

ATTENTION CONTEST MANAGERS

IMPORTANT DATES	
November 1, 2016	Final day to register/order additional contest materials.
By November 14, 2016	Have students pre-fill all name and demographic information on answer sheets.
November 15, 2016	Official contest administration date
November 16, 2016	Return answer sheets to the MAA AMC office the day after contest administration — don't forget to use a trackable method. All answer sheets must be received no later than 12 days after contest administration.

- **Verify your contest materials immediately.** There should be enough answer sheets included to match the number of contests you purchased. If there are missing materials, please contact Customer Service at 800-527-3690 immediately.
- **Do not use photocopied answer sheets.** Photocopied answer sheets cannot be read by our scanners and cannot be scored, so please be sure to order enough contests and answer sheets for your students. For information on ordering additional contests/answer sheets, see the Additional Bundles Form on the AMC 8 Information Page.
- **Check that all answer sheets are complete.** Have students fill in the answer sheets, filling in the bubbles completely with their name, age, date of birth, grade, gender, and section letter (if applicable) prior to the contest date. Incomplete answer sheets could result in incorrect or delayed scoring. After the contest administration, please verify that these portions of each answer sheet have been completed correctly.
- **Complete and include the School Identification Form.** The correct CEEB (school) code, number of answer sheets returned, and date contest was given are crucial to the scoring process. If you are unsure of the correct code, please contact our office at 800-527-3690 (US), 301-617-7805 (outside the US), or amcinfo@maa.org prior to returning your contest materials. Errors in completion of this form can lead to inaccurate score reports.
- **Complete and include the Certification Form.** This form can be found on the AMC 8 Information Page and a copy of the form is included in your contest package. Please be sure to include all signatures and necessary exceptions.
- **Please mail completed answer sheets the day after the contest administration.** Answer sheets must be received by the MAA AMC office within 12 days of the contest date to receive your contest report and any awards earned. Those received after this time will be subject to a delay in scoring.
- **Returned answers sheets must be shipped via a trackable method.** The MAA AMC is not responsible for lost answer sheet packages.