



HOSTING MAA COMPETITIONS GUIDE

About this Guide

This guide expands on the Teacher's Manuals for the AMC 8, AMC 10 and AMC 12 for those Competition Managers who seek additional details about the competition process.

Please note that there might be slight aesthetic differences between the live MAA AMC platform and the screenshots in this guide as we visually update the website.

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ABOUT THE COMPETITIONS

About MAA AMC

The Mathematical Association of America (MAA) is the world's largest community of mathematicians, students, and enthusiasts, with a mission to advance the understanding of mathematics and its influence on society.

Through the MAA's American Mathematics Competitions (AMC) program, the organization plays a key role in developing the mathematical abilities of the next generation of problem-solvers. The AMC program helps educators identify talented students and fosters a passion for mathematics through resources and competitions, while also enhancing analytical skills vital for future careers.

The MAA AMC emphasizes inclusivity, striving to engage a broader and more diverse community.

MAA AMC Cycle Overview



MAA AMC 8

The MAA AMC 8 is a 25-question, 40-minute multiple-choice exam for middle school math.



MAA AMC 10/12

The AMC 10 and AMC 12 are 25-question, 75-minute multiple-choice exams in high school math.



Putnam

The Putnam is a 6-hour math competition for undergraduates in the US and Canada, for individuals and teams.



AIME

The AIME is a 15-question, 3-hour exam for top AMC 10/12 students.

Invitational Competitions



USAJMO

The USAJMO is a two-day, proof-based exam with six questions, held over 4.5 hours each day.



USAMO

The USAMO is a two-day, proof-based exam with six questions, held over 4.5 hours each day.

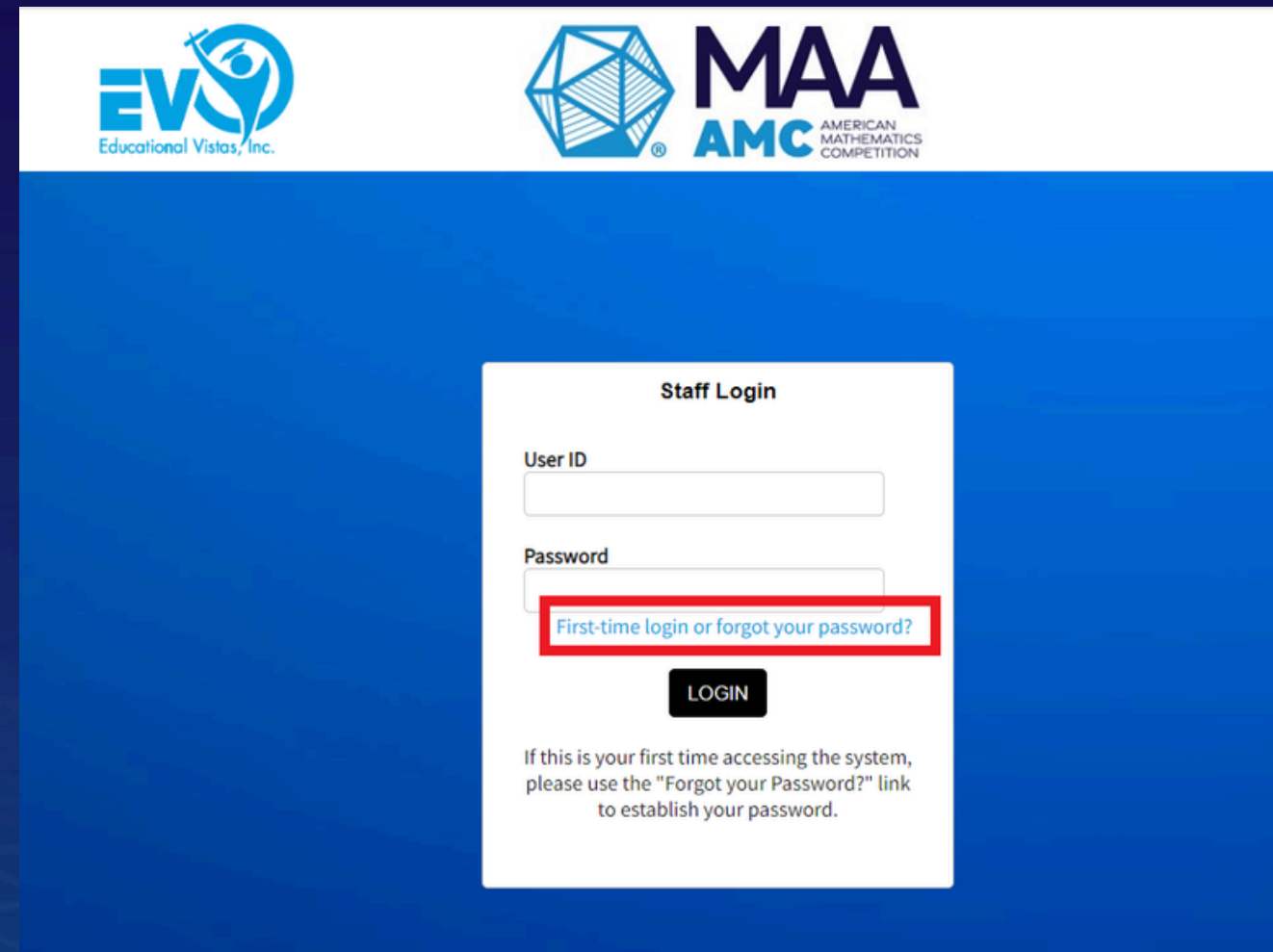
National-Level Competitions

Top performers from the USAMO and USAJMO are invited to the summer Mathematical Olympiad Program (MOP), qualifying them for the U.S. national team to compete in the IMO, EGMO, and RMM.



THE COMPETITIONS PLATFORM

Step 1: Log In



EV Educational Vistas, Inc.

MAA AMC AMERICAN MATHEMATICS COMPETITION

Staff Login

User ID

Password

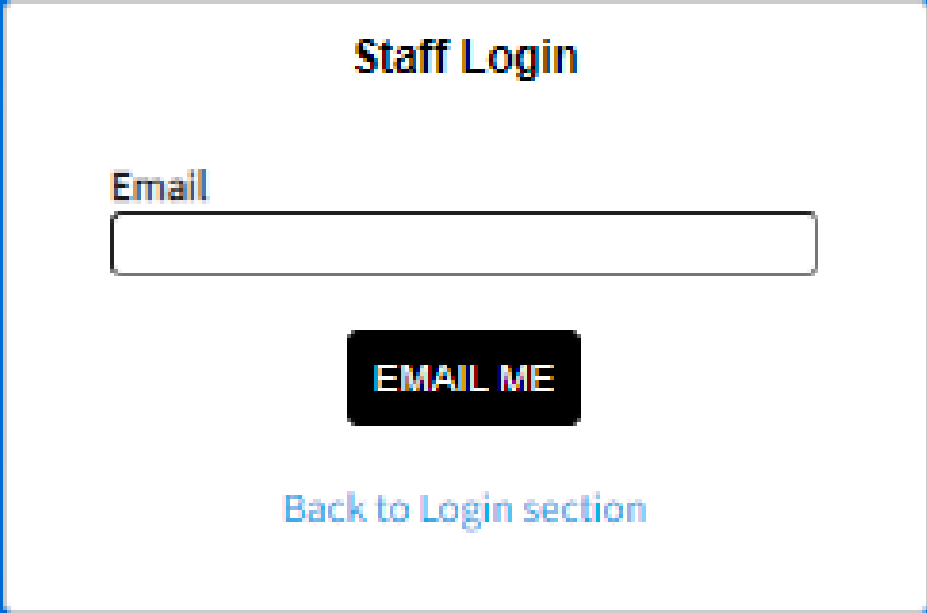
[First-time login or forgot your password?](#)

LOGIN

If this is your first time accessing the system, please use the "Forgot your Password?" link to establish your password.

- Go to maa.edvistas.com and login.
- If new or forgot your credentials, click "First time login or forgot your password?"

Step 1: Log In (cont.)

A screenshot of a web form titled "Staff Login" centered on a blue background. The form is white and contains an "Email" label above a text input field. Below the input field is a black button with the text "EMAIL ME" in white. At the bottom of the form is a blue link that says "Back to Login section".

Staff Login

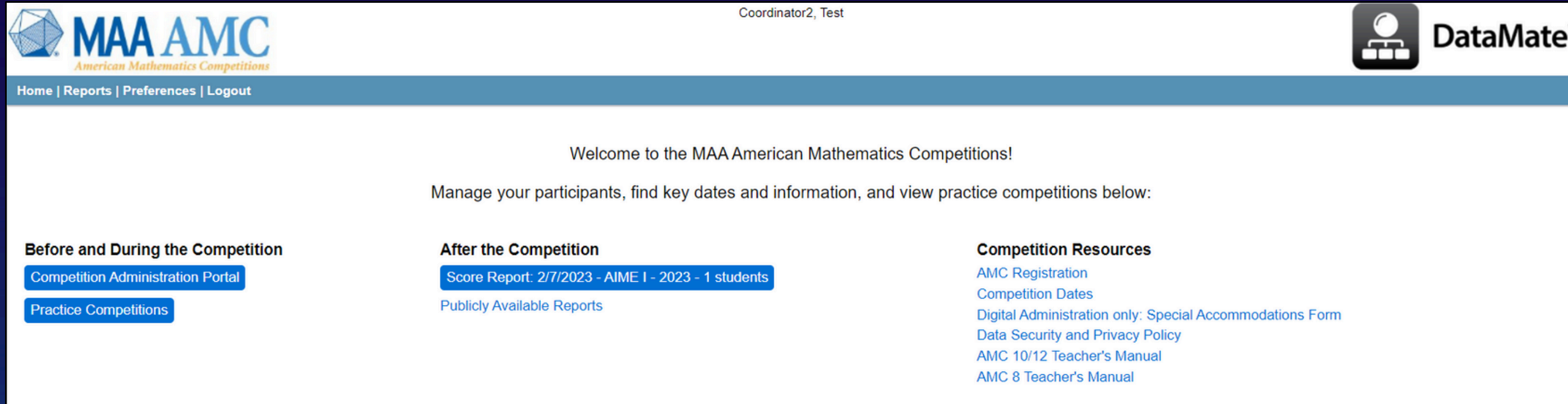
Email

EMAIL ME

[Back to Login section](#)

