

FCML In-School Participation Information and Guidance for Coaches

Before the match:

- Organize rooms for your team(s). Your A- and B-team students may meet in the same room for the individual portion of the match, but they will need separate classrooms for the team round.
- Make sure you have enough proctors: if you have a B-team, you will need an extra proctor for the team round.
- Prior to 4:00 PM on the day before the match, enter the round assignments for your A-team on the spreadsheet that will be provided for this purpose. (Also, ensure that your B-team students have decided which rounds they will take.)
- Ask your students to bring a piece of paper to the match showing which rounds they will be taking. This will reduce errors and confusion during the match itself.
- At 7:30 AM on the day of the match, you will receive PDF files for the individual rounds and the team round. (This will be seven PDF files.) Make enough copies of the six rounds and the team round to accommodate the needs of your students. Also, please make enough copies of the standard FCML answer sheets ([individual](#) and [team round](#)) for your students/teams.
- We strongly recommend that for the individual rounds you have the round numbers written/printed on the back of the sheets. That way, students will be able to check that they have the correct rounds prior to the start of the individual section of the match. (Alternatively, in advance of the match you can create a packet for each student consisting of the correct three rounds for that person.)
- On the day of the match, you will also receive a link to a Google Doc that will provide links to the seven Google forms on which the students will submit their answers. Please share this link with your students shortly before the match. (Each round will have a single form used by both A- and B-team students.)
- In advance of the students' arrival, set up the classroom(s). You should have a main section of the room set up with single desks in a traditional testing format, with enough space between desks that testing is secure. Additionally, at the sides of the room and/or at the back, set up further desks where students will enter their answers on their computers. It is important that students will not be able to see each other's computer screens while entering their answers.
- Additionally, in each classroom set up a computer linked to the FCML Google Meet. Log on to the Google Meet at around 2:45 PM on the day of the match. The camera should be positioned so that all your students may be seen taking the test. (Placing the computer at the very front of the room on a pile of books on a desk is recommended for this.) Your microphone should be muted, and the computer speaker should be switched off. Follow

[these directions](#) to set your view to Tiled mode so that your students can see the other teams taking part.

The Match Itself:

- Students should arrive at least fifteen minutes before the start of the match. (The start time is 3:00 PM, exactly.)
- On arrival, students should set up their computers on the desks set aside for that purpose. They should access the Google forms for their rounds and fill in their name, email address, etc. on those three forms. Computers should then be closed to conserve batteries.
- Students should then sit at the desks they will use for the individual portion of the match.
- **Calculators and other electronic devices are not allowed in any aspect of FCML this year.**
- Hand out scrap paper and student answer sheets.
- Hand out the individual rounds. (This is potentially complicated, as six rounds will need to be handed out, each to only some of the students. Have the students check that they have received the correct rounds.)
- Ask students to put lines on their answer sheets through the rounds they are **not** taking.
- At **exactly** 3:00 PM tell the students to start. (Please use a mobile phone or a computer showing seconds to give you the exact time.)
- During the individual portion of the match, please actively proctor the students.
- Please notify the students when 10 minutes and 20 minutes have passed, and give them a 2-minute warning and a 15-second warning.
- At **exactly** 3:30 PM tell the students to stop writing. Immediately, they should take their answer sheets (only) to their computers, enter their answers on the Google forms and submit the forms. No math problem solving should be done at this time.
- Only answers submitted before 3:33:59 will earn credit. (In the event that an A-team student is delayed by a technical problem with entering answers, please email Scott Zucca.)
- Only the answers submitted online will be accepted. Nonetheless, please collect the student answer sheets so that you have them in the event that there's a technical problem.
- At this time, the room should be rearranged for the team round. One computer should be set up ready to submit the answers to the team round. Students may leave the room for a short time if they need to, and any B-team students present should go to the room that has been set up for the B-team team round.
- A designated student should open a computer and enter the identification details on the Google Form for the team round answers. The computer should then be closed to conserve batteries.

- Prior to 3:45 PM, hand out copies of the team round, face down. Additionally, the designated student should receive a copy of the team round answer sheet.
- At **exactly** 3:45 PM, tell the students to start work on the team round.
- Please provide 2-minute and 15-second time warnings.
- At **exactly** 3:55 PM, tell the students to stop work. At this time, a single student should take the answer form to the computer and type the team's answers into the Google form for the team round, and submit them. The form must be submitted by 3:57:59.
- Please keep the team round answer sheet, just in case it is needed.
- After the match, if one of your students has what you regard to be a legitimate appeal, please communicate the appeal to the arbiters, Victoria Khiznichenko and Thai Nguyen. All appeals must be submitted on the afternoon of the match.
- **Coaches, please read carefully the [guidance and rules for students](#).**