

Volunteer Positions

Grader

General

Graders determine the test scores for each test, and calculate the overall ranking of students and teams for the Countdown Round and advancement to state competition and prepare the official results.

Specific Duties

1. Arrive at 8:30 AM for set-up and assignment by lead grader.
2. The Mathcounts Coordinator selects a lead grader prior to the competition. The lead grader is responsible for setting up and restricting access to the Grader Room, obtaining computer and printing equipment, providing software to calculate and prepare ranking and results, training new graders, assigning duties, fielding interpretations for response by Mathcounts Coordinator, preparing the rankings and completing the official results.
3. Mathcounts Coordinator will provide copies of tests, answer keys, tally sheets and office supplies. Graders should bring calculators.
4. Grading team should check the questions and answers for the Sprint, Target and Team Rounds prior to completion of the Sprint Round for familiarity and agreement. The graders should use the same marks for correct and incorrect answers to minimize errors in double checking.
5. All copies of tests, answer keys, tally sheets, results and scratch paper must remain inside the Grader Room. The Mathcounts Coordinator is the only one who can remove these items from the Grader Room. The Mathcounts Coordinator is the only one who can provide initial announcement of results at the Countdown Round/Awards Ceremony.
6. The Sprint Round test should arrive in the Grader Room about 10:10 AM. The team tests and individual tests should be segregated at all times. The tests shall be distributed to graders by the lead grader. Once a test is checked and initialed, the test should be rechecked and initialed. After double-checking, the tally sheet shall be filled in.
7. Checked tests shall be organized for quick retrieval.
8. The Target Round test should arrive in the Grader Room about 10:50 AM. The same procedure as the Sprint Round shall be used. Since the individual
9. The Team Round test should arrive in the Grader Room about 11:20 AM. The same procedure as the Sprint Round shall be used. The graders must complete all remaining activities in the next hour to keep on schedule for the Countdown Round. Any team or students with identical scores which effect awards or advancement must use the tiebreaker procedures.
10. Once all tests have been checked, double checked and placed on the tally card, the graders shall organize all tests and tally sheets.

11. Grader work is complete (except lead grader and assistants).
12. The lead grader must prepare team rankings (school, place, team member names), individual rankings (school, name, grade in school) and ranked Countdown Round (school, name, grade in school) participants. All results must be double-checked.
13. Once the results are delivered to the Mathcounts Coordinator, the leader grader's work is complete.