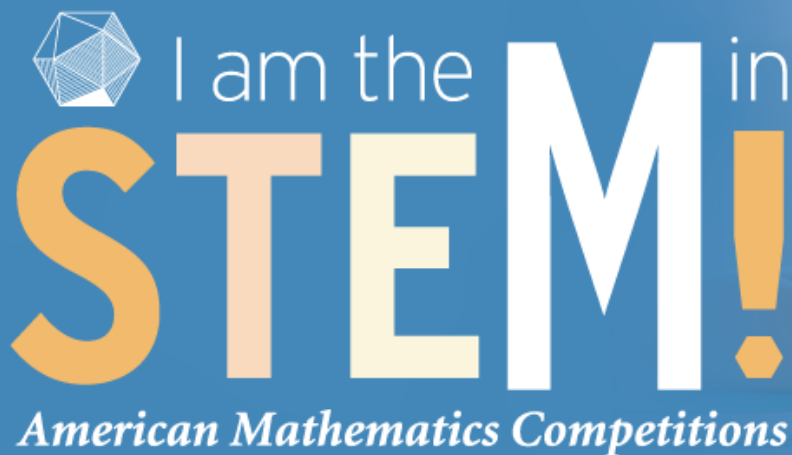




2021-2022 AMC 10/12 A

THE OFFICIAL TEACHER'S MANUAL (PRINT)



NOVEMBER 10, 2021

The AMC 10 and 12 are 25-question, 75-minute multiple-choice exams in high school mathematics designed to develop students' problem-solving skills and interest in mathematics.

ELIGIBILITY

Student Eligibility:

AMC 10: Students must be in grade 10 or below and also under 17.5 years of age on the day of the competition.

AMC 12: Students must be in grade 12 or below and also under 19.5 years of age on the day of the competition.

The MAA AMC is hosted by educational organizations:

- Schools
- Universities
- Learning Centers
- Math Circles

Legitimacy of the organization is required during registration. A small fee can be charged to cover the cost of administering the competition. Home schools are not allowed.

The AMC is registered and administered by a Competition Manager (CM). A CM is:

- An adult not related to any of the participants
- Affiliated with the host organization and needs to demonstrate this affiliation

Under no circumstances may a parent or guardian of an AMC student register for the competition.

IMPORTANT DATES

Early Bird Registration Deadline

September 24, 2021

Late Registration Deadline

October 22, 2021

Last Day to Order Additional Bundles

October 29, 2021

Last Day to Return Packages

December 10, 2021

PERMITTED MATERIALS

During the competition, students are only allowed:

-writing utensils -blank scratch paper -rulers -compasses -erasers

Prohibited materials include:

calculators, smartwatches, phones, computing devices, protractors, and graph paper

ANSWER SHEETS

Only use 2021-2022 Scantrons:

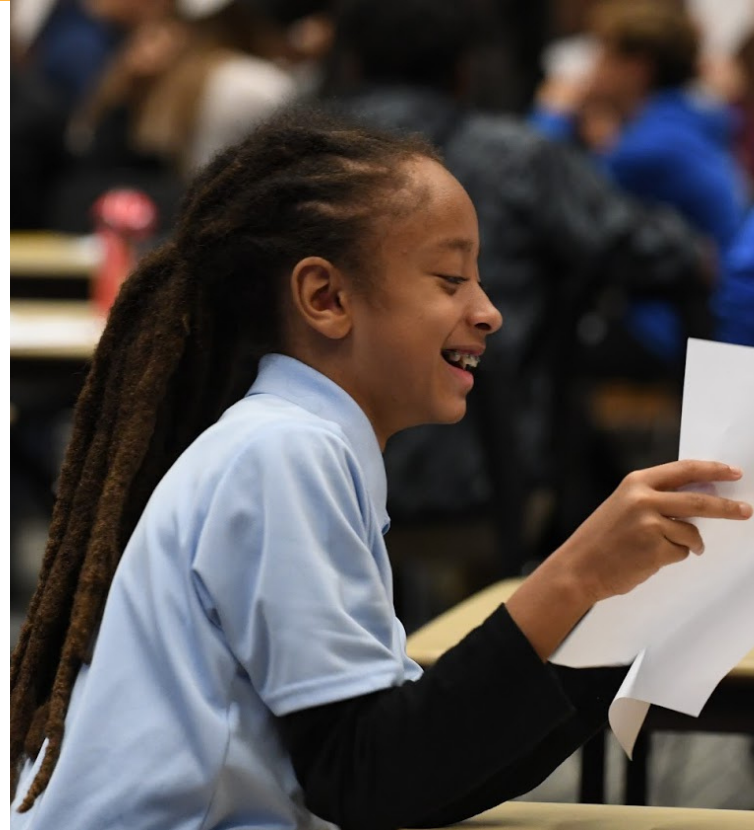
Prior years' or photocopied Scantrons
will not be accepted.

