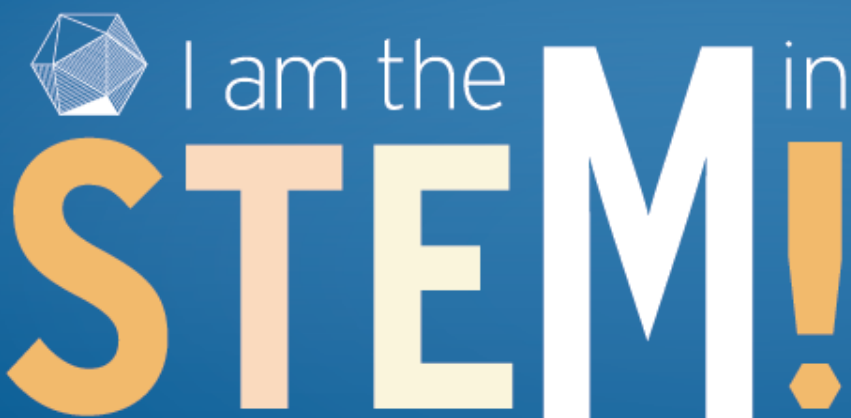




2021 AMC 10/12 A

THE OFFICIAL TEACHER'S MANUAL



American Mathematics Competitions



FEBRUARY 4, 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 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

**Last Day to Register
for the AMC 10/ 12 A**

January 9, 2021

**Last Day to Order
Additional Bundles**

January 13, 2021

**Official AMC 10/12 A
Administration**

February 4, 2021

**Last Day to Postmark
Returned Packages***

February 12, 2021

*Policies for Print Administration

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 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
page (maa.org/amc) and return to amcinfo@maa.org.



STUDENT ACCOMMODATIONS

Competition Managers must make arrangements consistent with the participant's accommodation plan by January 21, 2021.

- **For online accommodations:** please submit the form on maa.org/amc after registration to secure online timing accommodations.
- **For in-person accommodations:** please consult the student's accommodations plan.

The AMC 10/12 participant accommodations (e.g., for physical and learning disabilities):

- The time limit two hours.
- A teacher or a school administrator may read the questions aloud and mark the answers as directed by the participant.

Braille and large print competition booklets* must be ordered by December 19, 2020 for institutions located in the US and Canada.

INCLEMENT WEATHER AND SCHOOL CANCELLATION

**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.



Be the **M** in **STEM**
with **#AMCMath**



MAA AMC
American Mathematics Competitions

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.

CHEATING

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

If it is clear to the proctor from personal observation that a participant has cheated, the proctor must disqualify that participant and notify the AMC.

When submitting a cheating accusation

It is critical to support the claim with facts or documentation. If the proctor receives an accusation or obtains indirect evidence of cheating, the proctor must immediately report all evidence of the situation to the MAA AMC Office at AMCHQ@maa.org. The MAA AMC Office will determine further action.

The MAA AMC Office reserves the right to disqualify scores if it determines the rules or the required security 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 to include invitational competitions.



POST-COMPETITION DISCUSSION

As schools administer the competition nationwide on February 4, 2021, it is imperative problems and solutions are not discussed in any online or public forum until February 5.

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 February 5, 2021 set aside post-competition class time to discuss problems and solutions.

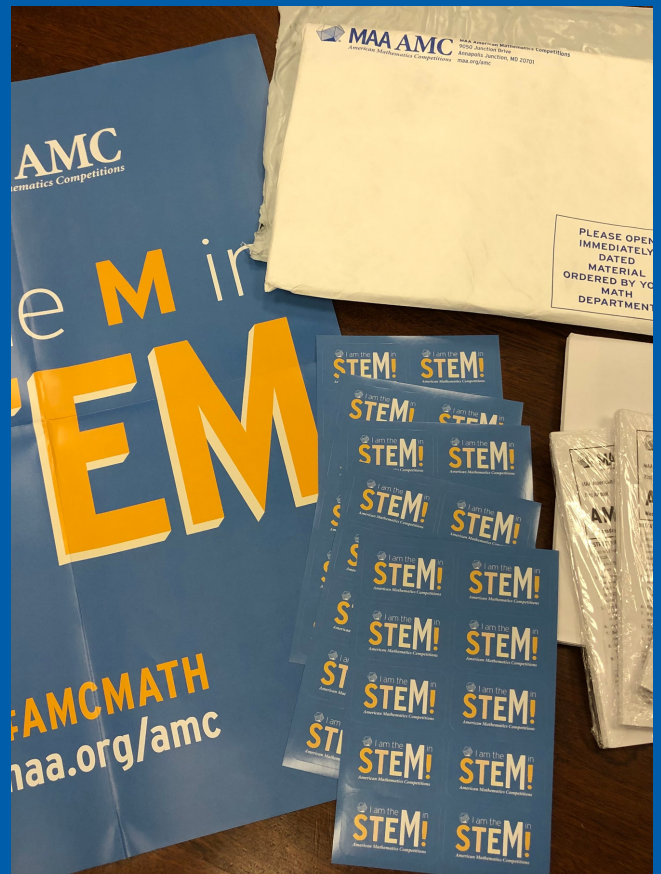
LOST OR DELAYED PACKAGES*

Return competition materials by trackable method before February 12, 2021 at 11:59pm EDT.

MAA AMC office must receive answer sheets and forms by the date stated on Important Deadlines and Information guide.

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.

