



**2020 CIE/USA-DFW
MathComp / MathFun**

ONLINE USER GUIDE

May 30, 2020

Online Event

ORGANIZER



Introduction

The annual MathComp/MathFun event and parenting seminar are the flagship events of the CIE/USA-DFW Chapter's youth program. It has served our community for 30 years. Each year, the event attracts nearly 1,000 participants including students, parents, educators, and volunteers. This fair consists of three programs: (1) a math competition, (2) a math fun fair, and (3) a parenting seminar. The goal is to stimulate young students' interest in Science, Technology, Engineering, and Math (STEM).

This year we will bring the event online to continue to provide educational value and fun for young kids and families. The event will be held on May 30, 2020 and it is FREE. We are extremely happy to have DFWCIA as a co-organizer this year. Thank you for joining us!

Sponsor Acknowledgements

Special thanks to our proud sponsors:

ONCOR, Texas Instruments, Cathay Bank Foundation, AoPS Academy, Altair Engineering



A Letter from the Organizers

Hello everyone,

We are excited to host the annual MathComp/MathFun event for the first time online. Thank you for registering to participate in this competition and the parenting seminar. We hope that this experience will be enjoyable and fun!

Please take a moment to read the following guide on how to set everything up for the day of the event. This includes instructions on how to access the platforms being used for BOTH the competition and the parent seminar. This will ensure the competition and seminar go much more smoothly. We will be sending information out closer to the day of the event about mock sessions so everyone can get used to Zoom and experience testing before the actual day of the competition.

We appreciate your support for this event. We hope that this inspires students to develop an interest in and pursue future careers in STEM. Let us know if you have any questions that cannot be answered by this guide by contacting mcmf.ciedfw@ciedfw.org.

Best,

Hao Chen
2020 CIE/USA-DFW MathComp/MathFun Committee Chair

Dr. He Tian
President of DFWCIA

Dr. Lun Tsuei
President of CIE/USA-DFW Chapter

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1. Event Overview

There are two separate Zoom meeting sessions. The MathComp/MathFun session is held in the morning from 10 AM to 12 PM. The math competition will last from 50 to 65 minutes depending on the age group. After the tests are complete, students will be able to enjoy fun math related activities for the remainder of the time. The Parenting Seminar & Awards Ceremony session will be held from 2 PM to 4 PM.

1.1 **MathComp/MathFun Session:**

Parents/guardians can help students to login into a Zoom meeting (details will be explained in the [Zoom login procedure](#)). Students will be assigned to different breakout rooms based on their grade level (similar to classrooms). There will be proctors in each breakout room that will check in students. A Google form will be used for testing.

Following instructions from proctors, parents/guardians can help students to open the Google form and fill in the student information (such as name, ID, breakout room number). The room proctor will ask everyone except the student to leave the room before starting the test. During the test, no one should intervene or interrupt otherwise the student will not be qualified for placement.

Parents/guardians can help students to solve technical issues (i.e. disconnected internet, dropped Zoom call, etc.). If the call is dropped, students can re-join the meeting and test in another breakout room. After the test, students should remain in the same breakout room. At this time, parents or guardians are welcome to rejoin their student. The MathFun session will start shortly after testing is completed. A “fun master” will lead students through puzzles, questions, and games.

1.2 **Parenting Seminar and Awards Ceremony Session:**

The Parenting Seminar is open to the public. Parents, guardians, relatives, and students are welcome to join this educational and interactive session.

We are fortunate to have Dr. Glênisson de Oliveira, Dean of Texas Academy of Mathematics and Science, to be our keynote speaker. Participants are invited to ask questions and interact with our panel of incoming MIT freshmen as they share their incredible stories and experiences.

An awards ceremony will be held where the winners of the MathComp will be announced. The top 20% will receive a trophy and all honorable mentions will receive a medal.

