



SINGAPORE MATHEMATICAL OLYMPIAD 2009

Operations Procedure for Schools

BASIC PREPARATION

1. All schools must follow the same time schedule in conducting the competitions, regardless of number of participants they have for each category. This is to maintain fairness to all participants for the competitions.
2. Participants are to arrive at the competition halls **30 minutes before** start time.
3. Students will be assigned **index numbers**.
4. **No calculator is allowed**.
5. Free-seating. Participants should be seated at least one seat apart.

COMPETITION MATERIALS

1. Competition materials will be delivered to schools **(on Friday, 29 May before 5pm)** that have chosen to conduct the competitions for their students within their premises. Materials will include:
 - question papers,
 - answer sheets (OMR forms),
 - walk-in registration forms, extra sets of question papers and answer sheets for walk-in participants.
 - foolscap paper for rough workings (2 pieces per participant),

The question papers and answer sheets are to be opened for distribution only on the competition day.

2. At the end of each competition, the answer sheets are to be collected, tallied and sealed into packages for collection. Unused materials, walk-in registration and payment should also be collected and returned together with the answer scripts. Participants may keep the question papers.
3. Answer sheets for walk-in participants are to be packed separately and have to be separately processed first.
4. After the competition, collection of materials will take place from **2 June (Tuesday)** afternoon through to **3 June (Wednesday)** afternoon, before 5pm.

WALK-IN REGISTRATION

1. Walk-in registration is allowed. These participants **will not be given any index number** on the spot.
2. Each registration form is only good for one person. All required information must be entered on the form. Registration fee is \$8.00 per person (from [SMS institutional member schools](#)) per competition category; and \$10.00 per person (from non-institutional member schools) per competition category must be paid before registrant is allowed to take part in the competition. Cash or cheque payment is acceptable. Cheque should be made out to "Singapore Mathematical Society".
3. Each form has a self-contained payment acknowledgement portion/slip. This slip shall replace an official receipt and should be given to the registrant on the spot when payment is made.
4. Payment should be attached to the registration forms and returned to organizer together with the answer scripts, at the end of the competition.

ANK YOU VERY MUCH FOR YOUR ASSISTANCE!