- Enter the email address used during MAA AMC registration. You'll receive an email with instructions for resetting your password. (Check your spam if you don't see it in your inbox).
- Log in with your new credentials. New CMs: please note that **you will only have access to this site once we have received payment for the MAA AMC.**

Dashboard At A Glance



The screenshot shows the MAA AMC Coordinator2 dashboard. At the top left is the MAA AMC logo with the text "American Mathematics Competitions". To the right of the logo is the text "Coordinator2, Test". Further right is the DataMate logo, which consists of a person icon and the text "DataMate™". Below the logo is a navigation bar with links: "Home | Reports | Preferences | Logout". The main content area has a welcome message: "Welcome to the MAA American Mathematics Competitions!". Below this is a heading: "Manage your participants, find key dates and information, and view practice competitions below:". There are three columns of links. The first column, "Before and During the Competition", contains "Competition Administration Portal" and "Practice Competitions". The second column, "After the Competition", contains "Score Report: 2/7/2023 - AIME I - 2023 - 1 students" and "Publicly Available Reports". The third column, "Competition Resources", contains "AMC Registration", "Competition Dates", "Digital Administration only: Special Accommodations Form", "Data Security and Privacy Policy", "AMC 10/12 Teacher's Manual", and "AMC 8 Teacher's Manual".

Before and During the Competition: Administer the competition and preview practice competitions.

After the Competition: View score reports, print certificates, access solutions, and review statistics when available.

Competition Resources: Navigate to registration, important dates, Special Accommodations form (only needed for Digital Administration), Teacher's Manuals, and more.

Competition Administration Portal

The screenshot shows the Competition Administration Portal interface. At the top, there are two dropdown menus: 'Year: 2022 - 23' and 'Competition: AMC 10 A - Fall 2021'. Below these, the interface is divided into two main columns. The left column is titled 'Digital Administration' and contains two buttons: 'Official Digital Competition' (highlighted in green) and 'Digital Student Registration' (with a sub-button for '8/1/2022 - 8/15/2022'). The right column is titled 'Print & Scan Administration' and contains five buttons: 'Competition Booklet' (highlighted in green), 'Print & Scan Student Registration' (with a sub-button for '8/1/2022 - 8/15/2022'), 'Print Answer Sheets', 'Upload Answer Sheets' (with a sub-button for '8/1/2022 - 8/15/2022'), and 'Upload History' (with a sub-button for '8/1/2022 - 8/15/2022'). Red numbers 1 through 6 are placed next to specific elements: 1 next to the competition dropdown, 2 next to the 'Official Digital Competition' button, 3 next to the 'Digital Student Registration' button, 2 next to the 'Competition Booklet' button, 3 next to the 'Print & Scan Student Registration' button, 4 next to the 'Print Answer Sheets' button, 5 next to the 'Upload Answer Sheets' button, and 6 next to the 'Upload History' button.

1. **Competition Selection:** Switch between past and current competitions
2. **Access the Competition:** Administer competitions digitally, on paper, or both
 - For Print and Scan: Click "Competition Booklet" to print.
 - For Digital: Click "Official Digital Competition" and share the link with students
3. **Manage Student Registration:** Invite students and manage the roster. Once registered, students appear on both lists and can choose their competition format.
 - Note: Once registered, students appear on both lists and can choose either format for the competition.

Competition Administration Portal (cont.)

The screenshot displays the Competition Administration Portal interface. At the top, there are two dropdown menus: 'Year: 2022 - 23' and 'Competition: AMC 10 A - Fall 2021'. A red number '1' is positioned to the right of the 'Competition' dropdown. Below these, the interface is divided into two columns. The left column is titled 'Digital Administration' and contains two buttons: 'Official Digital Competition' (labeled with a red '2') and 'Digital Student Registration 8/1/2022 - 8/15/2022' (labeled with a red '3'). The right column is titled 'Print & Scan Administration' and contains five buttons: 'Competition Booklet' (labeled with a red '2'), 'Print & Scan Student Registration 8/1/2022 - 8/15/2022' (labeled with a red '3'), 'Print Answer Sheets' (labeled with a red '4'), 'Upload Answer Sheets 8/1/2022 - 8/15/2022' (labeled with a red '5' and highlighted with a red background), and 'Upload History 8/1/2022 - 8/15/2022' (labeled with a red '6').

4. Print Answer Sheets: Download all of your registered and approved students' unique, barcoded bubble sheets

5. Upload Answer Sheets: Upload all of your students' scanned answer sheets (in PDF, JPEG, or black and white TIFF file format in 300 dpi) after the competition

6. Upload History: Check your uploads to ensure they are uploaded and processed correctly

Two Administration Formats

Print & Scan

23100 Educational Vistas, Inc. for Mathematical Association of America (AMC) 54
AMC 10 A - Fall 2021

999999925 999999925, Student
Grade: 10 Test ID: 48437 on 8/1/2022, Page: 1
Section: AMC 10 - 0002
MAA Test 2

1 ☐ ☐ ☐ ☐ ☐ ☐

2 ☐ ☐ ☐ ☐ ☐ ☐

3 ☐ ☐ ☐ ☐ ☐ ☐

4 ☐ ☐ ☐ ☐ ☐ ☐

5 ☐ ☐ ☐ ☐ ☐ ☐

6 ☐ ☐ ☐ ☐ ☐ ☐

7 ☐ ☐ ☐ ☐ ☐ ☐

8 ☐ ☐ ☐ ☐ ☐ ☐

9 ☐ ☐ ☐ ☐ ☐ ☐

10 ☐ ☐ ☐ ☐ ☐ ☐

11 ☐ ☐ ☐ ☐ ☐ ☐

12 ☐ ☐ ☐ ☐ ☐ ☐

13 ☐ ☐ ☐ ☐ ☐ ☐

14 ☐ ☐ ☐ ☐ ☐ ☐

15 ☐ ☐ ☐ ☐ ☐ ☐

16 ☐ ☐ ☐ ☐ ☐ ☐

17 ☐ ☐ ☐ ☐ ☐ ☐

18 ☐ ☐ ☐ ☐ ☐ ☐

19 ☐ ☐ ☐ ☐ ☐ ☐

20 ☐ ☐ ☐ ☐ ☐ ☐

21 ☐ ☐ ☐ ☐ ☐ ☐

22 ☐ ☐ ☐ ☐ ☐ ☐

23 ☐ ☐ ☐ ☐ ☐ ☐

24 ☐ ☐ ☐ ☐ ☐ ☐

25 ☐ ☐ ☐ ☐ ☐ ☐

Digital

MAA AMC Student Portal Practice, Practice
Home | My Info Logout

AMC 10 A - Fall 2021 Directions // Sign Out

Review Question 1 < >

What is the value of $\frac{(2112 - 2021)^2}{169}$?

(A) 7 (D) 64
(B) 21 (E) 91
(C) 49

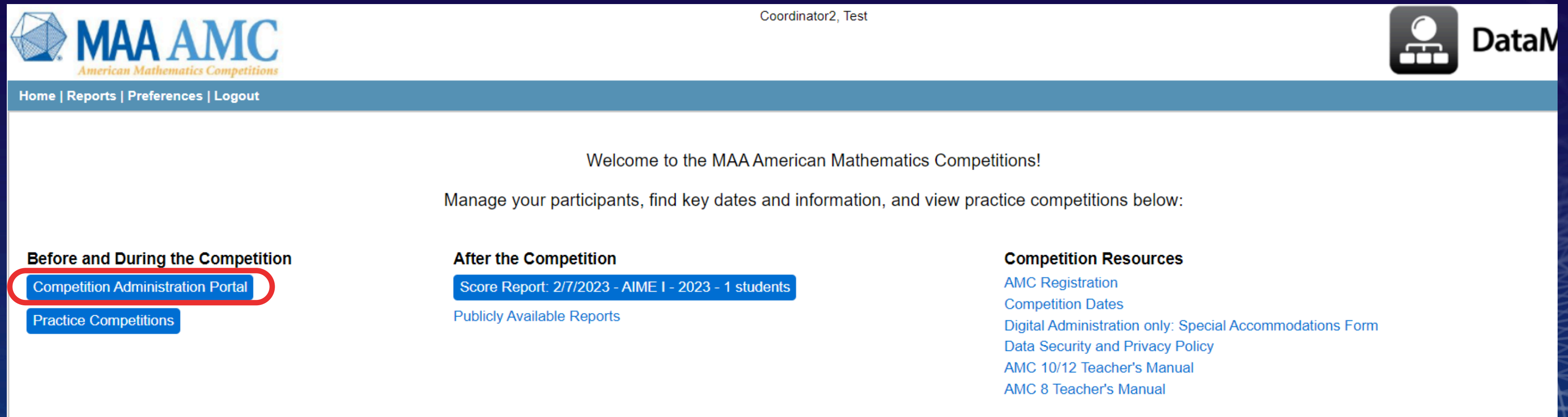
bookmark note competition directions highlighter line reader answer eliminator ruler

Note: You may switch formats on the day of the competition, or split your class between the two formats.



PREPARING FOR THE COMPETITIONS

Step 2: Apportion Your Licenses



MAA AMC
American Mathematics Competitions

Coordinator2, Test

DataM

Home | Reports | Preferences | Logout

Welcome to the MAA American Mathematics Competitions!

