



## AMC 10/12 Important Deadlines & Information

### AMC 10/12 A - February 7, 2018

January 12, 2018	Final day to order additional AMC 10/12 A bundles for participating institutions located in Canada, Alaska, Puerto Rico, Hawaii, Guam, and the Northern Mariana Islands.
January 26, 2018	Final day to order additional AMC 10/12 A bundles for participating institutions located within the continental United States.
February 6, 2018	Have students pre-fill all name and demographic information on answer sheets.
<b>February 7, 2018</b>	<b>Official AMC 10 A and AMC 12 A competition date.</b>
February 8, 2018	Return answer sheets to the MAA AMC office the day after the competition. Ship with appropriate postage using a trackable method. FedEx or UPS strongly recommended.
February 17, 2018	Last day that AMC 10/12 A answer sheets will be accepted by the MAA AMC office for scoring.

### AMC 10/12 B - February 15, 2018

January 19, 2018	Final day to order additional AMC 10/12 B bundles for participating institutions located in Canada, Alaska, Puerto Rico, Hawaii, Guam, and the Northern Mariana Islands.
February 2, 2018	Final day to order additional AMC 10/12 B bundles for participating institutions located within the continental United States.
February 14, 2018	Have students pre-fill all name and demographic information on answer sheets.
<b>February 15, 2018</b>	<b>Official AMC 10 B and AMC 12 B competition date.</b>
February 16, 2018	Return answer sheets to the MAA AMC office the day after the competition. Ship with appropriate postage using a trackable method. FedEx or UPS strongly recommended.
February 22, 2018	Last day that AMC 10/12 B 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 (US), or 301-617-7805 (outside the US) immediately.
- **Download and review the 2018 AMC 10/12 Teacher's Manual.** Find it on the AMC 10/12 page at [maa.org/amc](http://maa.org/amc).
- **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, see the Additional Bundles Form on the AMC 10/12 page at [maa.org/amc](http://maa.org/amc).
- **Check that all answer sheets are complete.** Have students complete the answer sheets by filling in the bubbles completely 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 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](mailto:amcinfo@maa.org) prior to returning your competition materials. Errors on this form can lead to inaccurate score reports.
- **Complete and return the 2018 AMC 10/12 Certification Form.** This form can be found on the AMC 10/12 page at [maa.org/amc](http://maa.org/amc). 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 by February 17, 2018 for the AMC 10/12 A, and February 22, 2018 for the AMC 10/12 B, in order to receive your competition report and any awards earned. Those received after these dates 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.