

ATTENTION COMPETITION MANAGERS – READ IMMEDIATELY

IMPORTANT DATES - AIME I	
March 2, 2017	Final day for AIME qualifier schools to change from the AIME II date to the AIME I date
March 6, 2017	Competition managers will receive by email an electronic copy of the AIME I competition booklet which should be printed for competition administration
Before March 6, 2017	Have students fill in all demographic information on answer sheets before the day of the competition
March 7, 2017	Official competition administration date
March 8, 2017	Return answer sheets to the MAA AMC office the day after the competition administration—don't forget to use a trackable method. All answer sheets must be received no later than March 28, 2017
By March 28, 2017	Last date that AIME I competition answer sheets will be accepted by the AMC office.
IMPORTANT DATES - AIME II	
March 8, 2017	Final day to register for the AIME II competition
Before March 21, 2017	Have students fill in all demographic information on answer sheets before the day of the competition
March 21, 2017	Competition managers will receive by email an electronic copy of the AIME II competition booklet which should be printed for competition administration
March 22, 2017	Official competition administration date
March 23, 2017	Return answer sheets to the MAA AMC office the day after the competition administration—don't forget to use a trackable method. All answer sheets must be received no later than March 28, 2017
By March 28, 2017	Last date that AIME II competition answer sheets will be accepted by the AMC office.

- All students will take the AIME I competition, unless registered separately for AIME II.
- Verify you have kept all AIME competition materials that were included in your AMC 10/12 package. There should also be two AIME return envelopes, two school ID forms, and at least enough AIME answer sheets for the students invited to participate in the AIME competition. If any materials are missing, please contact Customer Service immediately.
- Instruct students that they must use the same name on the AIME answer sheet that they used on the AMC10/12 competitions. Use of nicknames or other versions of their name may result in a student not being invited to take the USA(J)MO.
- If participating in the AIME I competition, the AIME I competition booklets will be emailed to the competition manager by 12 pm EST on March 6, 2017. If participating in the AIME II competition, the AIME II competition booklets will be emailed to the competition manager by 12 pm EST on March 21, 2017. The answer sheets, school ID form and certification form provided in the AMC 10/12 package should be used for either AIME competition.
- Do not use photocopied answer sheets. Photocopied answer sheets cannot be read by our scanners and will not be scored. Contact customer service immediately if you did not receive enough official AIME answer sheets.
- Check that all answer sheets are complete. Have students fill in the answer sheets, filling in the bubbles with their name, age, date of birth, grade, gender, and address prior to the competition date. Incomplete answer sheets could result in incorrect or delayed scoring. After competition 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 the competition was given are crucial for scoring. If you are unsure of the correct code, please contact Customer Service prior to returning your competition materials. Errors in completion of this form can lead to inaccurate score reports.
- Complete and include the 2017 Examination Certification Form and AIME Academic Integrity Form. These forms can also be found on the Invitational Teacher's Manual Webpage. Please be sure to include all signatures, dates, and necessary exceptions.
- Please mail completed answer sheets the day after the competition administration. Answer sheets must be returned within 10 days (for the AIME I) and 7 days (for the AIME II) of the competition date to receive your competition report and any awards earned. Answer sheets received after this time will be subject to a delay in scoring.
- Do not return AIME I and AIME II answer sheets in the same return envelope. Use the AIME Return Envelope for the AIME I and the AIME II Return Envelope for the AIME II.
- Late return of answer sheets may disqualify students from the USA(J)MO invitational competitions.
- Returned answer sheets must be shipped via a trackable method. The MAA AMC is not responsible for lost answer sheet packages. It is recommended that overnight service be used.

Questions? Contact Customer Service: 800-527-3690 or amcinfo@maa.org