Manage your participants, find key dates and information, and view practice competitions below:

Before and During the Competition	After the Competition	Competition Resources
Competition Administration Portal	Score Report: 2/7/2023 - AIME I - 2023 - 1 students	AMC Registration
Practice Competitions	Publicly Available Reports	Competition Dates
		Digital Administration only: Special Accommodations Form
		Data Security and Privacy Policy
		AMC 10/12 Teacher's Manual
		AMC 8 Teacher's Manual

- For those hosting both the A and B versions of the AMC 10 or AMC 12:
 - The licenses you purchased at registration are added to the AMC 10 A or AMC 12 A portal. You may move any number of licenses needed for the B competition to that portal. Recall that a single student participating in both A and B competitions will require two licenses.
- Begin by logging in and clicking "Competition Administration Portal."

Step 2: Apportion Your Licenses (cont.)

The screenshot displays a web interface for competition administration. At the top, there are two dropdown menus: 'Year: 2022 - 23' and 'Competition: AMC 10A - FALL 2021', both highlighted with a red border. Below these is a 'Competition Dates' section with a dropdown showing '(1 date) 8/1/2022'. The main area is divided into two columns. The left column, titled 'Digital Administration', contains two buttons: 'Official Digital Competition' and 'Digital Student Registration 8/1/2022'. The right column, titled 'Print & Scan Administration', contains four buttons: 'Competition Booklet', 'Print & Scan Student Registration 8/1/2022', 'Print Answer Sheets', and 'Upload Answer Sheets 8/1/2022'. The 'Digital Student Registration' and 'Print & Scan Student Registration' buttons are highlighted with red borders.

- Confirm that the correct competition is displayed in the Competition Selection drop-down menu. If you are administering multiple competitions in a cycle (e.g., AMC 10 A and AMC 12 A), this is how you will toggle between them.
 - Note: You will only see this year's competitions as an option **after we have received payment** for this cycle's competitions.
- Click either "Student Registration" button.

Step 2: Apportion Your Licenses (cont.)

The screenshot shows a web interface for student registration. At the top, it displays the 'Student Registration URL' and a 'Save Approved Students' button. Below this, the text 'Licenses used: 0 / 39' is shown, with the 'Move Licenses' link highlighted by a red circle. To the right of this text are links for 'Export Roster' and a 'Toggle All Approved' checkbox. A table with columns for 'Student Competition ID', 'Last', 'First', 'Grade', 'Email', 'Add Time', 'Approved', 'DQ', and 'Cancelled' is visible. A 'Move Licenses' modal is open, showing a 'Count' dropdown set to '1' and 'Move' and 'Cancel' buttons. At the bottom, contact information for registration, policy, and payment is provided.

Student Registration URL: <https://maa.edvistas.com/datamate/testRegister.aspx?id=9baebce1-2365-4ecd-8f46-851f14b3e725> Save Approved Students

Licenses used: 0 / 39 [Move Licenses](#) Export Roster ☐ Toggle All Approved

Student Competition ID	Last	First	Grade	Email	Add Time	Approved	DQ	Cancelled
------------------------	------	-------	-------	-------	----------	----------	----	-----------

Move Licenses
Count: 1

For registration, policy, and payment, contact: amcinfo@maa.org. For technical issues, contact: amctech@maa.org

- On the student registration dashboard, you will see the number of licenses available.
- Click the “Move Licenses” link.
- Select the number of licenses you wish to move to the B competition date using the drop-down list and click “Move.”
- The number of licenses selected will disappear from the licenses count on this page and appear in the B competition portal.
- If you need to switch licenses back to the A competition date, you can repeat the process from that portal.

Step 3: Register and Approve Students

Welcome to your Student Registration Dashboard displaying all the students who have registered to take the competitions.

Students will need to register before the competition. Please send the Student Registration link below to your students. It will invite them to register for the competition.

Once a student registers, they will appear in your dashboard below. To approve a student for the competition, click the checkbox in the "Approve" column. You may only approve as many students for which you have licenses.

Need some help? See the Competition FAQs, the AMC 8 Teacher's Manual, the AMC 10/12 A Teacher's Manual, and the AMC 10/12 B Teacher's Manual, or send us an email to amcinfo@maa.org.

Student Registration URL: <https://maa.edvistas.com/datamate/testRegister.aspx?id=b68f8abe-c9b6-41dc-9a7a-a9f1002334f9>

Licenses used: 19 / 20 ← This shows you how many more students you can sign up based on your initial order.

☐ Toggle All Approved

ID	District ID	Last	First	Grade	Email	Additional Time	Approved		
999999925	345678	999999925	Student	10	0002_999999925		<input checked="" type="checkbox"/>	Reset Pwd	Remove
000000026	630854	000000026	Student	10	0002_000000026		<input checked="" type="checkbox"/>	Reset Pwd	Remove

- Share the Student Registration URL from your Registration Dashboard with students through a class email list or website.
 - Be sure to send the correct link if hosting multiple competitions.
- Send the Student MAA AMC Registration Guide to students to help them register correctly.
- As students register, they appear on your list.
 - Check the "Approved" box for each student.
 - Click "Save Approved Students."
- Purchase additional licenses if needed before the deadline using the registration portal.

Contingency Planning: Moving to the B Date

- If one or more of your students need to switch from the A to the B competition dates (e.g., bad weather closes your school), you may now make this change yourself by following these steps:
 - Click “Remove” next to the students who are moving to the AMC 10 B or AMC 12 B.
 - Move these newly available licenses to the AMC 10 B or AMC 12 B portal.
 - Navigate to the B date portal using the competition drop-down list.
 - Open the Student Registration page and send your students the registration link at the top, asking them and their parents/guardians to complete the new B registration ASAP.
 - Approve the students in your B portal.

Step 4a: Print & Scan Format Only - Print Booklets

The first screenshot shows the competition administration portal for Year: 2022 - 23 and Competition: AMC 10 A - Fall 2021. It features two main sections: Digital Administration and Print & Scan Administration. The 'Competition Booklet' button in the Print & Scan Administration section is highlighted with a red circle. A red arrow points from this button to the second screenshot.

The second screenshot shows the 'Print Booklet' page for AMC 8 - 2023. It includes links for 'Institution/School Dashboard' and 'Back to Competition Administration Portal'. The page instructs users to click the buttons below to download the Official Competition Booklet and provides instructions on printing one Official Competition Booklet and one unique answer sheet for each student. The 'Print Booklet' button is highlighted with a red circle, along with options for 'Print Booklet - French' and 'Print Booklet - Spanish'.

- One day before the competition, click "Competition Booklet."
- On the following page, click on "Print Booklet" to open the competition booklet. You will also see options in French, Spanish, and Simplified Chinese.
- Print as many copies as you will need.

Step 4a: Print & Scan Format Only - Print Answer Sheets

The screenshot shows a web interface for the AMC 10 A - Fall 2021 competition. At the top, there are two dropdown menus: 'Year: 2022 - 23' and 'Competition: AMC 10 A - Fall 2021'. Below these, the interface is divided into two columns. The left column is titled 'Digital Administration' and contains two buttons: 'Official Digital Competition' and 'Digital Student Registration 8/1/2022 - 8/15/2022'. The right column is titled 'Print & Scan Administration' and contains four buttons: 'Competition Booklet', 'Print & Scan Student Registration 8/1/2022 - 8/15/2022', 'Print Answer Sheets' (which is highlighted with a red circle), and 'Upload Answer Sheets 8/1/2022 - 8/15/2022'. Below the 'Print Answer Sheets' button is another button labeled 'Upload History 8/1/2022 - 8/15/2022'.

- Click "Print Answer Sheets" to automatically download the bubble sheets as a PDF, which you can then print.
- *Note: Students must be registered and approved for answer sheets to be generated.*
- We recommend printing answer sheets earlier, so you don't have as much printing the day before the competition (when competition booklets are released).

Step 4b: Digital Format - Prepare Student Login Credentials

Students will need to register before the competition. Please send the Student Registration link below to your students. It will invite them to register for the competition.

Once a student registers, they will appear in your dashboard below. To approve a student for the competition, click the checkbox in the "Approve" column. You may only approve as many students for which you have licenses.

Need some help? See the Competition FAQs, the AMC 8 Teacher's Manual, the AMC 10/12 A Teacher's Manual, and the AMC 10/12 B Teacher's Manual, or send us an email to amcinfo@maa.org.

Student Registration URL: <https://maa.edvistas.com/datamate/testRegister.aspx?id=b68f8abe-c9b6-41dc-9a7a-a9f1002334f9> Save Approved Students

Licenses used: 19 / 20 ☐ Toggle All Approved

ID	District ID	Last	First	Grade	Email	Additional Time	Approved			DQ
999999925	345678	999999925	Student	10	0002_999999925		<input checked="" type="checkbox"/>	Reset Pwd	Remove	<input type="checkbox"/>
000000026	630854	000000026	Student	10	0002_000000026		<input checked="" type="checkbox"/>	Reset Pwd	Remove	<input type="checkbox"/>

- Inform students and parents they will need to bring their portal login credentials on Competition Day to access the digital competition.
- Reset passwords from your dashboard if needed. You can also change the student email address for their account from this page if they no longer have access to that email account.
- If a returning student can't log on to register: use the Competition Selection menu to access past competition registration lists to reset their password and identify the email address used previously.

Step 4c: Digital Format - Troubleshooting

- If your student's screen freezes, ask them to refresh the page or log out and back in. It should resume where they left off.
 - If students on the AMC 10/AMC 12 lose a significant amount of time due to screen freezing or wi-fi issues, email amctech@maa.org immediately. We can add back the lost minutes to their digital timer if the competition is still ongoing.
- We recommend printing a few paper competition booklets as a back-up option for students who encounter major technical difficulties.
 - Please note that the questions on the printed test may be in a different order from the digital version on the AMC 10/AMC 12.
- Contact amctech@maa.org for assistance with any technical issues.