2. MathComp Competition Rules

- All students in grades 1 through 8 in Spring 2020 are welcome to compete.
- All contestants are competing at their grade level.
- Parents/guardians can help with online set up at the beginning of the test session. However, contestants are to complete the test independently without any external help. Video monitoring during the test session must be enabled to be qualified for awards.
- Contestants should use only pencils and blank sheets of paper during the test. Calculators, notes, web browsing, or outside help of any kind is prohibited.
- All DFW area contestants who complete a test session under video monitoring will be eligible for a trophy. All contestants (including re-testers and out of DFW area contestants) who complete a test session under video monitoring will be eligible for the honorable mention.
- All participants will receive a certificate. The top 20% will receive a trophy and the next 20% will be considered as honorable mention and receive a medal.
- All mock session participants are guaranteed to have MathComp/MathFun seats, and all others are based on the capacity availability on the competition day.
- CIE/USA-DFW reserves the right to change rules at any time without notice.

3. Equipment and Environment Needed for MathComp Test (Per Student)

- A PC, Mac, or laptop with stable internet connection (wired or good wireless connection). The equipment is used for Google form testing.
- A device with either a built in camera or an external webcam is required. This can be either a webcam connected to a PC/Mac or the camera on a smart device (iPad/iPhone/Android) with the Zoom app installed. This will be used to monitor students during the test. A comprehensive Zoom supported list is located [here](#).
- **DON'T USE Chromebooks/Chrome OS device** since they are not supported by Zoom breakout room feature.
- A picture ID of the student. This can be any ID as long as it has the student's name (first and last) and a picture.
- A quiet area with no interruptions for the duration of the test. Try to find a room with a closed door that no one should enter or exit once the testing period starts.
- Blank sheets of paper and pencils.

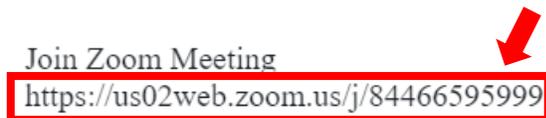
- We will be holding a mock test session in order to let parents and students familiarize themselves with the online Zoom meeting and the testing procedures. The mock test session is intended to ensure everyone knows what to expect and identify any equipment issues prior to the real test.

4. Zoom Meeting Login Procedure

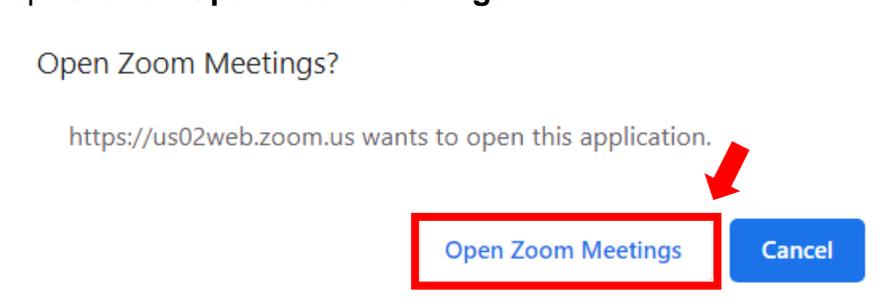
The purpose of using Zoom for MathComp/MathFun session is to provide instructions before a test and provide monitoring during the test to ensure a fair competition. You can use Zoom meeting service from any device mentioned in [section 3](#). The procedures for different devices are very similar to those we listed below.

4.1 Login from a PC

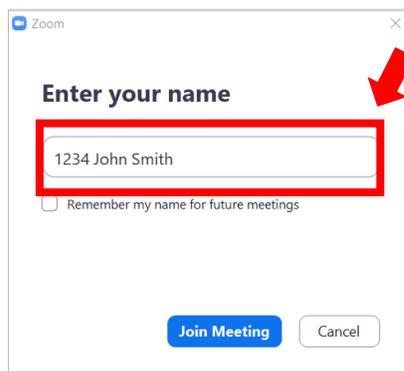
- a) You will receive an invitation email within 3 days of the competition which will include a Zoom meeting link. Click on the meeting link or copy the link to a web browser.



