Four Critical Steps to Process Competition Materials

1. **Verify you have all AIME competition materials**
   If any materials are missing, please contact Customer Service immediately at 800-527-3690. Listed below are the AIME materials in your AMC 10/12 package:
   - AIME Answer sheets (Scantrons)
   - 1 AIME Certification form
   - 1 AIME Change of venue form
   - 1 AIME II Registration form
   - 1 AMC Integrity form
   - 2 School ID forms
   - AIME I and II return envelopes

2. **Participants must use the name they used on the AMC 10/12 on the AIME answer sheets**
   Participant names are used to match their AMC 10/12 and AIME scores. Names that are spelled differently on the AMC 10/12 and AIME will become harder to match. Use of nicknames or other versions of their name may result in a participant not being invited to take the USAMO or USAJMO due to incorrect matching.

3. **Distribute official AIME answer sheets on competition day. Do not use photocopied answer sheets**
   Using answer sheets from previous competition cycles can result in scoring errors and delays. Photocopied answer sheets are unreadable by our scanners and participants with photocopied answer sheets will not be scored. It is necessary to order enough answer sheets for your participants. If you did not receive enough official AIME answer sheets, contact Customer Service immediately.

4. **Complete and return answer sheets, School Identification Form, and Certification Form, and Integrity Form**
   After the competition, please collect student answer sheets and verify all fields are completed. For the School Identification Form, correctly enter your CEEB (institution) code, number of answer sheets returned, date the competition was administered, total school enrollment, and grade range. Complete the Certification Form included in your package. Please include all required signatures. On the second page of the form, list any exceptions, including participants with accommodations. For the Academic Integrity Form, please include the two signatures requested, and enter the date and time of administration.
   Replacement forms can be found on the Invitational Competitions page (maa.org/amc). Please send AIME I materials using the AIME I return envelope, and AIME II materials using the AIME II return envelope. If you have any questions, contact Customer Service at 800-527-3690 (US), 301-617-7805 (outside the US), or amcinfo@maa.org prior to returning your competition materials.