You will be assigned a proctor for the contest, who will help you with any technical difficulties and act as an invigilator during the subject tests. You should start an exam ONLY when your proctor tells you it is okay to do so. The exam will take place over some form of video conferencing app (most likely Zoom, with changes allowed for regional restrictions on Zoom).

Google Forms will be used to distribute test questions and to submit answers. Each student must have their own working email address to be used for the forms. Students are NOT allowed to share email addresses. Take a moment to test out the following example forms:

- Requesting questions: https://forms.gle/dhT36vq5DfZFJEgM8
- Submitting answers: https://forms.gle/gAyUUjiShyjJq3G3A

*The links to the actual forms will be provided by your proctor on competition day.*

We also request that you submit your scratch work after the individual subject and team tests are complete; see the schedule as well as the details below.

The following identifying information must be submitted on each form: email, student name, team name, team number, proctor name, PIN. Each student and team name should match the names used to register for PUMaC. It is sufficient to provide the proctor’s first name. The PIN will be provided by the proctor. *Make sure you know your team number.*

*Malicious use of the competition forms will lead to immediate disqualification.*

**Obtaining test questions:**

One Google Form will be used for each combination of individual test type (i.e. Combinatorics Subject Test) and division (A or B). When submitting this form, the timestamp, identifying information, and requested test will be recorded, and a copy of this information will be sent to the email that you provide. After submitting, a link will appear to the PDF containing the test questions. Be sure to save this file, because this link will not be visible again. Do not request test questions.

On the day of the contest, you will have access first to the Individual Subject Tests, then the Team Round, and finally the Individual Finals (if applicable). You will have access to all four Subject Tests at the same time - however, the submission period for each subject test is timed, which means it is in your own best interests to not open a test until you are told to do so explicitly by your proctor.

**Submitting answers:**

One Google Form will be used to submit answers for each test. As with before, you will be required to submit identifying information as well as information about the test you are submitting.

**Submitting scratch work:**

Please submit your scratch work by email to pumac.staff+scratch@gmail.com. Include your identifying information (student name, team name, team number), test type and division, and
your scratch work (as image files or as a PDF). You can either take photos of your scratch work or use a scanning app on your phone or computer.

**If Google Forms are not accessible:**
If Google Forms are not accessible due to regional restrictions, or if you are experiencing technical difficulties, you can ask your proctor to use email to obtain tests and submit answers.

- **To receive tests:** Provide your proctor with your email address and the test that you would like to receive.
- **To submit answers:** Your proctor will provide you with their email address. Send them an email containing your identifying information (student name, team name, team number), test type and division (e.g. Combinatorics B), and your answers.

**Zoom Instructions**

**Attendance**
PUMaC 2020* will be on Zoom. If you think you are not able to access Zoom, email us ASAP at pumac@math.princeton.edu.

Each team will be assigned a Zoom room with one proctor. There will be multiple teams in a room. The Zoom links will be emailed on Friday. The Zoom rooms will have waiting rooms. Students will be admitted after coaches. Private chat and screen sharing will be turned off.

**Coaches**
As stated earlier, coaches will be required to be present in the Zoom rooms during the Individual Tests, the Team Test, as well as the Individual Finals, in case the students qualify. We will make sure that all teams with the same coach are in the same Zoom room. If you do not have a coach who can be there on the day of the competition, you may assign a parent or a student who is over 18 as a chaperone. To do that, email us the name, email, and phone number of the assigned chaperone as soon as possible.

Teams will not be admitted to the Zoom room without a coach or chaperone who they previously emailed us about.

According to the University regulations, the coaches will be required to be “actively present” during the event. We will not require video-on for coaches, but they may turn it on if they wish. The coaches should join the room with their name in the following format if they are a team coach:

[First Name] [Last Initial] - [Team Number] - Coach - [Team Name].

Example: Tiger P. - 100 - Coach - PUMaC

If the coach is a coach to an individual student, they should join the room with the following formatting of their name:

[First Name] [Last Initial] - Coach

Example: Tiger P. - Coach
**Students**
The students should join the room with their name in the following format:
[First Name] [Last Initial] - [Team Number] - [Team Name].
Example: Tiger P. - 100 - PUMaC

**Students will be required to have their video on and be present at all times during the competition.** If a student has only a mobile device (which doesn't allow Zoom to have video on while submitting answers, for example), the student may briefly turn off their video to submit their answers. However, devices which can have video on while multitasking are strongly encouraged.

For privacy concerns you may use the virtual background feature, but please only use solid color backgrounds.
If a team is doing the test in a shared physical space, such as a classroom, they may all be in one Zoom video, however, they will need their own personal devices to submit their answers.

**Team Round**
During the Team Round, breakout rooms will be used. The students will be able to join breakout rooms designated for their teams. In case there are multiple teams with the same coach in one room, the coach may be required to occasionally switch to a different room to check up on students.
The proctor will be available to answer questions via the Ask for Help feature. The proctor may rotate around the breakout rooms.

**Individual Finals**
The individual finals will be determined based on the Individual tests, and the appropriate zoom link will be provided to the respective coaches after the individual competition. For this reason, we advise the coaches to check their email occasionally during the day, since we have no way of contacting the students directly.

**Notes**
Unregistered participants cannot accompany the students or coaches to the Zoom rooms (i.e. friends or siblings).
Recording and taking screenshots of the event is not allowed.