Step 5: Preview the Competition

Ma

Before and During the Competition

Competition Administration Portal

Practice Competitions

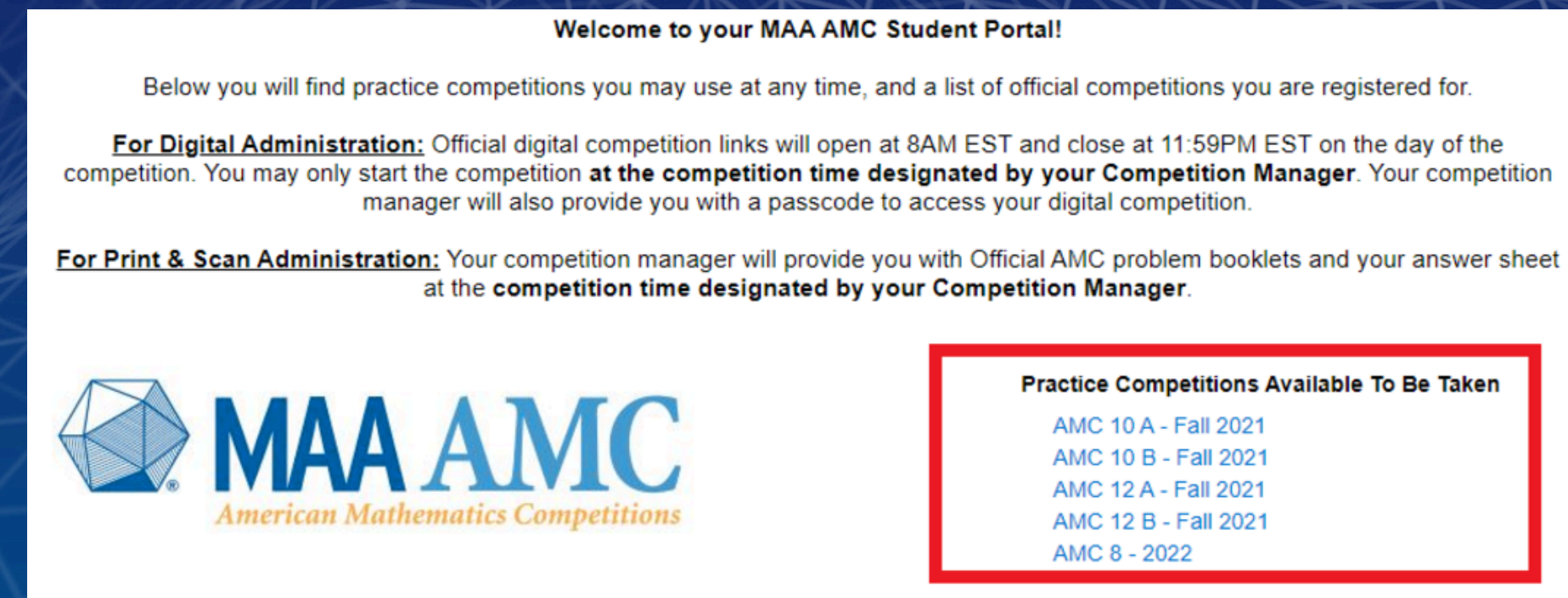
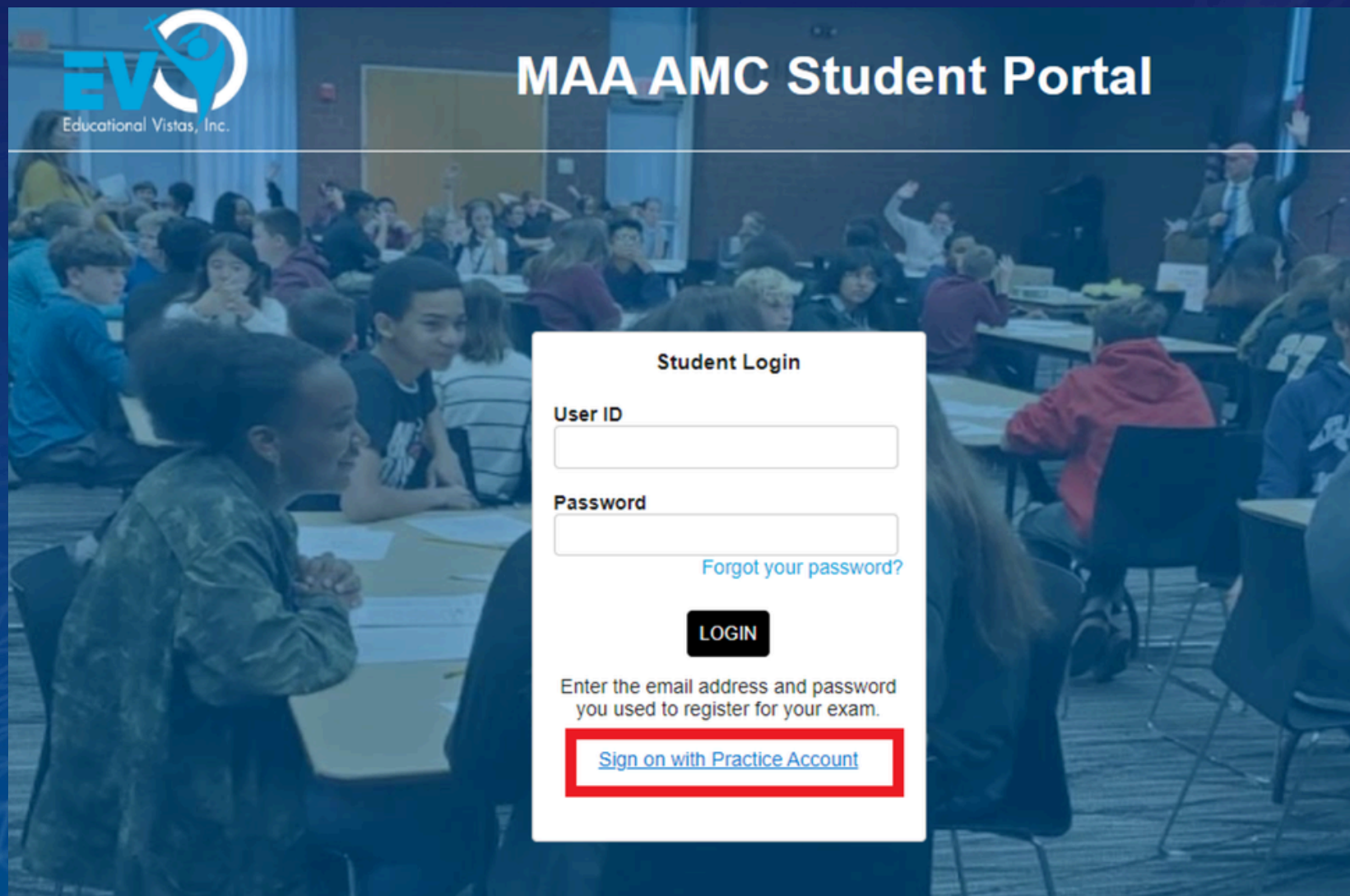
Competitions Available to Preview

Digital: AIME I - 2023	Competition Booklet
Digital: AIME II - 2023	Competition Booklet
Digital: AMC 8 - 2023	Competition Booklet
Digital: AMC 10 A - Fall 2022	Competition Booklet
Digital: AMC 10 B - Fall 2022	Competition Booklet
Digital: AMC 12 A - Fall 2022	Competition Booklet
Digital: AMC 12 B - Fall 2022	Competition Booklet
Digital: AMC 8 - 2022	Competition Booklet
Digital: AMC 10 A - Fall 2021	Competition Booklet
Digital: AMC 10 B - Fall 2021	Competition Booklet
Digital: AMC 12 A - Fall 2021	Competition Booklet
Digital: AMC 12 B - Fall 2021	Competition Booklet

- Click on "Practice Competitions" on the main dashboard to see Digital and Print (PDF) competitions.
- You should ensure students are familiar with the digital system in advance.

Students: Preview the Competition

- Provide students with the Student Login URL on your "Official Digital Competition" page.
 - On the login page, students will click "Sign on with Practice Account"
 - Students can click on any of the past digital competitions on this page to practice.





ADMINISTERING THE COMPETITIONS

When to Administer the MAA AMC

- Reminder: Students can only take the AMC 10 or 12 on a given day, and can only take the AMC 8 once.
- **AMC 10 and AMC 12:** Between 8 am and 11:59 pm ET on Competition Day.
- **MAA AMC 8:** Any time between 8 am ET on the first day of Competition Week and 11:59 pm ET on the last day of Competition Week
- Students are locked out after 11:59 pm ET at the end of each Competition period.



Step 6: Collect All Electronic Devices



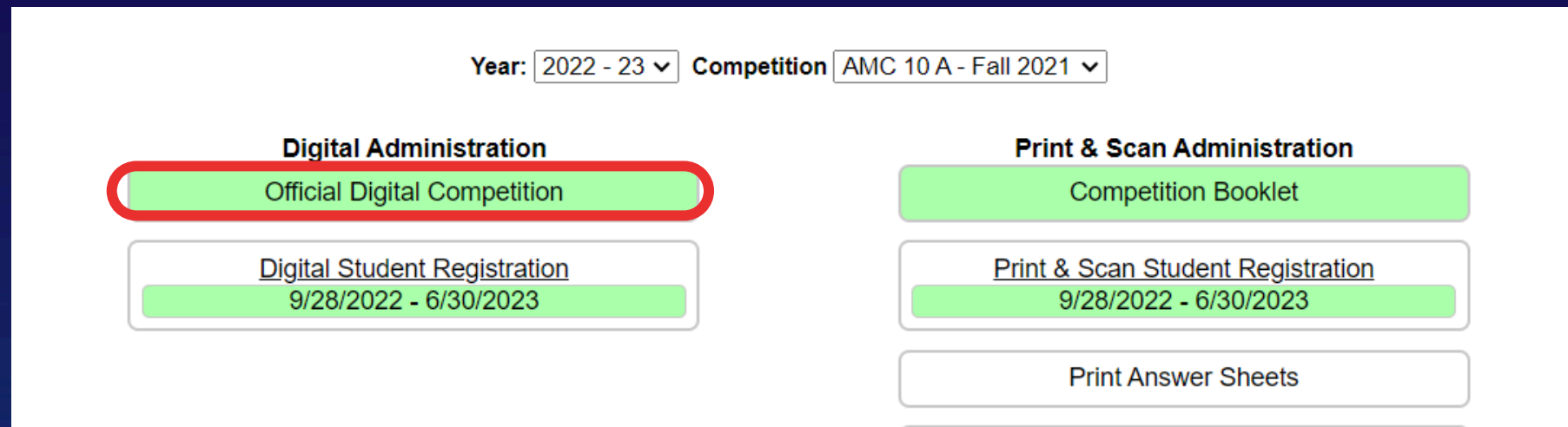
- Before sharing the competition with students, collect all calculators, phones, smartwatches, and similar devices.
- Keep student devices with you until competitions have been submitted.
- Remind students that failing to turn in all devices and/or using a device during the competition is grounds for disqualification.

