



AMC 8 Important Deadlines & Information

October 27, 2017	Final day to order additional AMC 8 bundles for participating institutions located in Canada, Alaska, Puerto Rico, Hawaii, Guam, and the Northern Mariana Islands.
November 3, 2017	Final day to order additional AMC 8 bundles for participating institutions located within the continental United States.
November 13, 2017	Have students pre-fill all name and demographic information on answer sheets.
November 14, 2017	Official AMC 8 competition date. The AMC 8 may be administered from November 14, 2017 until November 21, 2017.
November 15, 2017	Return answer sheets to the MAA AMC office the day after competition administration. Ship with appropriate postage using a trackable method. FedEx or UPS strongly recommended.
December 1, 2017	Last day that AMC 8 answer sheets will be accepted by the MAA AMC office for scoring.

- **Verify your competition materials immediately.** There should be enough answer sheets included to match the number of exam bundles you purchased. If there are missing materials, please contact Customer Service at 800-527-3690.
- **Do not use photocopied answer sheets.** Photocopied answer sheets cannot be read by our scanners and cannot be scored. Please be sure to order enough exams and answer sheets for your students. For information on ordering additional exams and answer sheets, use the Additional Bundles Form on the AMC 8 page at maa.org/amc.
- **Check that all answer sheets are complete.** Have students complete the answer sheets, filling in the bubbles completely with their name, age, grade, gender, and section letter (if applicable), prior to the competition date. Incomplete answer sheets could result in incorrect or delayed scoring. After the competition, please verify that these portions of each answer sheet have been completed correctly.
- **Complete and return the School Identification Form.** The correct CEEB (school) code, number of answer sheets returned, and the date that the competition was administered are crucial to the scoring process. If you are unsure of the correct code, please contact Customer Service at 800-527-3690 (US), 301-617-7805 (outside the US), or amcinfo@maa.org prior to returning your competition materials. Errors on this form can lead to inaccurate score reports.
- **Complete and return the AMC 8 Certification Form.** This form can be found on the AMC 8 page at maa.org/amc, and a copy of this form was included in your competition package. Please be sure to include all signatures and list any students who took the exam unofficially after the official administration timeframe has ended.
- **Return completed answer sheets by mail the day after the competition.** Answer sheets must be received by the MAA AMC office within 12 days of the competition date to receive your competition report. Those received after this time will be subject to delayed scoring.
- **Ship with appropriate postage using a trackable method.** FedEx or UPS strongly recommended. The MAA AMC is not responsible for lost or delayed answer sheets.