




AMC 8

THE OFFICIAL TEACHER'S MANUAL

 I am the **STEM!** in
American Mathematics Competitions



The AMC 8 is a 25-question, 40-minute multiple-choice exams in middle school mathematics designed to develop students' problem-solving skills and interest in mathematics.

ELIGIBILITY

Student Eligibility:

Students must be in grade 8 or below and also under 14.5 years of age on the day of the competition.

The MAA AMC is hosted by educational organizations with physical premises for on-site test-taking:

- Schools
- Universities
- Learning Centers
- Math Circles

Legitimacy of the organization must be verified 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

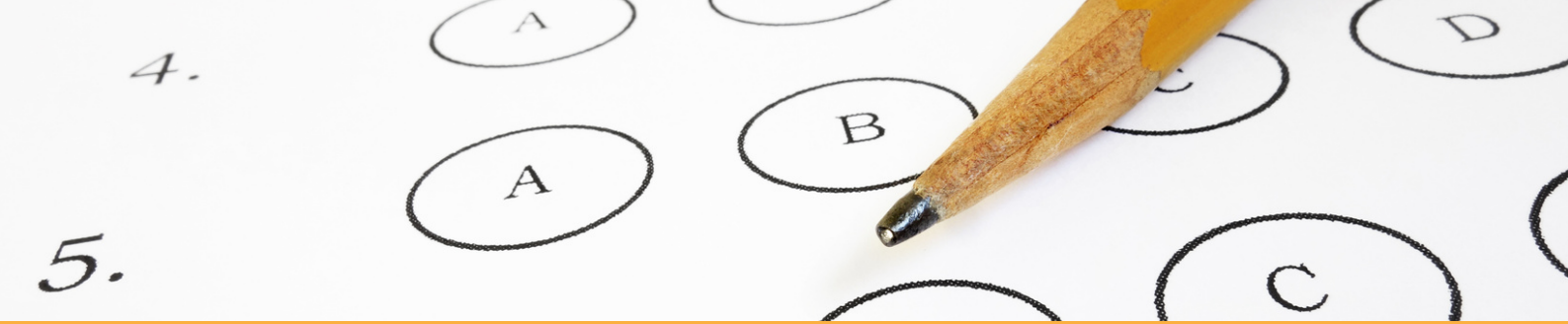
Under no circumstances may a parent or guardian of an AMC student register for the competition.

REMINDERS:

Remote proctoring is not allowed.

Students cannot discuss problems until after 8 a.m. ET the day after Competition Week ends.

Print & Scan: If you do not see scores after uploading, your answer sheets were flagged for manual review. You may rescan for faster processing.



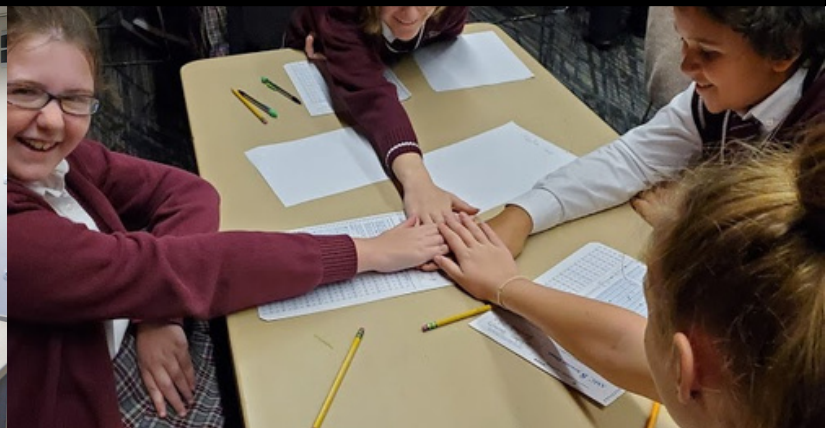
PERMITTED MATERIALS

During the competition, students are only allowed:

-writing utensils -blank scratch paper -rulers -erasers

Prohibited materials include:

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



INCLEMENT WEATHER AND SCHOOL CLOSURES

If school is canceled on the day that the AMC 8 was scheduled, the competition manager can administer the AMC 8 on a different day as long as it falls within the AMC 8 competition period. **We recommend aiming to schedule the AMC towards the beginning of the week to ensure this flexibility.**

The AMC 8 cannot be administered after the final day of the competition period.