Step 7a: Print & Scan Format Only - Distribute the Competition



- Pass out all competition booklets and unique student answer sheets to the respective participants.
- Ask your students to read the booklet's front page and not open it until instructed.
- Set the timer for either 75 minutes (AMC 10/12) or 40 minutes (AMC 8), and begin.

Step 7b: Digital Format Only - Distribute the Competition



Year: 2022 - 23 Competition: AMC 10 A - Fall 2021

Digital Administration

Official Digital Competition

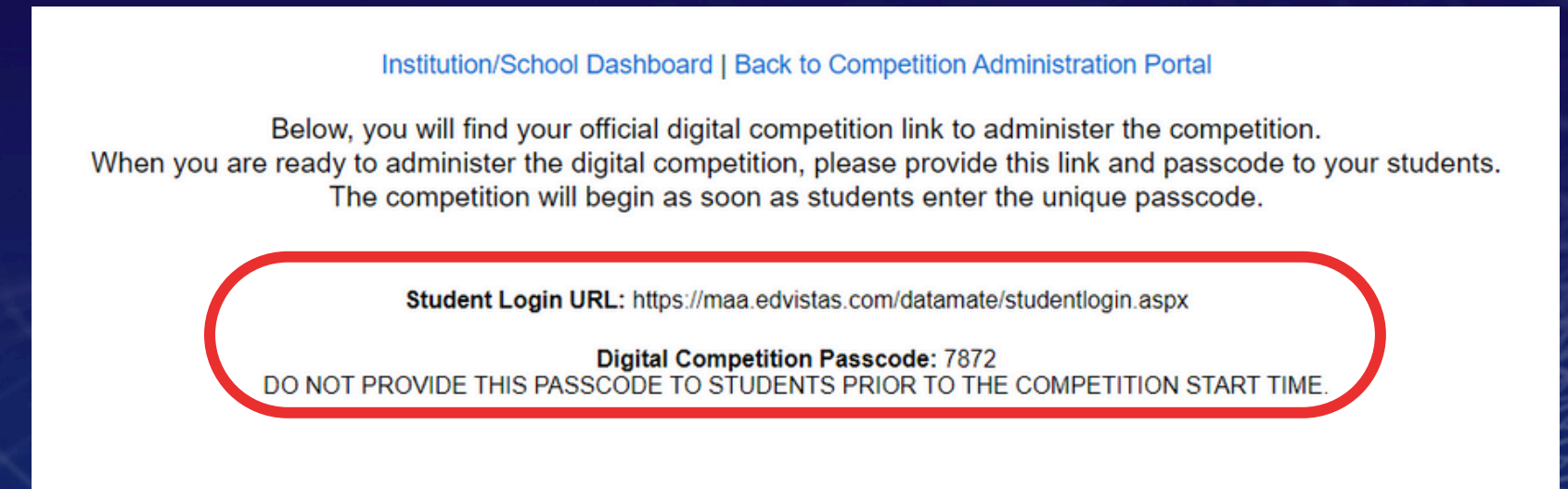
Digital Student Registration
9/28/2022 - 6/30/2023

Print & Scan Administration

Competition Booklet

Print & Scan Student Registration
9/28/2022 - 6/30/2023

Print Answer Sheets



[Institution/School Dashboard](#) | [Back to Competition Administration Portal](#)

Below, you will find your official digital competition link to administer the competition.
When you are ready to administer the digital competition, please provide this link and passcode to your students.
The competition will begin as soon as students enter the unique passcode.

Student Login URL: <https://maa.edvistas.com/datamate/studentlogin.aspx>

Digital Competition Passcode: 7872
DO NOT PROVIDE THIS PASSCODE TO STUDENTS PRIOR TO THE COMPETITION START TIME.

- Click "Official Digital Competition" and distribute the "Student Login URL" to your students by email or class website posting.
- Instruct students to sign onto their student portals.
- Distribute your unique "Digital Competition Passcode" ONLY when you are ready to begin. This allows students to unlock the Digital Competition.
- Instruct students to read the instructions and begin.
- Open the Digital Student Registration page and verify that it says "In Progress" for each student present. This means they have all successfully accessed the digital competition.

Step 8: Monitor the Competition



- Continually monitor your students for the entire competition. Ensure participants cannot communicate by any means while the competition is in progress.
- Do not answer any questions about the problems.
- If there is an urgent need to use the bathroom, all materials should remain with you. No other breaks are permitted.

Step 9: Submit the Competition

Student Registration URL: <https://maa.edvistas.com/datamate/testRegister.aspx?id=b68f8abe-c9b6-41dc-9a7a-a9f1002334f9>

Licenses used: 5 / 20 ☐ Toggle All Approved

ID	Last	First	Grade	Email	Additional Time	Approved
999999925	999999925	Student	10	0002_999999925		<input type="checkbox"/> (Complete)
999999926	999999926	Student	10	0002_999999926		<input type="checkbox"/> (Complete)

Print & Scan Format:

- Direct students to stop working. Collect the answer sheets and competition booklets immediately.

Digital Format:

- Open the "Digital Student Registration" page.
- Once you see that all participants are showing up as "(Complete)" in the Approved column, you are done with the competition!
- If a student is having issues with submission, contact amctech@maa.org with their name so we can force submit their answers on our end.

Important Note About the Timer (Digital Administration)

Time Remaining: 0 minutes, 55 seconds

Question 5

- There is a key difference between the AMC 10/AMC 12 and AMC 8:
 - **AMC 10 and AMC 12:** The clock at the top of the screen is an actual timer; it forces students to submit their work when 75 minutes are up.
 - **AMC 8:** The clock only indicates how much time is left as a reference.
 - You will have to independently time the students for 40 minutes and announce when time is up and students must submit.



PRINT & SCAN FORMAT: SCANNING AND UPLOADING

Step 10: Scan Answer Sheets in the Required Format



- Scan your Answer Sheets in at least 300 dpi resolution as a PDF, JPG/JPEG, or black & white TIF/TIFF file.
 - Only TIF/TIFF files have this restriction on scanning color
- Scan in 8.5 x 11" page size.
- We recommend scanning all answer sheets together as one file
 - You may also individually scan each Answer Sheet and upload a ZIP file

Tips For A Clean Scan

23100 Educational Vistas, Inc. for Mathematical Association of America (AMC) 53
AMC 10 A - Fall 2021

99999923 99999923, Student
Grade: 10 Test ID: 48437 on 8/1/2022, Page: 1
Section: AMC 10 - 0002

1 (A) (B) (C) (D) (E)
2 (A) (B) (C) (D) (E)
3 (A) (B) (C) (D) (E)
4 (A) (B) (C) (D) (E)
5 (A) (B) (C) (D) (E)
6 (A) (B) (C) (D) (E)
7 (A) (B) (C) (D) (E)
8 (A) (B) (C) (D) (E)
9 (A) (B) (C) (D) (E)
10 (A) (B) (C) (D) (E)
11 (A) (B) (C) (D) (E)
12 (A) (B) (C) (D) (E)
13 (A) (B) (C) (D) (E)
14 (A) (B) (C) (D) (E)
15 (A) (B) (C) (D) (E)
16 (A) (B) (C) (D) (E)
17 (A) (B) (C) (D) (E)
18 (A) (B) (C) (D) (E)
19 (A) (B) (C) (D) (E)
20 (A) (B) (C) (D) (E)
21 (A) (B) (C) (D) (E)
22 (A) (B) (C) (D) (E)
23 (A) (B) (C) (D) (E)
24 (A) (B) (C) (D) (E)
25 (A) (B) (C) (D) (E)

- Ensure bubbles are fully filled in - complete the bubbles if your students did not do so.
- Include both barcodes and the squares in each of the four corners.
 - These should not appear slanted or partially cut off.
- Double-check the clarity of the files after scanning.

Step 11: Upload Your Answer Sheets

Welcome to your MAA AMC Administration Portal.

This page is divided into "Digital Administration" and "Print & Scan Administration," with relevant competition materials for each format. You can choose to administer the competition digitally, on paper, or both.

Student Registration: The "Student Registration" page under each column will allow you to invite your students to register for the competitions and manage your student list. Please note: once your student is registered, they can take the competitions in Print & Scan or Digital Administration. The registration link is the same for both formats.

Teacher's Manuals: You can also find this year's updated Teacher Manuals now on the respective [AMC 10/12](#) and [AMC 8](#) pages.

Year: 2022 - 23 ▼ Competition: Select ▼

- Use the drop-down list at the top of your portal to select the competition (e.g. 10 A or 12 A) corresponding to the answer sheets you are uploading.

