

Proctoring Information for ONLINE Center Managers

The information below outlines the basics of the Math Kangaroo 2022 Online Competition facilitation. This information is meant only as a guide with suggestions that will help make the competition run smoothly and more stress-free.

Timeline:

- Competition date: March 17, 2022
- Competition time: As shows in your center information in the manager's site
 - Manager may meet with students at the hour the competition starts, have some logistic time and start 15 minutes later, or at the time all are settled in and ready to take the test
- Or, alternatively:
 - Manager may ask the students to show up 15 minutes before the assigned competition time and start exactly as the hour the competition is scheduled.
- Each student, regardless of what time they click the "start the test" button, will have exactly 75 minutes to complete the test.
- Important to be aware that the test will be available to students at any time they log in on March 17. It is important for students to know to not start the test before the meeting with their teacher.

Logistics:

- Let your students know they will receive the login and password by email the day before or the morning of their test and they should have it handy for the competition time, but not click on it or start the test without seeing you online first. As always, if they do not see it, they should first check their "spam" folders for this critical email.
- Be prepared to have all the logins and passwords for your students as well. You will find it in your manager's account under the button called Students (on March 17). Download the file to see details.
- Send your students a ZOOM (or other platform) link a week ahead of the competition and again 1 day before the competition. Ask them to make sure they have the platform application set up on their computers by the time of the test. E.g. [ZOOM download](#).
- Ask your students to log into ZOOM (or other platform) at the competition time or 15-20 minutes before. Ask them to have their names written on the screen so you can easily identify them.
- When students are logged in, ask all to have their cameras on but the audio off. You, as a moderator, can mute everyone as well.
- Introduce yourself and any volunteer you may have with you. Remind students about the rules: independent test solving/answering, no calculators, no walking away from the computer.
- Once you see all the students ask them to access this page (you can send it via chat or earlier in your email): <https://mathkangaroo.oasis-lms.com/Public/Catalog/Home.aspx> and initiate the test with the login and the password they received. If someone needs help – ask them to write you a chat message. A parent can send a chat message to you as well if there is some technical issue you should know about.
- Students will have 75 minutes to finish the test. Some may finish earlier.
- During the time students are taking the test check the attendance and keep for your record to know who was absent.
- If you have a larger group of students and more than one screen that shows students' faces – monitor them by moving from one screen to another from time-to-time. Ask volunteers to help with online proctoring, especially if you have a group of students larger than 25.
- You can choose to have a short chat session after the test to let students debrief about the test, how hard or easy or surprising the questions were.
- Do not record the session to respect students' privacy.
- More proctoring tips from one of the Math Kangaroo managers [HERE](#).

Absent Students:

- If possible, have a makeup session for an absent student the very next day. The test will remain open for them on Monday March 21 until 11:59 p.m. CST. Do not tell students about this option ahead of time.
- In a rare case when none of the online meeting time on March 17 or later is possible, communicate to a parent and allow him/her to proctor the student on March 18-21. Remind the parent about the test solving integrity.

Have a wonderful time proctoring your students and remember to smile a lot – for many it's a stressful experience although exciting at the same time.

Math Kangaroo Team