-Photocopied answer sheets are
not allowed and will not be scored

Order an adequate amount of
answer sheets to cover all students

If you need additional
competitions and answer sheets:

Download the Additional Bundles Form
on the AMC 10/12 tab on maa.org/amc
and return to amcinfo@maa.org.



STUDENT ACCOMMODATIONS

Competition Managers must make arrangements
consistent with the participant's accommodation
plan by November 3, 2021.

**The AMC 10/12 participant accommodations for
physical and learning disabilities include:**

- A time extension for two hours, and/or
- A teacher or a school administrator reading the
questions aloud and mark the answers as directed
by the participant

Please consult the student's accommodation plan for
guidance on applicable accommodations.

Braille and large print competition booklets must be
ordered by October 29, 2021 for institutions located in
the US and Canada. See Important Dates and
Information guide for more details.

EARLY ADMINISTRATION

Early administration is **NEVER** permitted and will result in **DISQUALIFICATION** of all scores from your institution.

Early administration jeopardizes the validity of all scores from other institutions.

ANSWER SHEET BUBBLING POLICY

Students must correctly mark the competition in which they are participating in the field in the top left corner of page one of the AMC 10/12 Answer Sheet.

Failure to properly mark this field will result in the automatic disqualification of a student's answer sheet.

TRANSLATIONS, BRAILLE, AND LARGE PRINT

The AMC for French and Spanish translations, Braille, and Large Print form can only be ordered and administered in print.

INCLEMENT WEATHER AND SCHOOL CANCELTION

**For schools canceled
on the day of the AMC 10/12 A:**
CMs must contact AMC customer service immediately to register for the AMC 10/12 B

**For schools canceled
on the day of the AMC 10/12 B:**
CMs may administer the competition at a local school, university, or library, pending school administrator approval.

CHEATING

All disqualifications, cheating accusations, suspicious behavior are taken seriously by the MAA AMC office, and must be reported to AMCHQ@maa.org.

Disqualifications by Competition Manager

If it is clear to the competition manager from personal observation that a participant has cheated, the competition manager must disqualify the participant and should not return the student's answer sheet to the AMC. After the participant is disqualified, the competition manager must notify the AMC of the disqualification for further action.

Submitting a cheating accusation or suspicious behavior:

It is critical to support the claim with facts or documentation. If the competition manager receives an accusation or obtains indirect evidence of cheating, the competition manager must immediately report all evidence of the situation to the MAA AMC Office at AMCHQ@maa.org. The MAA AMC Office reserves the right to disqualify scores if it determines the rules and procedures were not followed.

Disqualified students:

Scores will be removed from AMC historical data, and students will be ineligible to compete for the remainder of the competition cycle, and potentially, all future competition cycles.



POST-COMPETITION DISCUSSION

As schools administer the competition nationwide on November 10, it is imperative problems and solutions are not discussed in any online or public forum until November 11.

Reproduction or dissemination via phone, email, or digital media of any type is a violation of the competition rules. Students will be disqualified.