Print & Scan Administration

Competition Booklet

[Print & Scan Student Registration](#)
8/1/2022 - 8/15/2022

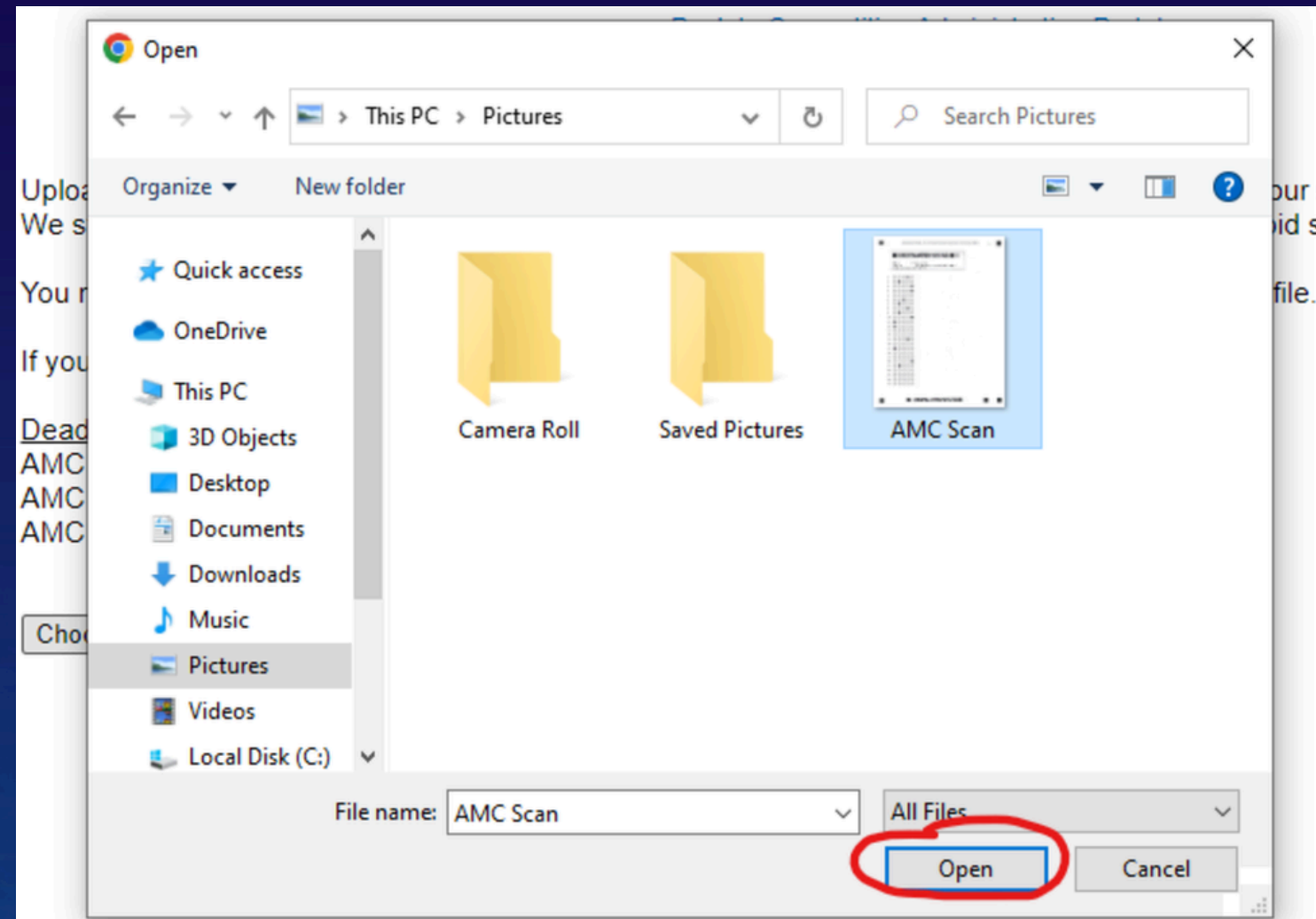
Print Answer Sheets

[Upload Answer Sheets](#)
8/1/2022 - 8/15/2022

[Upload History](#)
8/1/2022 - 8/15/2022

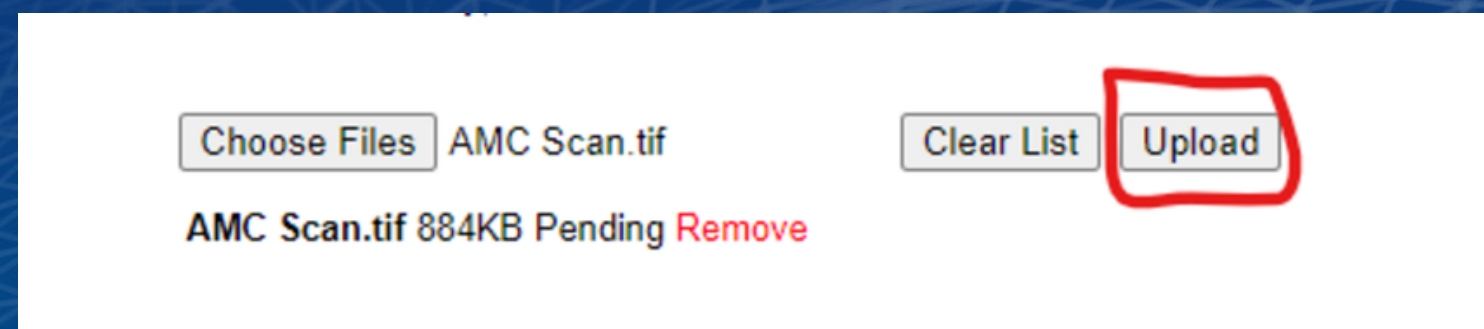
- Click on "Upload Answer Sheets" in the Print & Scan Administration column of your portal.

Step 11: Upload Your Answer Sheets (cont.)



- Click on "Choose Files" and select the file or ZIP file of images from the pop-up file explorer window.

- Click "Open" in the lower right-hand corner of the pop-up screen.



- Use the "Upload" button on the page.

Step 12: Verify Your Answer Sheets

- Review your scans for quality before submitting them. This screen will also inform you if the file format is invalid.
- Please re-scan and re-upload if the images do not look clear and legible. If they are legible, click the submit button on the top left.
- Click on the “I verified these images” button to complete the uploading process.

Please scroll though and verify all images look good - specifically that **all selected answers are clearly bubbled**; that corner blocks are near the corners of the pages (fully visible & blackened and not cut off); and that there are no stray marks near corner blocks, barcodes or answer bubbles.

I verified these images - submit them!

Upload status: 1 of 1 files uploaded (1 images)

1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Step 13: Check Your Records

- Open the "Upload History" page in your portal.
- If a student is missing, please re-scan & re-upload their answer sheet.
- Click on the "View" link at the end of each row to see the scan.

Welcome to your Upload History page!

The list below displays a record of every student competition answer sheet you have uploaded to the EVI system.

Currently, there are **14** answer sheets uploaded associated with **8** unique Student IDs.

Red and bolded Student IDs indicate that duplicate files have been uploaded.

Student name & ID in highlighted row aren't visible because their answer sheet is being held for review

Filename	Uploaded	User	OCR Complete	Student ID	Student Name	Finalized	Deleted (while verifying)	File
AMC Scan_page_0.tif	11/15/2022 4:58:06 PM	Coordinator2, Test	Yes					View
5_CCI11102022_00000_page_0.tif	11/11/2022 4:23:39 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
1_1_CCI11102022_00000_page_0.tif	11/11/2022 4:23:39 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
4_CCI11102022_00000_page_0.tif	11/11/2022 4:19:47 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
3_CCI11102022_00000_page_0.tif	11/10/2022 7:38:08 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
2_CCI11102022_00000_page_0.tif	11/10/2022 12:08:39 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
1_CCI11102022_00000_page_0.tif	11/10/2022 12:05:46 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
CCI11102022_00000_page_0.tif	11/10/2022 12:03:06 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
CCI11032022_00005_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999927	999999927, Student	Yes		View
CCI11032022_00004_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999929	999999929, Student	Yes		View
CCI11032022_00003_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999930	999999930, Student	Yes		View

Step 13: Check Your Records (cont.)

- Please note, if you accidentally uploaded the same file twice, our system retains the most recent one and ignores the duplicates—you don't need to delete them.
- If all your students' answer sheets appear in your Upload History with their names and IDs and look clear, you're all set!

Welcome to your Upload History page!

The list below displays a record of every student competition answer sheet you have uploaded to the EVI system.

Currently, there are **14** answer sheets uploaded associated with **8** unique Student IDs.

Red and bolded Student IDs indicate that duplicate files have been uploaded.