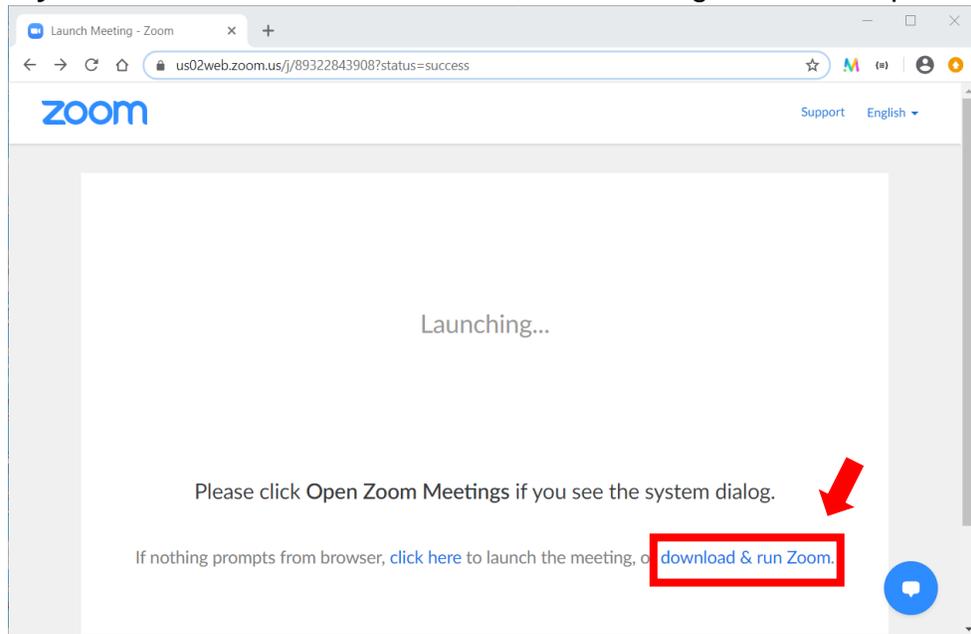
- i. **If you have Zoom installed already**, the following window should pop up. Click on **Open Zoom Meetings**.



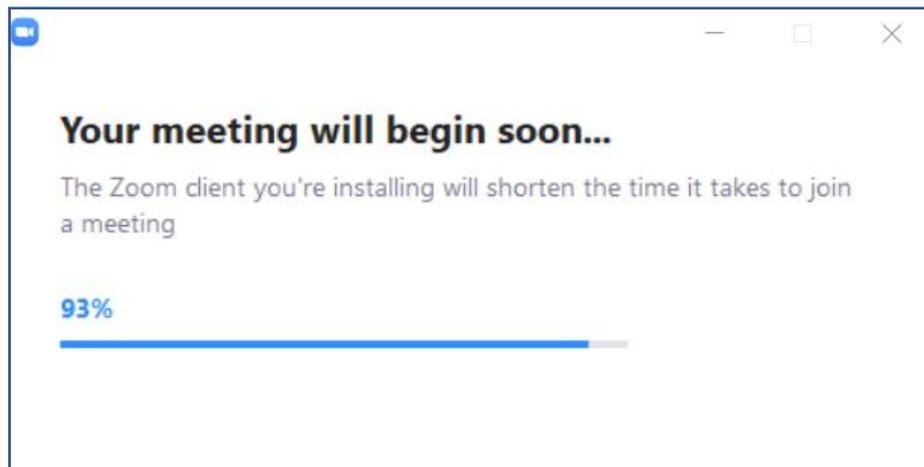
Then change your name so that it is in this format:
RegistrationID FirstName LastName



ii. **If you do not have Zoom installed**, the following tab should open up:

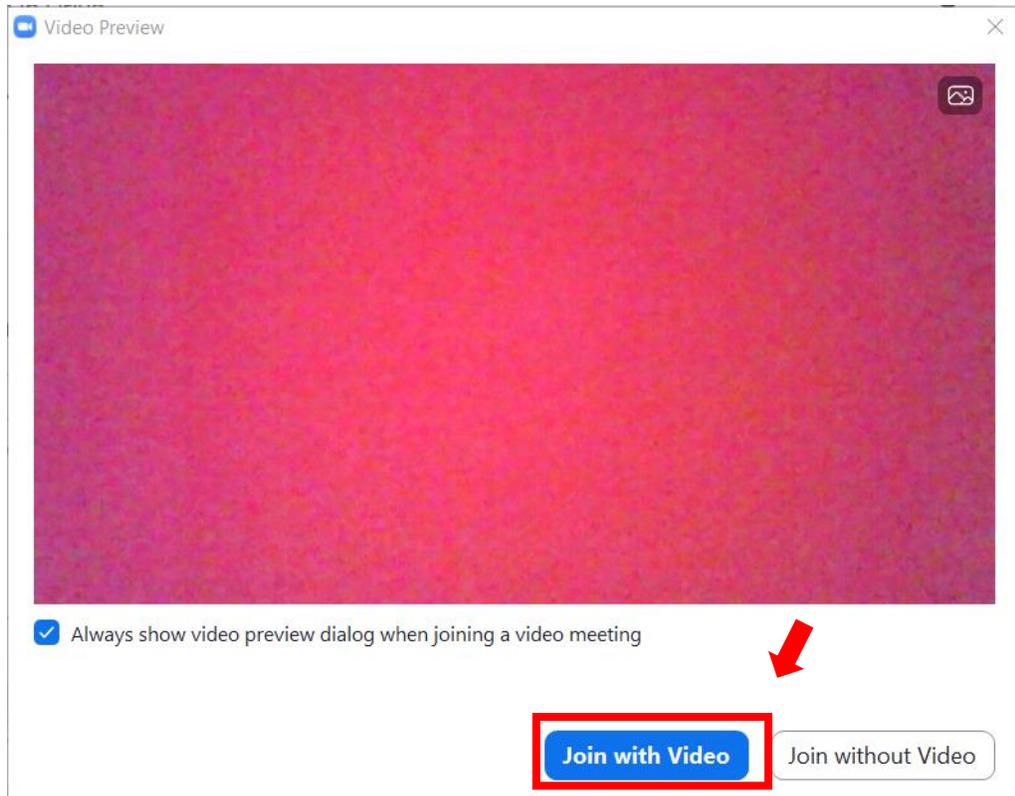


Once you click on **download and run Zoom**, you should see the file (starting with Zoom_) in the lower left hand corner of the browser or in your Downloads folder. The following image should appear after you click on the file.

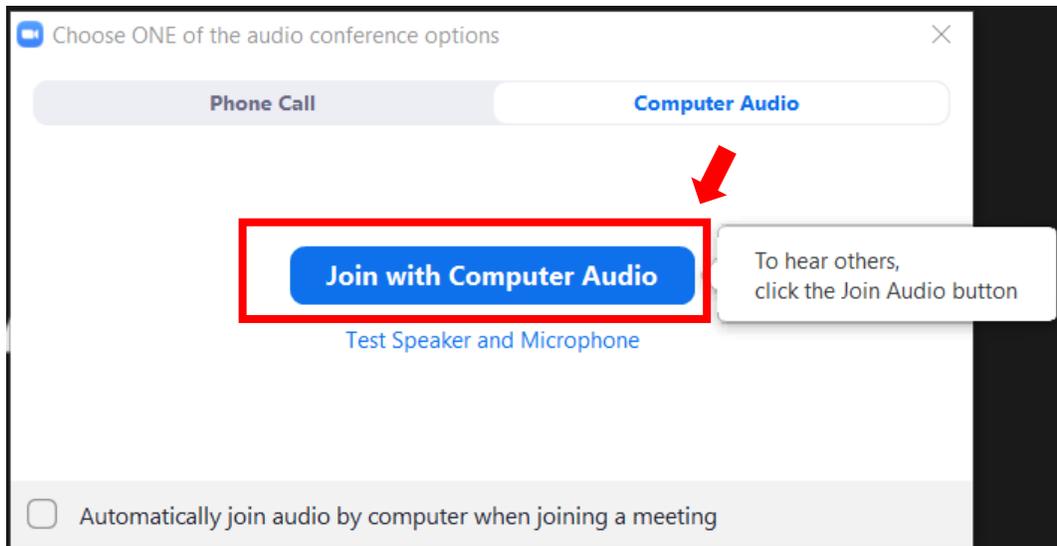


Follow the instructions for [if you have Zoom installed already](#).

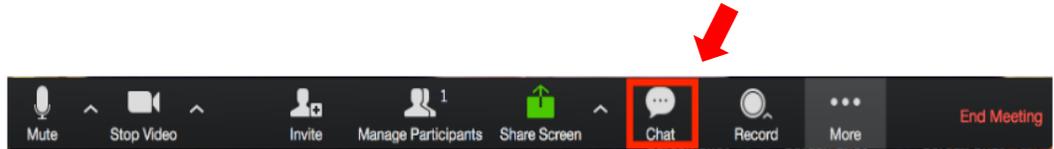
b) Click on **Join with Video**.