Please 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*

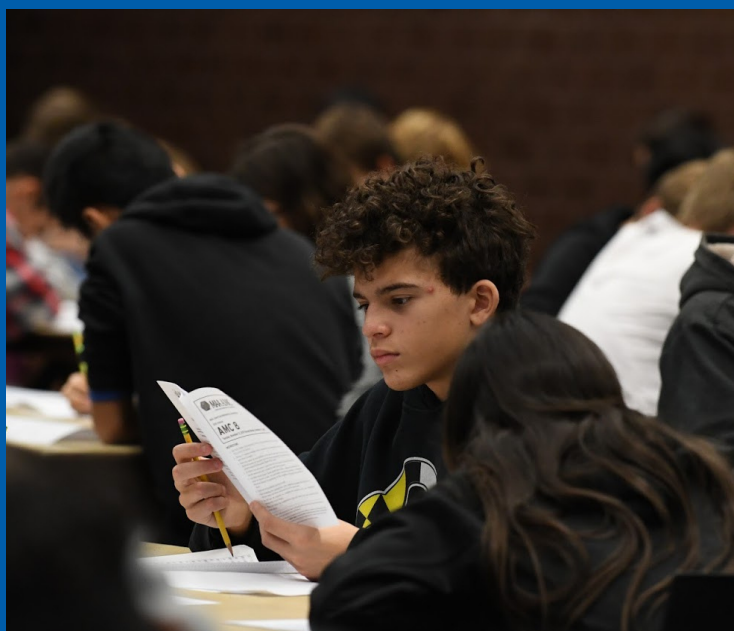
The AMC CANNOT provide refunds or credits once the competition materials have been shipped.

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

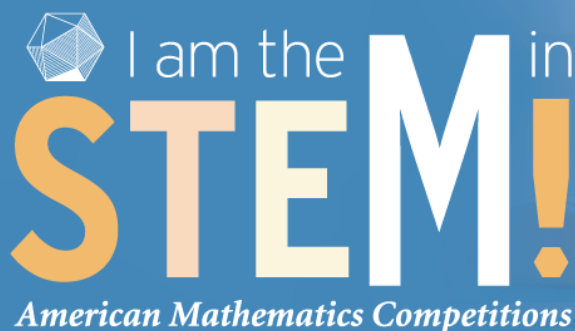
Do not return competition materials.

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

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)
- Envelopes
- Competition Bundles
- Certification Form
- School ID Form
- AIME Materials

Reserve a quiet room to host the AMC for at least two hours
Allow time for pre- and post-competition activities

Ask participants to fill the following answer sheet fields:
name, age, grade,
DOB, address and gender

DURING COMPETITION

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.

Start the timer for 75 minutes and begin the competition!

After 75 minutes, direct students to **STOP** working.
Ask students to sign their name at the top of the answer sheet.

Collect the answer sheets and competition booklets immediately.

Booklets may be returned to participants after February 5, 2021.

AFTER COMPETITION

Check each answer sheet for complete and correct info
Remove all paper clips, rubber bands, and note paper attached.

Complete School ID Form

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

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.

By February 12, 2020, return:
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 February 5, 2021.



A QUICK GUIDE FOR THE AMC 10/12 A ONLINE

Before the Competition:

1. **Register for the AMC:** amc-reg.maa.org

2. **Monitor your email for an AMC online registration link**

Competition Managers will receive an AoPS registration email within two business days to set-up their online accounts and access participant invitation links

3. **Complete the online registration process on the AMC online platform powered by AoPS**

For a Step-by-Step Guide, click [here](#)

4. **Locate your unique Participant Invite Link in your CM portal. Copy and send students the invite link to register for the online competition**

Once students register, they will appear in your CM Portal.

5. **Within your CM portal, indicate which students you will proctor (if any).**

Important: Students need to complete registration before you can complete this step

6. **Manage your students in the CM Portal**

- View the list of your team's participants for each competition
- Reset students' passwords
- Remove any participant from the competition

7. **Remind students of important dates and contact information**

Practice test opens: January 21, 2021

Competition site: aops.com/contests/amc

Contact Info:

- Policy:

amcinfo@maa.org

- Online Platform:

info+contests@artofproblemsolving.com

Pre-Competition Decisions:

The competition format, timing, proctoring and site limits will be conducted under the direction of the competition manager.

Format Competition Managers may choose to have students take the competition by online or paper administration. Only one administration type is allowed for each AMC exam.

Timing Competition Managers may choose a start time for students to take the online competition, synchronously. If students cannot take the competition at the synchronous time, then a student may request an alternate time and take the competition asynchronously pending their CM's approval.

Proctoring Competition Managers may choose to have students proctored by the competition manager virtually (via video call) or by an in-person parent/guardian/supervising adult for the online competition ONLY. There is no student limit for virtual CM proctoring; however CM must indicate which students they will proctor in their CM portal. Paper administration requires in-person Competition Manager proctoring.

Site Limits Competition Managers may choose to limit the number of students registered at their site. We encourage all students to take the AMC at their home institution.

During and After the Competition:

During the competition:

For CMs proctoring students, please start video conferencing with students at least 30 mins ahead of time and begin proctoring as students sign into the competition site. Students will complete a competition flow which includes sections, such as:

- Rules and regulations
- The Competition page (featuring a timer)
- A post-competition integrity form and final submission page

After the competition:

Monitor your email for competition updates and the AMC Toolkit which provides scores and awarding information