Teaching Tip!

Starting November 11, 2021 set aside post-competition class time to discuss problems and solutions.

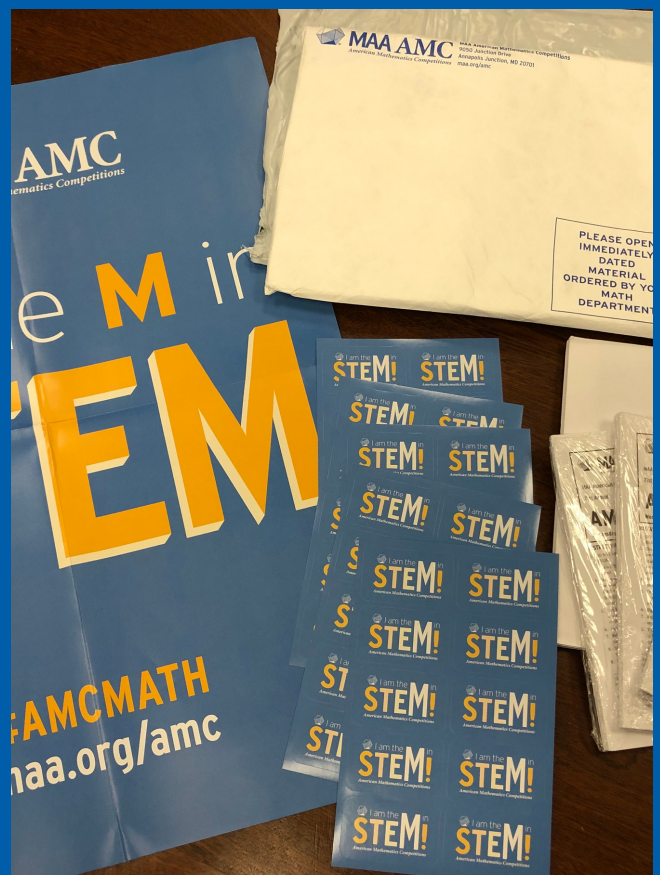
LOST OR DELAYED PACKAGES

Return competition materials by trackable method before **December 10, 2021 at 11:59pm ET.**

MAA AMC office must receive answer sheets and forms by this date. See Important Deadlines and Information guide for more details.

Answer sheets received after the deadline will not be scored and students will be ineligible to qualify for the invitational competitions.

The MAA AMC is not responsible for lost or delayed answer sheets.



SCORING: REPORTING, TOOLKIT AND REQUESTS

AMC TOOLKIT

Results and Resources for Competition Managers:

Score reports will be emailed to CMs and added to CM's AMC online accounts when answer sheets are scored.

Note: If you do not receive your results via email within 30 days of administering the AMC 10/12 A, please contact amcinfo@maa.org.

Download and print fillable PDF certificates:

Recognize student participation and high scores with AMC Toolkit.

Retain the digital score report for future reference

MAA AMC cannot look up individual student scores after the competition. Many students cite these scores on college applications.



REFUND AND CREDIT POLICY

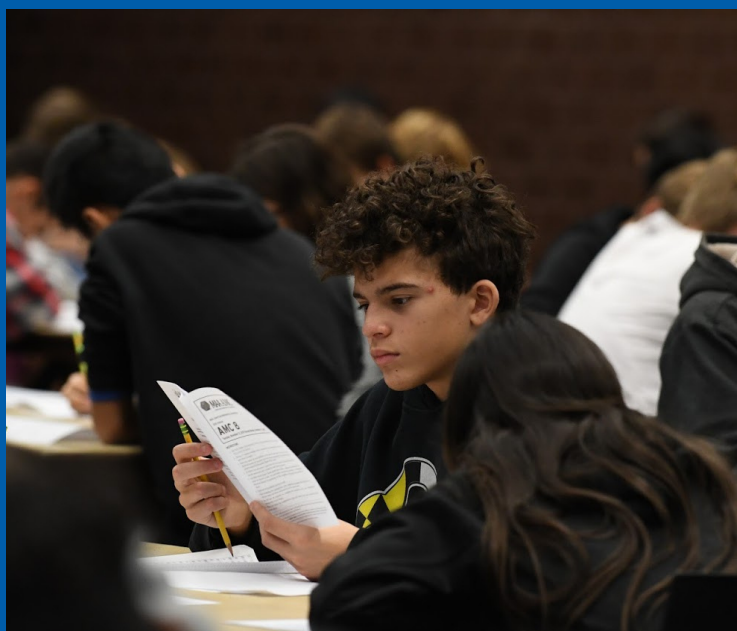
The AMC CANNOT provide refunds or credits once the competition materials have been shipped.