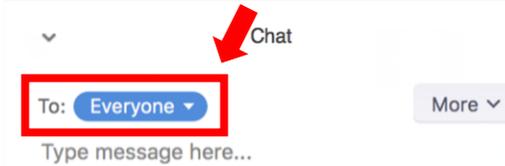
c) Click on **Join with Computer Audio**.



- d) You will be admitted to the main room. If you are unable to put your name in the right format, please chat with a **CoHost**.
- To open the chat:
Click **Chat** in the meeting controls.



This opens the chat on the right. You need to select any user name starting with **CoHost** in the **To:** list to start a chat.

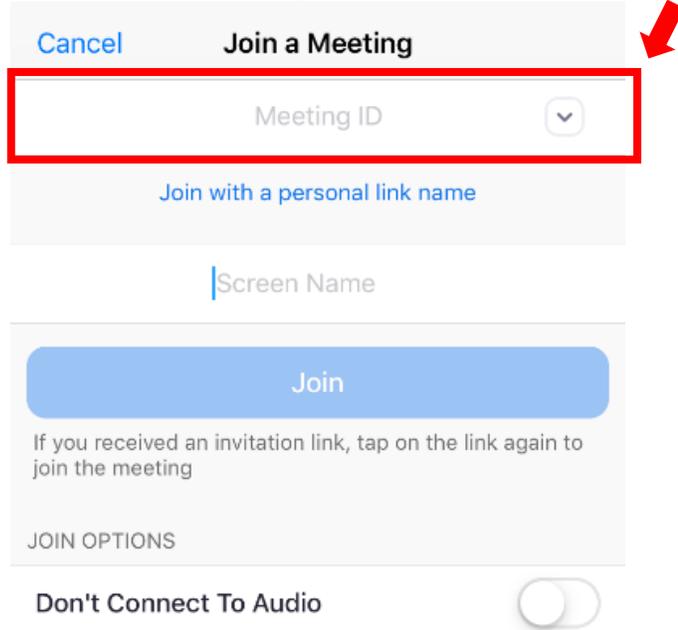


The CoHost will chat with you and answer any questions you might have.

- e) You will be placed in a separate room, where a proctor will ask to see your ID and ask to see your surroundings.
 - f) Once the room is full, the proctor will go over [test instructions](#) and then start the test. Good luck!
- 4.2 **Login from iPhone/Android (for video monitoring)**
- a) Download the Zoom Cloud Meeting app from the App Store.
 - b) Start Zoom and click on **Join a Meeting**.

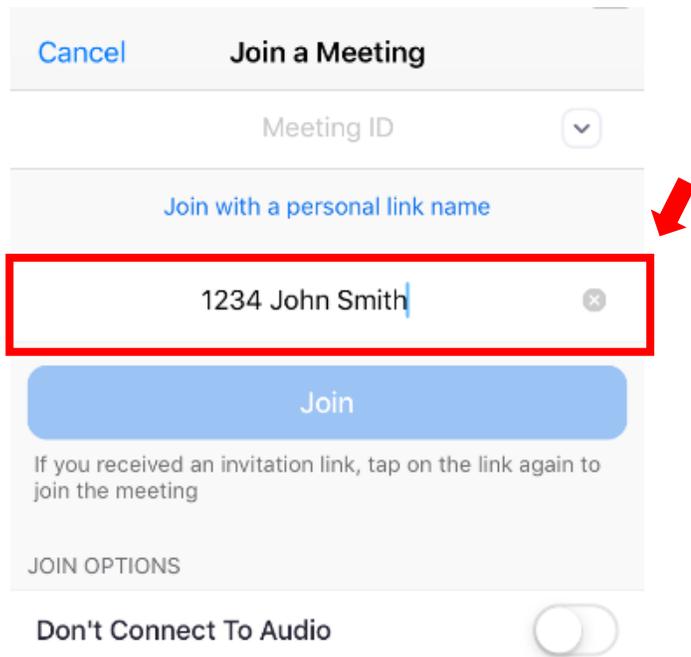


c) Fill in the meeting ID as listed in the email.