As a reminder, **remote proctoring is not permitted as an alternative.** Any students found to have taken the AMC 8 remotely will have their scores canceled.

POST-COMPETITION DISCUSSION

As schools administer the competition worldwide throughout Competition Week, it is imperative problems and solutions are not discussed in any online or public forum until the **day after the competition period ends** at 8 a.m. ET.

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!

After Competition Week, set aside class time to discuss problems and solutions.

STUDENT ACCOMMODATIONS

Competition Managers must make arrangements consistent with the participant's accommodation plan.

The AMC 8 participant accommodations for physical and learning disabilities include:

- A time extension for 60 minutes, and/or
- A teacher or a school administrator reading the questions aloud and marking the answers as directed by the participant

Student Accommodations for the Digital Administration Format

Please submit the student accommodations form on maa.org/amc or on your competition manager dashboard after registration to secure an extension to the student's digital countdown clock.

Translations, Braille, and Large Print

The French and Spanish translation booklets will appear in your Competition Administration portal on the "Competition Booklet" page, and can be administered using the Print & Scan format.

Large print accommodations can be met by administering the competitions digitally and using the zoom feature on the browser window.

Braille competitions will be mailed to CMs, and must be returned by mail.



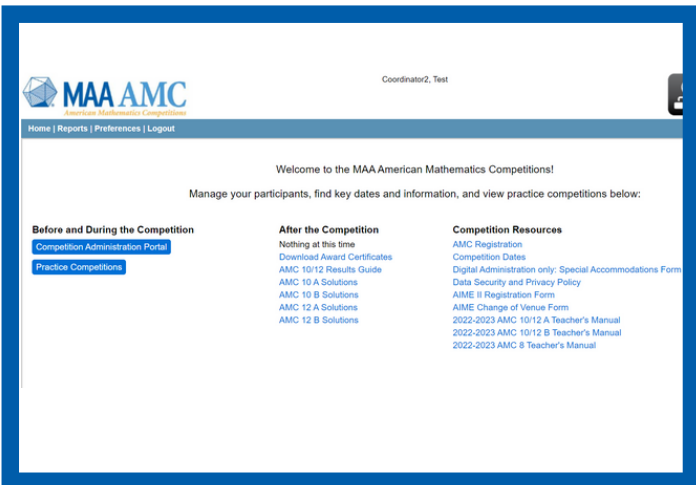
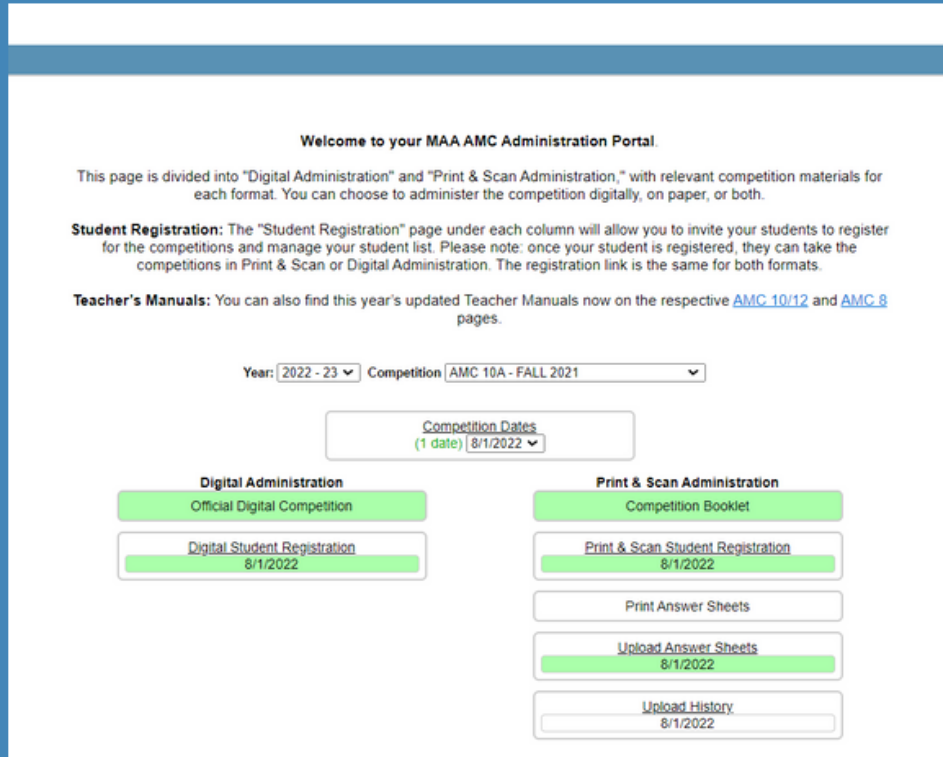
AMC PLATFORM KEY FEATURES

COMPETITION ADMINISTRATION PORTAL

Manage your students' registration and competition administration format.