Please use extra booklets as competition practice for next year's AMC or as supplemental classroom materials.

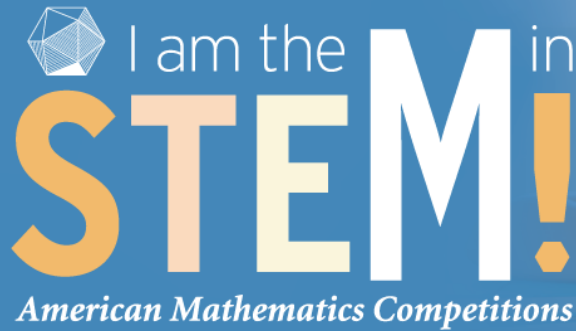
Do not return competition materials.

POLICY FOR CHANGES

The MAA Committee on American Mathematics Competition may change the program rules, regulations, awards and conditions of participation in whole or in part. Whenever possible, competition managers will be notified of these changes ahead of time.



A QUICK GUIDE TO HOSTING THE AMC 10/12 A



BEFORE COMPETITION

1. Verify your competition materials immediately

Check the number of answer sheets matches and booklets. Do not open the shrink-wrapped booklets.

Packaged Materials Include:

- Answer Sheets (Scantrons)
 - Return Envelopes
- Competition Bundles
 - Certification Form
 - School ID Form
 - AIME Materials

2. Reserve a quiet room to host the AMC for at least two hours

Allow time for pre- and post-competition activities.

3. Ask participants to fill the following answer sheet fields:

name, age, grade, DOB, gender, and address.

DURING COMPETITION

1. Open the bundles, distribute AMC 10/12 A exam booklets and pre-filled answer sheets.

Instruct participants to read the front cover of the competition booklet and do not open the booklet until instructed.

Remind students to only mark answer sheets with final answers; stray or erased marks are unreadable.

2. Set the timer for 75 minutes and start the competition!

3. After 75 minutes, direct students to STOP working.

Ask students to sign their name on the answer sheet.

4. Collect the answer sheets and competition booklets immediately.

Booklets may be returned to participants after November 11, 2021.

AFTER COMPETITION

1. Check each answer sheet for complete and correct info

Remove all paper clips, rubber bands, and note paper attached.

2. Complete School ID Form

- CEEB (institution) code
- Quantity of answer sheets returned
- Competition administration date
- Total school enrollment
- Grade range

3. Complete Certification Form

Please include all required signatures.

On the back of the form, list any unofficial participants and participants with accommodations.

For a replacement form, visit the AMC 10/12 tab on maa.org/amc.

4. Return Competition package by December 10, 2021:

School ID Form, Certification Form and answer sheets.

FOR QUESTIONS OR CONCERNS, CONTACT CUSTOMER SERVICE: 800-527-3690 OR AMCINFO@MAA.ORG

IMPORTANT REMINDERS

- Photocopied answer sheets and old Scantrons are prohibited.
- If there is an urgent need to use the bathroom, all materials should remain with the proctor. No other breaks are permitted.
- Participants should come prepared with lunch and/or snacks since there will be no lunch break during the competition.
- Competition and solutions may not be discussed with anyone outside of the room either orally or digitally before November 11, 2021.

