

Checklist for mathematical competitions

organizational aid for the staging of mathematical competitions for students; prepared for the project „Mathematical Duel +“

1. Prerequisites for Participation

- registration with responsible organization (i.e. ministry, association, university, ...)
- pay fees?
- arrange financial means (from sponsors, parents' association, government agencies ...)
- secure permission (from school principle, school board, ...)

2. Before the competition

- set the date and publicize it
- secure rooms (be sure to take expected number of participants into account)
- inform participants and other interested parties (trainers, teachers, parents, ...) well ahead of time
- collect confirmations of participation?
- problems (invent, write, translate, copy)
- prepare documents and tools (paper, pens, formula booklets, calculators, computers, software, ...)
- prepare seating plan? (if several schools are participating; alternate seating, no acquaintances seated together, possibly seated in different rooms?)
- organize proctoring (alone or with colleagues?)
- prepare prizes and diplomas
- write solutions?
- if participants are not acquainted with the venue, prepare signs pointing the way
- prepare certificates of participation?

3. During the competition

- make sure that all participants are seated according to the plan
- explain rules (are calculators allowed? is a polished version required for each solution? should the solutions be written on separate sheets? language? how much time is available? how are points awarded?)
- make sure that relief of proctors runs smoothly
- make sure that future dates are explained before the first participants leave the venue: dates for correction, presentation ceremony, next round of competition

4. After the competition

- marking (alone or with colleagues? separated by problems or participants?) care should be taken in weighting points: partial solutions of equivalent value should be awarded equal points, independent of who is marking the specific problem
- write complete list of results
- present prizes and certificates (central ceremony? certificates sent by mail or in person?)
- send results to responsible organization (i.e. ministry, association, university, ...)
- follow up work (meeting with all participants to discuss results/solutions ? publicize results by mail/email/internet, ...)