Find printable competition booklets, printable student answer sheets, and the digital competition link when available. (Note: **do not share the digital passcode before the competition**).

Print & Scan CMs can also upload their student answer sheets within the portal.

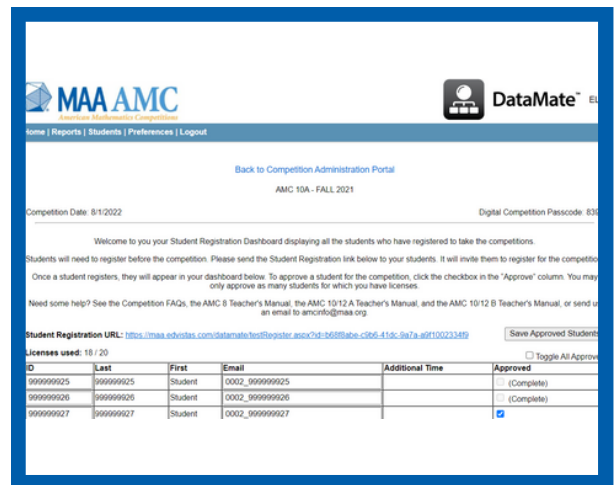


CM Dashboard

Access the administration portal and preview the competition experience with practice competitions.

View your students' score reports and printable post-competition certificates when available. Recognize your students' participation and performance.

Learn more about the competitions program, administration policies, and how to use the new platform with helpful guides.



Student Registration

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 using either Print & Scan or Digital Administration. The registration link is the same for both formats.

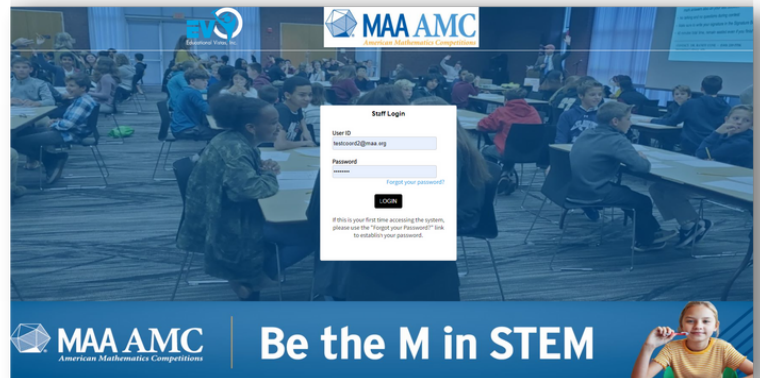
For the digital competitions: track your students' progress to confirm the start and final submission of each student's competition.

SETTING UP YOUR AMC PLATFORM

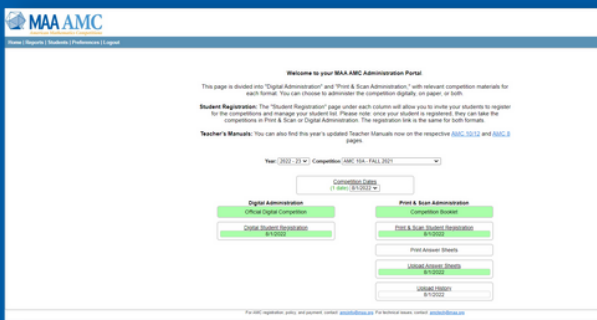
1. LOG INTO THE MAA AMC PLATFORM

After completing AMC registration on amc-reg.maa.org, you will receive an email inviting you to log into the MAA AMC Platform. Click the link (maa.edvistas.com) to set your password.