Student name & ID in highlighted row aren't visible because their answer sheet is being held for review

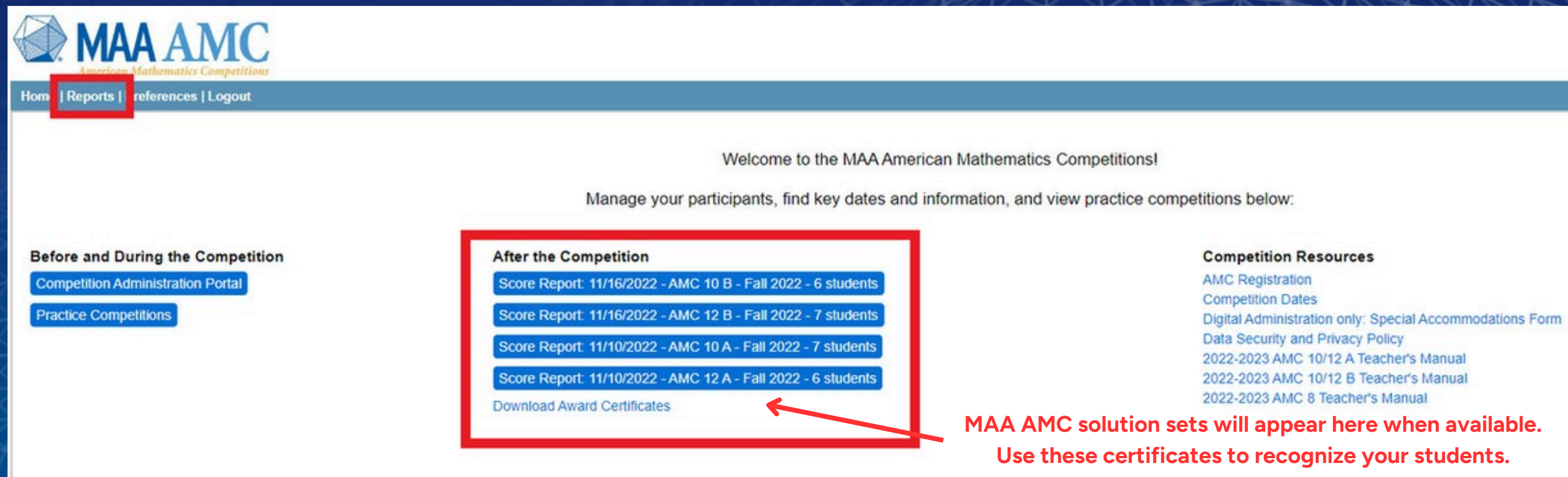
Filename	Uploaded	User	OCR Complete	Student ID	Student Name	Finalized	Deleted (while verifying)	File
AMC Scan_page_0.tif	11/15/2022 4:58:06 PM	Coordinator2, Test	Yes					View
5_CCI11102022_00000_page_0.tif	11/11/2022 4:23:39 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
1_1_CCI11102022_00000_page_0.tif	11/11/2022 4:23:39 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
4_CCI11102022_00000_page_0.tif	11/11/2022 4:19:47 PM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
3_CCI11102022_00000_page_0.tif	11/10/2022 7:38:08 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
2_CCI11102022_00000_page_0.tif	11/10/2022 12:08:39 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
1_CCI11102022_00000_page_0.tif	11/10/2022 12:05:46 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
CCI11102022_00000_page_0.tif	11/10/2022 12:03:06 AM	Administrator, Default	Yes	999999935	999999935, Student	Yes		View
CCI11032022_00005_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999927	999999927, Student	Yes		View
CCI11032022_00004_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999929	999999929, Student	Yes		View
CCI11032022_00003_page_0.tif	11/3/2022 1:17:35 PM	Administrator, Default	Yes	999999930	999999930, Student	Yes		View



SCORE REPORTS

Step 14: Locate Your Score Reports

- Two ways to navigate to your reports:
 - Click on the relevant report when it appears on your main dashboard under “After the Competition.”
 - Click on “Reports” in the upper left corner of the dashboard.

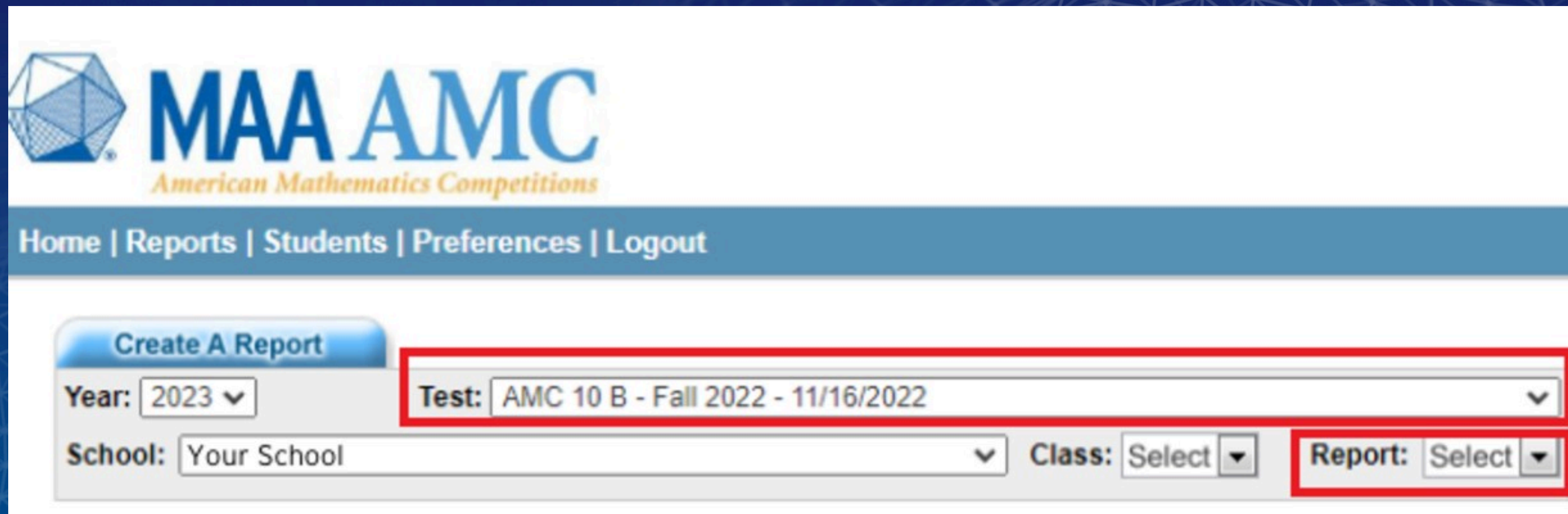


The screenshot shows the MAA AMC dashboard. The top navigation bar includes links for Home, Reports, references, and Logout. The 'Reports' link is highlighted with a red box. The main content area is titled 'Welcome to the MAA American Mathematics Competitions!' and 'Manage your participants, find key dates and information, and view practice competitions below:'. It is divided into three columns: 'Before and During the Competition' (with links for Competition Administration Portal and Practice Competitions), 'After the Competition' (highlighted with a red box and containing links for Score Reports and Download Award Certificates), and 'Competition Resources' (with links for AMC Registration, Competition Dates, Digital Administration only: Special Accommodations Form, Data Security and Privacy Policy, 2022-2023 AMC 10/12 A Teacher's Manual, 2022-2023 AMC 10/12 B Teacher's Manual, and 2022-2023 AMC 8 Teacher's Manual). A red arrow points from the text 'MAA AMC solution sets will appear here when available. Use these certificates to recognize your students.' to the 'Download Award Certificates' link in the 'After the Competition' section.

**MAA AMC solution sets will appear here when available.
Use these certificates to recognize your students.**

Step 15: Choose Your Report Format

- On the Reports page, use the drop-down menus under “Create a Report” to toggle between competitions (if you administered more than one) and types of reports.
- The following pages detail the different reports you can pull.



The screenshot shows the MAA AMC American Mathematics Competitions website. The navigation bar includes links for Home, Reports, Students, Preferences, and Logout. Below the navigation bar is a section titled "Create A Report" with several dropdown menus. The "Test:" dropdown is highlighted with a red box and shows "AMC 10 B - Fall 2022 - 11/16/2022". The "Report:" dropdown is also highlighted with a red box and shows "Select". Other dropdowns include "Year:" (2023), "School:" (Your School), and "Class:" (Select).

MAA AMC
American Mathematics Competitions

Home | Reports | Students | Preferences | Logout

Create A Report

Year: 2023 ▼

Test: AMC 10 B - Fall 2022 - 11/16/2022 ▼

School: Your School ▼

Class: Select ▼

Report: Select ▼

Report Types: Student & Awards List

- To see all of your students' scores at a glance:
 - Select "List Reports" and then choose "Student List By Name" for alphabetical order or "Student List By Score" for scores in order.

Create A Report

Year: 2023 Test: AMC 10 A - Fall 2022 - 11/10/2022

School: Your School Class: Select Report: Select

Note:

Students By Name

Summary Reports

List Reports

Individual Reports

Analysis Reports

• Student List by Name

• Student List by Score

• Common Core Standards

• Awards List

- To see the award reports (e.g. AIME qualifiers), select "List Reports" then "Award List."

Awards List

Testing Materials

Competition: AMC 10 A - Fall 2021 - MAA Test 2 View

Honors:

W - Winner: Student with the highest score at your school.

T - Team Member: Placed in the top 3 scores at your school.

C - Certificate of Achievement: Students in grade 8 and below who scored 90 or above on the AMC 10 and students in grade 10 or below who scored 90 or above on the AMC 12.

D - Certificate of Distinction: Awarded to students that meet the threshold placed with the cut-off.

H - Honor Roll of Distinction: Awarded to high-scoring students based on the cut-off.

A - AIME Qualifier: Awarded to students who qualify for the AIME

ID	District ID	Name	Grade	Score	W	T	C	A	D	H
999999935		Anderson, William	10	87						
999999929		Gonzalez, James	10	96		T		A		
12044		Jackson, Olivia	12	114		T		A	D	
999999927		Thomas, Emma	10	136.5	W	T		A	D	H

Report Types: Horizontal Summary

- “Horizontal Summary by Alpha” or “Horizontal Summary By Score” (under “Summary Reports”) shows how students collectively answered each question.

The screenshot shows the 'Create A Report' interface. At the top, there's a 'Create A Report' button. Below it, there are dropdown menus for 'Year' (set to 2023), 'Test' (set to AMC 10 B - Fall 2022 - 11/16/2022), 'School' (set to Your School), 'Class' (set to Select), and 'Report' (set to Select). A dropdown menu is open for the 'Report' field, showing options: 'Summary Reports' (highlighted with a red box), 'List Reports', 'Individual Reports', and 'Analysis Reports'. To the right of the dropdown, there's a 'Note' section with a list of report types: 'Question Summary', 'Horizontal Summary By Alpha' (highlighted in yellow), 'Horizontal Summary By Score', and 'Miscue Analysis'. Below the list, a note states: 'This report identifies student miscue by item and standard for comparison and grouping.'

The top rows display the correct answers and Common Core standards for each problem. Each student's row shows their incorrect answer or a blank space if they answered correctly.

