

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

Formatting the Answers:

Rules	Example Q	Correct Answer	Wrong Answer(s)
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.	What is $2 + 2$ ? A) 3 B) 4 C) 1 D) 5	B	4, B)
Do not enter units unless specifically asked.	5 dogs + 6 dogs = ?	11	11 dogs
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	
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	

## 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.
- 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.
- 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.
  - 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 answered the 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 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 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.**