As a first-time user, simply click the “**First-time login or forgot your password?**” prompt and enter the email address you used during AMC registration. Follow the email instructions to set your password and log in with your new credentials. Upon successful login, you will be brought to the AMC Dashboard, which links to the Competition Administration Portal, practice competitions, and score reports (when available).



2. NAVIGATE TO THE ADMINISTRATION PORTAL



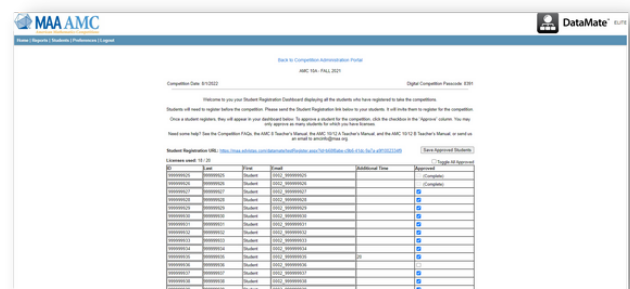
From the AMC Dashboard, click on the Competition Administration Portal. Your Administration is divided into "Digital Administration" and "Print & Scan Administration," with relevant competition materials for each format. You can choose to administer the competition digitally, on paper, or both.

Make sure the correct competition and year are selected in the drop-down menu in the center.

3. INVITE YOUR STUDENTS TO REGISTER

In the Administration portal, click on either "Student Registration" button to access your unique Student Registration URL for this competition. **CMs must send students the registration link as soon as possible.** Once your student is registered, they will appear on this page and can take the competitions in Digital or Print & Scan Administration. CMs choose the administration format.

Click the checkmark in the "Approve" column to activate each student in the system. You may remove students by de-selecting the checkmark. Students then receive an email inviting them to create a password for their digital account.



4. PRINT MATERIALS FOR COMPETITION DAY (PRINT & SCAN ADMINISTRATION ONLY)

Before the competition, print competition booklets (released five days before the start of Competition Week) and barcoded student answer sheets (released upon CM approval of each registered student). Click "Competition Booklet" and "Print Answer Sheets" to access these materials. Answer sheets will automatically download as a PDF for you to print when you press this button.

THE NEW AMC PLATFORM: TECHNICAL REQUIREMENTS

TECH SPECS

The new AMC platform works with recent versions of mainstream web browsers (ex., Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge) and operating systems (ex., Windows, Mac OS, iOS, Chrome OS, and Android).

For Digital Administration: The digital AMC can be accessed on desktops, laptops, and tablets with a supported browser and OS; however, desktops and laptops are recommended. This year kiosk mode will be available on Google Chromebooks.

For Print & Scan Administration: CMs must have access to a printer and a scanner. The scanner should be able to scan PDF, JPEG, or black & white TIFF images in **300 dpi** resolution.

CMs can preview the Competition Week experience by completing the AMC Practice Competition found in their accounts.

For Digital Administration: CMs can access the released practice competition by logging onto the AMC Platform and clicking the "Practice Competitions" Button under the first column of their AMC Dashboard.

For Print & Scan Administration: CMs can also print a practice competition booklet to assess how long it will take to print materials for Competition Day. Once students are approved on the platform, CMs can print the official student answer sheets beginning five days before competition week. Note: answer sheets are unique to each student.

PREVIEWING THE EXPERIENCE

SYSTEM TESTING WITH THE PRACTICE COMPETITIONS

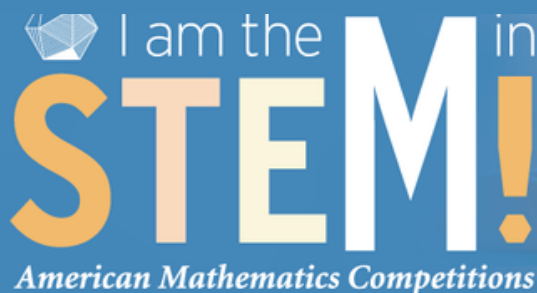
For Digital Administration: We highly encourage all students to try the digital practice competitions to test out the layout and tools, and confirm there are no issues with taking the competition on their device, browser, and internet connection. Students can access them by clicking "Click here for Practice Competitions" at the bottom of the AMC Student Portal login page (<https://maa.edvistas.com/datamate/studentlogin.aspx>).

If students have technical difficulties taking the practice or official competitions, please email amctech@maa.org.