Standard		HS.A-REI.6					HS.S-ID.4
Question (Item)		Problem 1	Problem 2	Problem 3	Problem 4	Problem 5	Problem 6
Item Map							
Answer (Point Value)		D (6)	E (6)	B (6)	B (6)	C (6)	D (6)
19876	Blackwell, David	B				Blank	
12345	Johnson, Katherine	C		Blank	D	D	C
67891	Lovelace, Ada	B		E		Blank	C
54321	Newton, Isaac	C		E	D		B

Report Types: Individual Student Details

- Select “Individual Reports” and “Student Details” to view a report for each student, including their answers, correct answers, points received, and overall score.

Class: Report:

Summary Reports

List Reports

Individual Reports

Note: None

• Student Details

An individual student report that displays detailed test information for each question including analysis of each test section, question groupings, and overall performance.

mean (82) max (150)

66.7% 6

66.7% 6

Student ID	Student Name	Grade	Room/Class	Date
999999927	Thomas, Emma	10	AMC 10 - 0002	8/1/2022

Question	Answer/Pts Earned	Correct	Points	Max Pts
Multiple Choice				
Question 1	D	C	0	-
Question 2		E	1.5	-
Question 3	C	D	0	-
Question 4		B	1.5	-
Question 5		E	1.5	-
Question 6	B	B	6	-
Question 7		D	1.5	-
Question 8	A	B	0	-
Question 9		E	1.5	-
Question 10		B	1.5	-
Question 11		A	1.5	-
Question 12	C	D	0	-
Question 13		D	1.5	-
Question 14		D	1.5	-
Question 15		C	1.5	-
Question 16		D	1.5	-
Question 17		D	1.5	-
Question 18		C	1.5	-
Question 19		A	1.5	-
Question 20		B	1.5	-
Question 21		E	1.5	-
Question 22		B	1.5	-
Question 23		D	1.5	-
Question 24		E	1.5	-
Question 25		A	1.5	-

Multiple Choice	
Score	36/150
Overall Summary	

Step 16: Export Your Reports

The screenshot shows the MAA AMC DataMate interface. At the top, there's a navigation bar with links: Home | Reports | Students | Preferences | Logout. The main content area has a 'Create A Report' section with dropdown menus for Year (2023), Test (AMC 10 B - Fall 2022 - 11/16/2022), School (Your School), Class (Select), and Report (Select). To the right is a 'Note' text area. Below the 'Create A Report' section is a 'Question Summary' table. The table has columns: Questions (25), Correct Ans (of 1), Mean (24), Max Pts (150), and Common Core Standards. The first row shows 'Problem 1' with 1 correct answer, 100.0% mean, 6 max points, and standard HS.A-SSE.1b. The second row shows 'Problem 2' with 0 correct answers and 0.0% mean. On the right side of the table, there are two buttons: 'EXPORT TO PDF' and 'EXPORT TO CSV', which are highlighted with a red box.

Questions (25)	Correct Ans (of 1)	Mean (24)	Max Pts (150)	Common Core Standards
Multiple Choice				
Problem 1	1	100.0%	6	HS.A-SSE.1b
Problem 2	0	0.0%	6	

- Save or print a copy of any report by clicking on the “Export to PDF” or “Export to CSV” buttons on the right side.
- For the Individual Student Details report, you have the option to export all students or just the report for the current student highlighted.

Step 17: Share Scores with Students

- *CMs should only share individual scores with students, never a full list that includes other students' scores.*
- Method 1: Export the "Student Details" report to PDF.
 - Print the PDFs and give scores to your students; or
 - Email the PDFs or screenshots of the PDFs to your students.
(We recommend downloading separate reports for this option).

Student ID	Student Name	Grade	Room/Class	Date
999999927	Thomas, Emma	10	AMC 10 - 0002	8/1/2022

Question	Answer/Pts Earned	Correct	Points	Max Pts
Multiple Choice				
Question 1	D	C	0	-
Question 2		E	1.5	-
Question 3	C	D	0	-
Question 4		B	1.5	-
Question 5		E	1.5	-
Question 6	B	B	6	-
Question 7		D	1.5	-
Question 8	A	B	0	-
Question 9		E	1.5	-
Question 10		B	1.5	-
Question 11		A	1.5	-
Question 12	C	D	0	-
Question 13		D	1.5	-
Question 14		D	1.5	-
Question 15		C	1.5	-
Question 16		D	1.5	-
Question 17		D	1.5	-
Question 18		C	1.5	-
Question 19		A	1.5	-
Question 20		B	1.5	-
Question 21		E	1.5	-
Question 22		B	1.5	-
Question 23		D	1.5	-
Question 24		E	1.5	-
Question 25		A	1.5	-

Multiple Choice	
Score	36/150
Overall Summary	

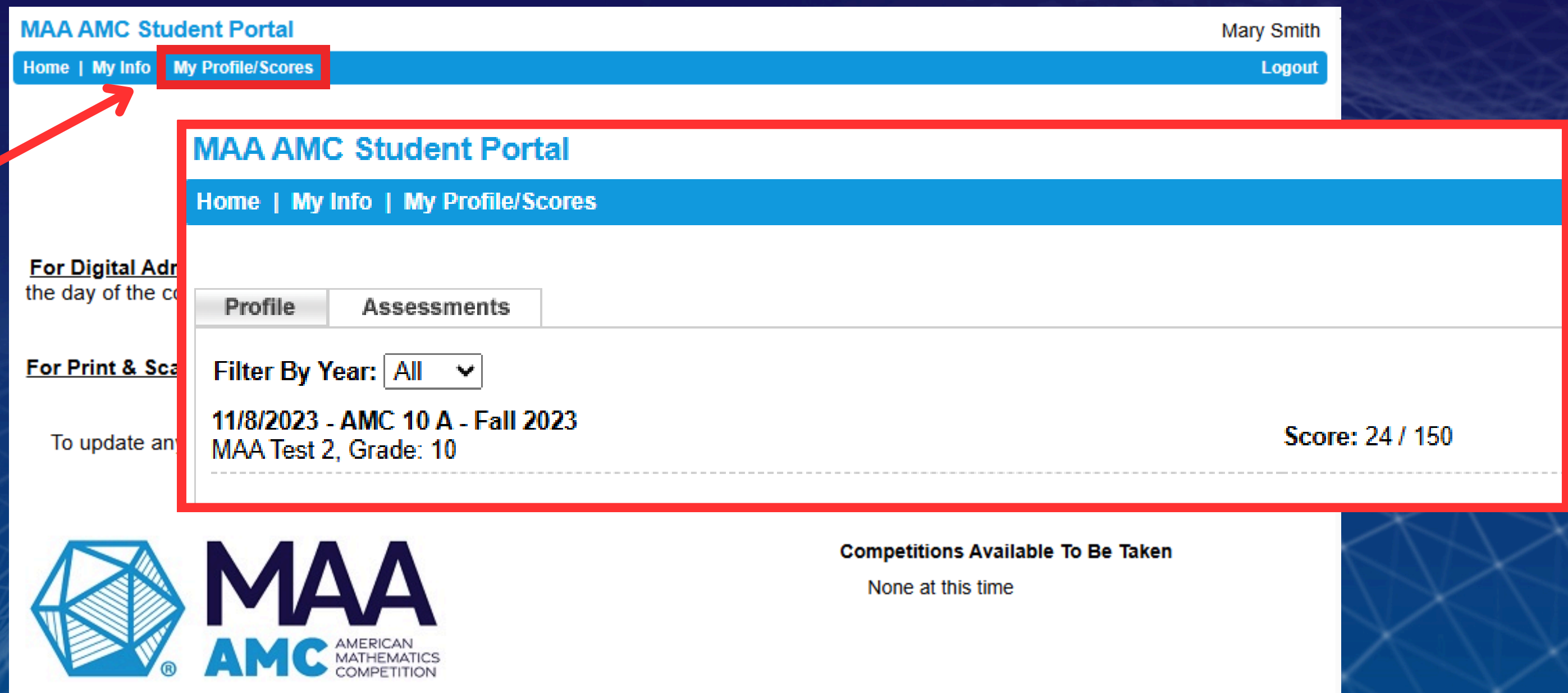
Step 17: Share Scores with Students (cont.)

- Method 2: Export the “Student Details” report to CSV.
 - Copy each student’s score information as a row to place within an email or mail merge. (Correct answers are not included in this version).
 - The student’s score appears in the “Group1Pts” column towards the end of this spreadsheet.
 - If you included a District ID in a student’s registration, this would appear in their row.

Name	StudentId	DistrictId	Grade	Problem 1	Problem 1	Problem 2	Problem 2	Problem 3	Problem 3	Problem 4	Problem 4	Problem 5	Problem 5				
Blackwell, David	19876		10	A		6	D		6		1.5	A		6	B		6
Johnson, Katherine	12345		10	A		6			1.5	C		6	B		0		1.5
Lovelace, Ada	67891		10	A		6	D		6	B		0	B		0		1.5
Newton, Isaac	54321		10	A		6	B		0			1.5	B		0	A	0

Access to Scores in Student Portals

- New for 2025-26: Students can now see their scores by logging into their AMC Student Portal.
- Note: Scores will only appear in student portals **after they have been finalized and are official.**
- Click "My Profile/Scores" to see past MAA AMC scores.
- Use the Filter By Year drop-down to toggle between cycles.



MAA AMC Student Portal

Mary Smith

Home | My Info | **My Profile/Scores** Logout

For Digital Address the day of the competition

For Print & Scores To update and print scores

MAA AMC Student Portal

Home | My Info | My Profile/Scores

Profile Assessments

Filter By Year: All

11/8/2023 - AMC 10 A - Fall 2023

MAA Test 2, Grade: 10

Score: 24 / 150

MAA AMC AMERICAN MATHEMATICS COMPETITION

Competitions Available To Be Taken

None at this time



QUESTIONS?

Please contact amcinfo@maa.org or 1-800-527-3690 for questions on registration, policies, and orders.

Contact amctech@maa.org for technical questions about the competition platform.