

**You are allowed to reference this during the competitions**

Formatting the Answers:

Rules	Example Q	Correct Answer	Wrong Answer(s)
When entering answers, you do not need to worry about entering spaces or how many spaces to enter because spaces do not matter.	What is the English word for “manzana”?	apple, a p p l e	
When answering problems, remember that letter case matters. Variables need to be written in the case used in the problem, while there is more leniency for letter case of words.	4b + 3b = ____  Spell “apples”	7b  apples, Apples, APPLES	7B
Don't worry about spelling something wrong! Do your best so we know what you mean but a spelling mistake doesn't make your answer wrong.	What is the day after Tuesday?	Wednesday, Wenesday	
True or False questions will give you a statement and you need to answer T if the statement is correct and answer F if it is incorrect. If a question asks Yes or No, then your answer should be either Yes or No.	True or False: 2 = 4 - 1  Yes or No: 2 * 3 = 5 + 1	F  Yes	False No  Y True T
For multiple choice problems, enter the letter of the answer you are choosing and not the actual answer.	What is 2 + 2? A) 3 B) 4 C) 1 D) 5	B	4, B)
Do not enter units unless specifically asked or unless it is required for clarity.	Which is greater: 1 cup or 8 pints?  5 dogs + 6 dogs = ____? ____ dogs	8 pints  11	8  11 dogs
Some problems may ask for multiple answers or for items to be ordered. When this occurs, put commas between the items. If a problem has multiple parts with more than 1 answer per part, enter them in	John comes in first, Jane comes in second, and Joe comes in 3rd. List them in the order they finished.	John, Jane, Joe	

<p>alphabetical order (unless the problem tells you what order to follow) and use a semi-colon to separate the parts.</p>	<p>Joe has diamonds, John has rubies, and Jane has emeralds. List them and their jewels.</p> <p>Sid is 10, Sam is 13, and Scott is 8. The oldest has a dog, the youngest has a cat, and the other has a fish. List the kids from oldest to youngest and the pet that they have.</p>	<p>Jane, emeralds; Joe, diamonds; John, rubies</p> <p>Sam, dog; Sid, fish; Scott, cat</p>	<p>Joe, diamonds; John, rubies; Jane, emeralds</p> <p>Sam, dog; Scott, cat; Sid, fish</p>
<p>There are several types of money problems. Pay attention to what is asked and answer appropriately - if it asks for the answer in cents, give it in cents, and if asks how many dollars, how much something costs, how much money, etc. give it in a decimal form of dollars and cents. Remember that money has 2 digits to the right of the decimal, If the question is posed in whole dollars and the answer is a whole dollar, it is acceptable to enter a whole number, such as 2 or 2.00 are the same. Do NOT include the \$.</p>	<p><math>\\$3.00 + \\$0.50 = \underline{\hspace{1cm}}</math> cents</p> <p>How much money is <math>\\$1.00 + \\$2.50</math>?</p> <p><math>\\$3.40 - \\$1.40 =</math></p>	<p>350</p> <p>3.50</p> <p>2</p> <p>2.00</p>	<p>3.50 \$3.50</p> <p>\$3.50 3.5</p> <p>\$2.00 \$2</p>
<p>For answers involving multiplication, use capital X or * (shift-8 on the QWERTY keyboard). Important: we reserve the use of lower-case x for variable use. That means if you enter, 4x3, using a lower case x, the answer will be marked incorrect.</p>	<p>4 times 3</p>	<p>4X3 4*3</p>	<p>4x3</p>
<p>For answers involving a fraction, use the format numerator / denominator. Also, make sure to fully reduce fractions. Unless otherwise specified, improper fractions are not changed to mixed</p>	<p>Write one-fifth</p> <p>Write one-half</p> <p><math>24 \div 5 =</math></p>	<p>1/5</p> <p>1/2</p> <p>24/5</p>	<p></p> <p>2/4</p> <p>4 4/5</p>

