

ATTENTION CONTEST MANAGERS

IMPORTANT DATES – AMC 10/12 A	
By January 23, 2017	Final day to register/order additional contest materials.
By February 6, 2017	Have students pre-fill all name and demographic information on answer sheets.
February 7, 2017	Official contest administration date
February 8, 2017	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 10 days after contest administration (February 12, 2016).
IMPORTANT DATES – AMC 10/12 B	
By February 2, 2017	Final day to register/order additional contest materials.
By February 14, 2017	Have students pre-fill all name and demographic information on answer sheets.
February 15, 2017	Official contest administration date
February 16, 2017	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 7 days after contest administration (February 22, 2017).

- **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 (US), or 301-617-7805 (outside the US) immediately.
- **The AMC 10/12 Teachers' Manual is online this year.** Please download and print your copy at maa.org/amc under Teacher Resources.
- **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 10/12 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 address 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 the date the 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 10/12 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 returned within 10 days (for the AMC 10/12 A) and 7 days (for the AMC 10/12 B) 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 answer sheets must be shipped via a trackable method.** The MAA AMC is not responsible for lost answer sheet packages.