be scaled in each topic and math level. Coaches should score each of the tests, remembering that questions are worth different point values. Questions 1-5 are worth 4 points, 6-10 are worth 5 points and questions 11-15, 6 points.
7. DISPUTES. If there are any disputed questions/answers, the coach should email: [richard.roths@highlineschools.org](mailto:richard.roths@highlineschools.org) with the test, problem number and reason for the dispute. These disputes are due by the end of the day January 17<sup>th</sup>. If accepted, the resolution will be emailed to all coaches so that scores can be adjusted.

8. Student names will come from the national office. We will be getting an updated feed of student names from all participating schools during the second week of January.
9. Go to the "Student Info" screen, select the appropriate math level from the pull-down menu for each student. You are now ready to enter the scores for the second round.
10. Go to the "Student Info" page to record the scores for Round 2. Until January 21<sup>st</sup>, coaches can enter the scores for each student. The first three score columns will be "active" and have text boxes to enter the scores. Since each student will take only one topic, when a score is entered under one of the columns, the other column should be grayed out. In any case, enter the score in the correct topic column. These scores may be edited anytime up to January 21<sup>st</sup>. If a dispute goes through, emails will be sent to all coaches so that scores can be adjusted. Be sure to keep the student tests at least until the 21<sup>st</sup>.
11. The second-round scores will be posted to the "Scores" link from the header soon after the conclusion of the 2<sup>nd</sup> round.