

## I. CONTENT OF PACKAGE

You will find enclosed, in addition to this Teachers' Manual, the following material:

- ✓ A list of your qualified AIME students.
- ✓ A sealed envelope containing one AIME for each of your qualified students and an extra copy for you. The AIME rules are printed on the envelope and in this manual. The envelope must NOT be opened until just before the examination is given on the authorized date, preferably during the morning hours. The penalty for opening the sealed envelope earlier is disqualification.
- ✓ AIME Answer Forms. *One for each participating student.*
- ✓ One AIME School Identification Form.
- ✓ One AIME Report Envelope.
- ✓ One Alternate AIME Payment Form (page 9 in this Manual) and Return Envelope



## II. POLICY ON AIME ADMINISTRATION

You must give the AIME on the official date (March 23) to all students in the same place and at the same time; invited students who cannot be there miss this opportunity. **Be advised that if students miss the exam this day, Tuesday, March 23, 2004, they may take the alternate sitting of the exam, April 6, 2004. If you need to have a student or students sit for the exam on April 6, read below for the applicable details and then contact the AMC office if you have questions. There is a minimal charge for the second exam due to compressed shipping considerations. These two dates will be the only dates acceptable for qualifying for the USAMO.**

There will be a processing fee for the second AIME as follows: 1-10 students = \$25, 11+ students = \$50. We will need your payment before the answer forms can be graded. A special envelope and payment form has been included with your AIME material. All Alternate AIME (AIME II) answer forms must be returned by "express mail" so that they arrive in the AMC office by April 9, 2004.

**Email requests for the second AIME may be sent to:**


**AIMEQUAL@AMC.UNL.EDU**

Or, you can call the AMC office at 800/527-3690. Please have your school identification number (CEEB) available before calling. E-mail requests should include the school's CEEB# and complete mailing address.

**Under no circumstances can a student take both AIME's.**

If one of your AIME qualified students is visually impaired and/or learning disabled please call the AMC office and we will discuss the options available to you. We do not have copies available in braille.

## III. INSTRUCTIONS PRIOR TO THE DAY OF THE CONTEST

1. Please study the contents of this Teachers' Manual.
2. Reserve a room for 3 1/2 hours from 8:45 AM – 12:15 PM to administer the AIME on Tuesday, March 23, 2004 from 9AM – 12 noon. This allows 1/2 hour for pre- and post-examination activities and 3 hours for the examination itself. 
3. Inform the students well in advance of the time and place. Urge them to prepare for the AIME by studying past AIME exams and solutions, and other challenging problems. Refer to Order Form C-AIME ORDER FORM FOR PRIOR YEAR EXAMS on Page 7 in this manual for ordering information relating to prior year AIME exams.
4. Review the Examination Rules printed on the sealed envelope which contains the examination.
5. Obtain a supply of:
  - a. Number 2 lead pencils with good erasers
  - b. Unmarked scratch paper
  - c. Rulers, compasses, protractors, and graph paper.
6. **Calculators and Geometers are NOT permitted.**
7. Complete the AIME School Identification Form using the instructions found on the Form.
8. Please study the AIME STUDENT ANSWER FORM. Have each student complete Side 1 of the Form using the instructions found on the Form. **Please carefully follow the marking instructions printed on both the identification and student answer forms, and double check to see that all the items are filled out correctly. Only the information which has been properly blackened will be read by the Opscan reader. Be sure to mark the AMC 10 or AMC 12 score in the appropriate area, including decimals if needed.**
9. The AIME Answer Form is now ready for distribution to your qualified students on Tuesday, March 23.
10. Make arrangements to mail your AIME Report Envelope by First Class Mail (or Express Mail if taking the alternate date). *Please note that this is an oversized envelope and thus requires special postage even if it weighs one ounce or less.*



## IV. INSTRUCTIONS FOR THE DAY OF THE AIME, TUESDAY, MARCH 23, 2004

1. Arrange for the Principal or Vice Principal to be present when you open the sealed envelope which contains the AIME(s).
2. Seat participants in alternate seats.
3. Ensure that each participant has the supplies listed on Item 5 under Section III.
4. Inform the students that they are not to open the exam booklet until instructed to do so.
5. Pass out the examination and have the students read the instructions on the front cover.
6. Next, distribute the AIME Answer Forms (which you or your students previously marked) to the students. Inform them that their answers should be marked **with a pencil** on SIDE 2 of the Form and that each problem has only one correct answer, an integer between 000 and 999 inclusive.
7. Read aloud the following instructions for recording answers to the problems:

- a. For each question you answer, USING A #2 PENCIL, for your reference write your answer at the top of the problem answer columns using 3 digits, then

in each of these columns blacken the one circle which is labeled with the digit you have written at the top. PLEASE NOTE: A single digit answer, such as 7, should be written and blackened as 007 and a two digit answer, such as 43, should be written and blackened as 043.



- b. DO NOT BLACKEN ANSWERS UNTIL YOU ARE CERTAIN OF YOUR FINAL CHOICE. AVOID, IF POSSIBLE, ERASURES IN THE CIRCLES.

- c. The results **will** be graded by computer. **Only the blackened circles will be graded.**

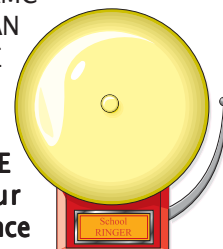
8. Ask the students if they have any questions about using the AIME Answer Form or about the instructions for the examination.
9. Start the Examination.
10. Check to see if each student is marking his/her Answer Form properly.
11. Allow exactly 3 hours working time.
12. If there is an urgent need to use a bathroom, inform the students that only one student may leave at one time and the AIME answer form and exam should be retained by you during the departure period. If there is a health or medical emergency a backup exam manager should be available if such a contingency occurs.
13. At the end of 3 hours, instruct the students to:

- a. STOP.
- b. Put aside the booklet and scratch paper and look again to be sure the AIME Answer Form has been filled out correctly.
- c. **Be sure the written answers on the top of the AIME Answer Form are in agreement with the blackened circles coded answers.**
- d. Sign their name on Side 2 of the answer form.
- e. Hand in the AIME Answer Form.
- f. Keep the examination booklet for their reference in conjunction with your review of the Solutions. Inform the students that they may now leave the examination room.

14. Complete the Certification Form A and USAMO Information Form B found on pages 5 and 6.

15. Mail the material requested (See Section V) in the AIME REPORT ENVELOPE to the AMC Office, postmarked NO LATER THAN 24 HOURS AFTER THE EXAMINATION.

16. Please note that if you have requested the "Alternate" AIME you will need to send your payment separately and in advance of the April 6th test date.



## V. REPORTS AND EXAMINATION MATERIALS TO BE RETURNED

The following material should be sealed in the AIME Report Envelope and postmarked NO LATER THAN 24 hours after the examination is given:

1. Signed AIME Certification Form A and USAMO Information Form B.
2. AIME School Identification Form.
3. One AIME Answer Form for each participating student. **Please do not paper clip or staple the forms together. Do not fold the forms.**

**APO/FPO AND USA EMBASSY SCHOOLS must return materials by AIR EXPRESS MAIL (DHL, Federal Express, etc.).**

## VI. REPORT OF THE AIME RESULTS

The AIME score of your student(s), Certificates of Participation, an AIME Solutions Pamphlet and the list of USAMO selectees will be sent to you. **No AIME results will be given out by telephone until after APRIL 12.**

Please retain this report for future reference, either in your files or with the student counselor's office. Many students cite these scores on college applications.