

Contest Procedures and Appeals Policy

The purpose of this policy is to regulate various situations that may arise during and after the contest.

Short Version

The CMKC reserves the right not to give, or to vary, an award or level of certificate if there is reason to believe the participant did not write the contest under normal CMKC site supervision.

Language of participation

The test can be written in English or in French.

Use of calculators

Calculators are not permitted.

Eligibility for Awards

- Students must compete in only one grade, which is equal or higher than their school grade in mathematics.
- Proof of grade may be requested once a student is determined to be eligible for an award.
- Students must place in the top 50% percentile nationally.
- Participants who have reached the age of 20 may enter and be marked if they are attending K1-12 school in Canada, however they will not be eligible for awards.

Early / late sitting

In the interests of the integrity of the contest, under no circumstances may the contest be written before or after the scheduled date and site coordinators are instructed to keep the contest papers in a secure place before the scheduled contest time.

Writing more than one paper

Students may not write more than one paper. If a student writes more than one paper both will be disqualified.

Visually impaired students

We aim the contest to be available to all students who wish to participate. We have special arrangements for visually impaired students. Contact us if you need such accommodation.

Extra time

If there is an unplanned distraction, such as power failure or noise disturbance, the CMKC site coordinator may make a professional judgement on granting students extra time.

Family members' precautions

Site coordinators, or anyone who might be seen to have access to the contest papers are strongly advised to take special precautions if they have family members writing the CMKC, to ensure that they are, and are seen to be, at arm's length from the process in their site.

No refund policy

In order to keep the entry fee as low as possible, we cannot refund any entry fees once an event is in progress or preparation of event materials has started. This includes entry fees paid for students who for whatever reason do not end up sitting contest or training event.

1. Enrollment for the contest and training cannot be cancelled after payment is made.
2. Refunds for payments below \$30 are not allowed under any circumstances.
3. Unforeseen circumstances may be considered at the discretion of CMKC, applying the following rules:
 - a. Refunds of contest fees after the official contest deadline for registration, announced at the opening of the contest for registration and published on the homepage of the website, are not allowed.
 - b. Refunds after online training invitations are sent out to participants are not allowed.
 - c. Refunds for purchasing access to material that is becoming available immediately after online payment is not allowed.
 - d. If a refund is permitted, it can be issued after applying the charges for electronic payment plus \$10 for processing the transactions.
 - e. If a refund is permitted and the payee agrees to carry the funds toward future payments, no charges will apply.

Detailed Version

1. Definitions

- 1.1. *Contest official* is defined as a member, representative, employee or any other person authorized by CMKC to participate in the organization and the administration of the contest.
- 1.2. *Late arrival* is defined as arrival at the contest location after the scheduled time or after the contest instructions have been read.
- 1.3. *Unauthorized communication* is defined as an attempt by a contestant to obtain or provide any information from/to another contestant or from/to any external person or source by using verbal, written, electronic or any other means.
- 1.4. *Disruptive behaviour* is defined as an attempt to distract or disrupt the work of another contestant or contest official by any means.
- 1.5. *Unauthorized material* is defined to include any material, mechanical or electronic device, regardless of their content, lack thereof or their state of (in)operability, that could potentially allow a contestant to gain unfair advantage over other contestants.

2. Contest Day Procedures

2.1. Arrival

- 2.1.1. It is the contestant's responsibility to be present at the correct location and at the time the contest is scheduled. They need to plan time for check-in and arriving to the room before the contest starting time.
- 2.1.2. At the discretion of the site coordinators, *late arrival* (see Definitions) may cause such a contestant to be denied participation. Contestants arriving after the ending time for their level will always be denied participation.
- 2.1.3. Parents are not allowed to stay in the premise while contestants are writing. They may be allowed to walk their children to the test room but they must leave the room before the test starting time.

2.2. Response forms

- 2.2.1. No changes to the response form can be made after it has been submitted to the contest invigilator. It is contestant's responsibility to ensure that all the required identification information and the question answers are recorded in the form prior to its submission.
- 2.2.2. Once the response form has been submitted, the participation in the contest has ended for the contestant, and they can no longer continue regardless of the amount of time left until the end of the contest.
- 2.2.3. It is a timed contest. Contestant who fails to submit their response form upon announcement by the invigilator that the time is up will be deemed not to have participated in the contest.
- 2.2.4. The participant's responses will be entered online exactly as they appear in the paper response form. The marking system will mark the response as wrong if more than one choices are circled.
- 2.2.5. Students should not write more than one paper. If more than one response form (set of answers) is found, only the lowest score will be ranked.
- 2.2.6. In case of a misprint or a missing question in the test papers due to which the question cannot be solved, the participants are advised not to answer the question. If misprint affected more than 50% of the participants in that grade level nationwide, the question will not be graded.

2.3. Contest time

- 2.3.1. **Duration:** The minimum time contestants spend in the test room is:
10 min for reading the instructions +
the time for writing depending on the level +
10 min for handing response forms and certificates for participation.