fractions. Also, to show an expression in the numerator or denominator, place it in parenthesis (shift-9 and shift-0 on QWERTY keyboards).	Divide $2+x$ by $3+y$	$(2+x)/(3+y)$	
For answers that contain an exponent, use ^ (shift-6 on the QWERTY keyboard). An expression to an exponent, should be placed in parenthesis.	8 to the power of 3 Square $2+a$	$8^3$ $(2+a)^2$	
Answers should be written precisely or to the number places stated in the problem. Answers that include pi should be left in pi format, unless the problem tells you what value to use for pi. Note: you will type 'pi' and not a symbol when pi in part of your answer.	$3\pi =$ $\frac{2}{3}$ to the nearest thousandth	$3 * \text{pi}$ .667	9.42 .67 .6667 $\frac{2}{3}$
If you need to provide an ordered pair for your answer, use the format (x,y). If you need to give multiple ordered pairs, place a comma between each pair.	The point $x=1, y=2$ The points $x=2, y=1$ and $x=0, y=0$	(1, 2) (2, 1), (0, 0)	1, 2 (2, 1) (0, 0)
Problems that ask for a number to be converted into a different base assumes the answer submitted is in the requested base. Do not include subscript clarifying the base.	Convert 7 to base 2	111	111 2 111 base 2
Depending on the contest, you may need to include symbols not available on a standard QWERTY keyboard. When this is the case, type in the word the symbol represents. All problems of this nature will be manually reviewed due to the complexity that may be needed to type in the answer. You can request an answer be viewed manually by using the HAVE QUESTION OR ISSUE WITH THE PROBLEM button within the round as it will automatically mark the problem. <u>If your answer is complicated, you are HIGHLY encouraged to use this option – even if you are able to enter it using the standard QWERTY keyboard.</u>	Write the expression for the sum of the numbers $1, 2, 3, \dots 10 \left( \sum_{i=1}^{10} i \right)$	Sum as $i$ goes from 1 to 10 of $i$	Sigma as $i$ goes from 1 to 10 of $i$

### Navigating the Platform:

- Online contests need to be proctored by an adult. This means they need to be present in the room where you are taking the round and paying attention to what you are doing. Proctors may not help you during a contest round. That means they cannot explain what a word means or what the problem is asking.
- Do not start a round until you have the time allowed to do it without interruption.
- If you have computer or internet issues mid-round, have your parent text Sherry at 773-505-0994 immediately letting her know this is the case. Your time will not restart but if you are able to continue, the reason for exit will be documented and you will not be disqualified.
- After answering a question, click SAVE and, if necessary, click NEXT QUESTION.
- If you want to go back and see a problem you already answered or skipped, click the PREV QUESTION button as many times as needed to get to the question you want to see, or click on the question number in the listing on the side.
- You may change an answer by typing in the new answer and clicking SAVE.
- If you are on a computer, you will see a list on the left side of your screen that includes the answer you have saved for each question. This allows you to see problems you may want to go back and answer later.
  - If you are on a device with a smaller screen, such as a smartphone, you will not be able to see this listing, however, you will get to view a listing before making a final submit.
- A green check mark means you have saved an answer for that problem; it does NOT mean the answer is correct!
- If you finish before time is up, click the Submit Answer Sheet button. A window will pop up that shows which problems were answered.
- A green check mark means you have saved an answer for that problem, a blank means the problem was viewed but not answered and a red question mark means it has not been viewed (this will happen if you click Submit Answer Sheet mid-round by mistake).
- You may go back and answer more problems by clicking Back to Test or you may click Submit Answer Sheet to submit your answers and finish the contest.

- If you do not complete the round before the time ends, the timer will finish and you will not be able to edit any more answers - make sure to click Submit Answer Sheet if prompted to make sure all saved answers are submitted
- You have a limited amount of time for each round and that amount of time varies from round to round. To ensure you know how much time you have, the Time Remaining shows at the top of the window throughout the round.
  - Remember: Most contest writers work with the expectation that their problems will be engaging and keep the participant challenged for the full time provided. The general idea is it is better for you not to finish than for you to have time left over.
- If during a round, you run into an issue with a problem (maybe a word is missing, reads weird to you, or you can't figure out how to format your answer), click the HAVE QUESTION OR ISSUE WITH THE PROBLEM button and let us know.
  - It is important to remember that your problem-solving time will continue, so don't spend a lot of time with the issue but make your comment quick and continue. Do your best to answer the problem before moving on.
  - Your proctor CAN help you with submitting an issue.

**If you have computer problems during a round, have your proctor text Sherry at 773-505-0994 immediately.**