Print & Scan Administration: We highly encourage CMs to practice downloading and printing practice booklet before the competition to troubleshoot technical difficulties beforehand.



A QUICK GUIDE TO HOSTING THE AMC 8



BEFORE COMPETITION

1. Access the AMC Platform and invite your students to register for the competition

Click on "Competition Administration Portal." Send out the Student Registration URL found at the top of either Student Registration page to your participating students.

When students register, you will see their names appear in the list.

2. Reserve a quiet room to host the AMC for at least 70 minutes

Allow time for pre- and post-competition activities.

3. Approve students to take the competition

Click the checkbox next to a student's name on either student registration page or the "Toggle All Approved" box at the top. (Students will be able to take either competition format).

You will be able to approve as many students as you have licenses purchased. If you need more licenses, submit the Additional Bundles Form before the deadline.

4. Print & Scan only: Print all needed competition booklets and student answer sheets

The Competition Administration Portal will automatically generate an answer sheet for each approved student.

DURING COMPETITION

1a. Print & Scan only: Distribute the AMC 8 exam booklets and unique student answer sheets

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

1b. Digital only: Instruct students to sign into their Student Portal on their devices

You may also distribute the login link in your CM Administration Portal under "Official Digital Competition."

Distribute the passcode to students ONLY once you're ready to begin. Check students' progress on the "Digital Student Registration" page.

2. Set the timer for 40 minutes and start the competition!

Digital competitions will have a countdown clock on the platform for students to see, but you are responsible for timing them.

3. Continually monitor students throughout the competition.

4. After 40 minutes, direct students to STOP working.

5. Digital only: check your "Digital Student Registration" page to ensure all students are marked "(complete)" in the "Approved" column

AFTER COMPETITION

1. Print & Scan only: Collect the answer sheets and competition booklets immediately.

Booklets may be returned to participants beginning at 8 a.m. ET the day after Competition Week ends.

2. Print & Scan only: Check each answer sheet for complete and clear bubbling

3. Print & Scan only: Scan and upload all student answer sheets to the CM portal by the deadline on the Upload page. Scan them as PDF, JPEG or black & white TIFF files in a 300 dpi resolution; you may combine them into one file. Use the "Upload Answer Sheets" page. Use the "Upload Answer Sheets" page. Click "Upload" button after selecting the file.

REMINDERS:

Students may not discuss problems until the day after Competition Week at 8 am ET.

If there is an urgent need to use the bathroom, all materials should remain with the CM. No other breaks are permitted.

Participants should come prepared with lunch and/or snacks since there will be no lunch break during the competition.

SPECIAL FEATURE FOR THE AMC 8



For Digital Administration: Digital competitions will have a countdown clock on the platform to help pace and guide students. However, the system will not automatically submit the competition when the clock runs out due to younger students often needing more flexibility for internet problems or unexpected interruptions. **CMs are responsible for timing students independently and reminding students to press the submit button.**

DISQUALIFICATIONS AND CHEATING

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

The CM proctor must not answer any questions about the problems during the competition and should ensure that no participant has the opportunity to communicate by any means with any other person while the competition is in progress.

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. 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.

Consequences for disqualified students:

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

AFTER THE COMPETITION: SCORES

Results for Competition Managers:

CMs can access initial score reports on the AMC platform 24 hours after the conclusion of Competition Week. Finalized reports will be released immediately for digital competition students. For the Print & Scan Administration, CMs will see initial scores after competition week. However, **those scores must be manually validated by our team before you share them with students.** MAA offices will announce when scores are finalized.

Note: If you do not see your print & scan results in the AMC Platform within 24 hours of uploading after the conclusion of Competition Week, they have been flagged for manual review due to an issue with scan quality. You may rescan for faster processing.

Download and print fillable PDF certificates:

Certificates will be found under the "After the Competition" column of the AMC Dashboard. Recognize student participation and high scores.

Share scores with your students:

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



PRICING, REFUNDS AND CREDIT

Pricing for the AMC 10/12 is \$2.70 per participant, packaged in bundles of 10. Each bundle consists of 10 student registrations, which can be applied to either digital or print & scan administration.

Discounted pricing is applied to orders paying with credit card. All payments are processed on the MAA AMC Registration website: amc-reg.maa.org. **There are no other required registration fees on any other website.**

The AMC CANNOT provide refunds or credits once competition materials are ordered.

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.