- 2.3.2. Leaving the room:** Contestants are not allowed to leave the room before the contest end time unless parents request it ahead of time or if there is an unforeseen situation such as a fire alarm or a medical emergency.
- 2.3.3. No communication:** Contestants are not allowed to communicate between each other during the contest. Attempt to engage in *unauthorised communication* (see Definitions) may cause the contestant to be dismissed from the contest room. Such a contestant is deemed not to have participated in the contest.
- 2.3.4. Discipline:** Contestants are expected to observe personal discipline during the contest. Attempt to engage in *disruptive behaviour* (see Definitions) may cause the contestant to be dismissed from the contest room. Such a contestant is deemed not to have participated in the contest.
- 2.3.5. Participating time and location:** Under no circumstance will a contestant be allowed to participate in the contest at a time and/or location different from the time and location announced for the region/city of contestant's registration. No contestant will be allowed to participate in the contest remotely, via Internet or in any other way different than appearing in person at the contest location(s) for their region/city of registration.
- 2.3.6. Family members precautions:** Site coordinators, or anyone who might be seen to have access to the contest papers are strongly advised to take special precautions if they have family members writing the CMKC, to ensure that they are, and are seen to be, at arm's length from the process in their site.

2.4. Special accommodations and aids

- 2.4.1. Grade 1 participation:** Problems are selected according to the cognitive abilities of an average grade 1 student; however, we acknowledge that each child is different. In addition, there is a certain degree of challenge and stress generally associated with competitions. We will try to accommodate our youngest participants as much as possible during the competition. Our volunteer supervisors will be around to support them and provide guidance, as much as the rules of the contest allow. We may not be able, however, to accommodate every student needs. There will be no reading aloud of the questions to the students. They are expected to have acquired an ability to read a simple text of 1-2 sentences on their own at the time of the competition. We suggest that parents take these notes into consideration before registering a grade 1 participant. We leave up to their judgement to decide whether their child is ready to cope with the challenge and still enjoy the experience.
- 2.4.2. Visually impaired students:** We aim the contest to be available to all students who wish to participate. We have special arrangements for visually impaired students. Contact us if you need such accommodation.
- 2.4.3. Extra time:** If there is an unplanned distraction, such as power failure or noise disturbance, the CMKC site coordinator may make a professional judgement on granting students extra time.
- 2.4.4. Aids:** No external materials of any kind are permitted for use by the contestants. The contest package will include adequate amount of paper, pen(cil)s and erasers. Possession of *unauthorized materials* (see Definitions) of any kind that are not included in the contest package, regardless of their content or lack thereof is a cause for contestant's dismissal. Such a contestant is deemed not to have participated in the contest.

3. Appeals

- 3.1.** Contestant who arrives at the contest location late (see Definitions) and is denied participation by a contest official cannot appeal such a decision. The contest official's decision is final.
- 3.2.** Contestant who is dismissed by a contest official during the contest for *unauthorised communication* (see Definitions) cannot appeal their dismissal. The contest official's decision is final.
- 3.3.** Contestant who is dismissed by a contest official during the contest for *disruptive behaviour* (see Definitions) cannot appeal their dismissal. The contest official's decision is final.

- 3.4. Contestant who is dismissed by a contest official for *possession of unauthorized materials* (see Definitions) cannot appeal their dismissal. The contest official's decision is final.
- 3.5. Contestant cannot appeal based on the fact that they have (supposedly) solved (correctly) a question if the solution is not recorded in their response form. Similarly, contestant cannot appeal based on different intent on answering a question. The response(s) recorded in the response form are the ones that stand and will be scored.
- 3.6. It should be recognized that mathematics is a creative and intelligent activity. There is always going to exist a room for interpretation of the natural language. Moreover, interpretation of the language of the question is very often the key to solving the problem presented. Thus, existence of a possible alternative interpretation does not entitle those who gave a wrong answer to redress. In all such cases the prevailing interpretation will be the one given by the CMKC when composing the test papers.
- 3.7. No appeals based on the premise that the student answered or did not answer any particular question in any particular way acting on external advice (i.e. by a contest official) will be honoured. The only procedure that should be followed by the student in answering questions is the one outlined in the printed instructions that are given to the student as part of the contest package and read before the start of the contest.
- 3.8. Participant's responses must be in the system prior ending the appeal process. No responses may be added and results altered after closing the appeal process.

4. Others

- 4.1. **No refund policy:** In order to keep the entry fee as low as possible, we cannot refund any entry fees once an event is in progress or preparation of event materials has started. This includes entry fees paid for students who for whatever reason do not end up sitting contest or training event.
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 - d. If a refund is permitted, it can be issued after applying the charges for electronic payment plus \$10 for processing the transactions.
 - e. If a refund is permitted and the payee agrees to carry the funds toward future payments, no charges will apply.
- 4.2. Any breach of procedure on part of a contestant may be subject to further penalties or restrictions of this contestant's participation in future contests organized by CMKC.

Related documents: [CMKC Scoring System](#); [Rules for CMKC Awards](#)

Approved: November 20, 2016
Canadian Math Kangaroo Contest