The screenshot shows the 'Join a Meeting' interface. At the top, there are 'Cancel' and 'Join a Meeting' buttons. Below them is a 'Meeting ID' input field, which is highlighted with a red rectangle. A red arrow points to the top right corner of the screen. Below the Meeting ID field is a 'Join with a personal link name' button. Further down is a 'Screen Name' input field, followed by a blue 'Join' button. Below the 'Join' button is a note: 'If you received an invitation link, tap on the link again to join the meeting'. Underneath is the 'JOIN OPTIONS' section, which includes a toggle switch for 'Don't Connect To Audio'.

d) Change your name into **RegistrationID FirstName LastName**.



The screenshot shows the 'Join a Meeting' interface. At the top, there are 'Cancel' and 'Join a Meeting' buttons. Below them is a 'Meeting ID' input field. Below the Meeting ID field is a 'Join with a personal link name' button, which is highlighted with a red rectangle. A red arrow points to the top right corner of the screen. Below the 'Join with a personal link name' button is a 'Screen Name' input field containing the text '1234 John Smith', which is highlighted with a red rectangle. Below the 'Screen Name' field is a blue 'Join' button. Below the 'Join' button is a note: 'If you received an invitation link, tap on the link again to join the meeting'. Underneath is the 'JOIN OPTIONS' section, which includes a toggle switch for 'Don't Connect To Audio'.

e) Follow steps b-f as mentioned in the **Login from PC** section.

f) Make sure you have a PC that you can do the actual test on.

5. Test Session Procedure

- a) The proctor will send a link in the Chat after giving out test instructions.
- b) Clicking on the link brings you to this page. Click **Next**.

2020 CIE/USA-DFW MathComp Practice
Grade 1

Grade 1
30+2 questions
45 Minutes

Note:

- Each question has one correct answer.
- Each question carries the same weight, so if there is not enough time, work on the easiest problems first.

[Next](#)

c) Fill in the information requested. Then click **Next**.

Registration ID
Your answer

First Name *
Your answer

Last Name *
Your answer

Grade (Spring 2020) *
Your answer

Break Room Number
Your answer

Back Next

d) This screen should appear. At this point, **parents should leave the room**. Click **Next** when the proctor tells you to do so.

STOP Section



STOP HERE! ALL PARENTS SHOULD LEAVE.
PROCTOR WILL TELL YOU WHEN TO START NEXT PAGE

Your answer

Back Next

e) Start the test. Good luck!

6. FAQ

This section will be continuously updated based on the questions we received. Only event related questions will be answered here. If you need additional information about Zoom, you can get view the Zoom FAQ [here](#).

1. How to keep good internet connection during test?

Here are some tips for preventing an internet connection issue:

- Place PC/Mac closer to the wireless router and check the connection status bar or use an Ethernet cable to directly connect to a router.
- Restart your PC/Mac beforehand. Open only one browser and Zoom meeting.
- Don't forget to connect your PC/Mac to power outlet.
- Other family members do not play streaming videos or online games during the test.

2. How to avoid interruptions during the test?

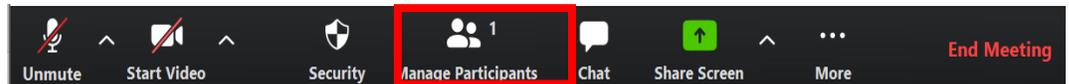
- It is preferred that the contestant stays in a quiet room alone during test. If it is not feasible, parents/guardians should keep other people or animals away from the contestant.
- Switch cell phone to silent mode or turn it off if you are not using it as a webcam.
- Go to the restroom before the test. Leaving the testing location will disqualify the contestant from eligibility for a trophy.
- Make sure you have pencils and pieces of blank paper.

3. I lost connection to the Zoom conference session, what should I do?

- If you lose internet connection before the test starts, open the Zoom meeting link to join the Zoom meeting again. Use chat window to message a CoHost to let them know that you were checked in at which room. The host will place you in the room if the test has not started yet.
- If you lose internet connection during the test, open the Zoom meeting link to join the Zoom meeting again. The Host will provide you with an alternate Zoom session to re-test. Please note that you will no longer be eligible for a trophy but will still be eligible for an honorable mention.

4. How do I change my name in ZOOM once I have joined the meeting?

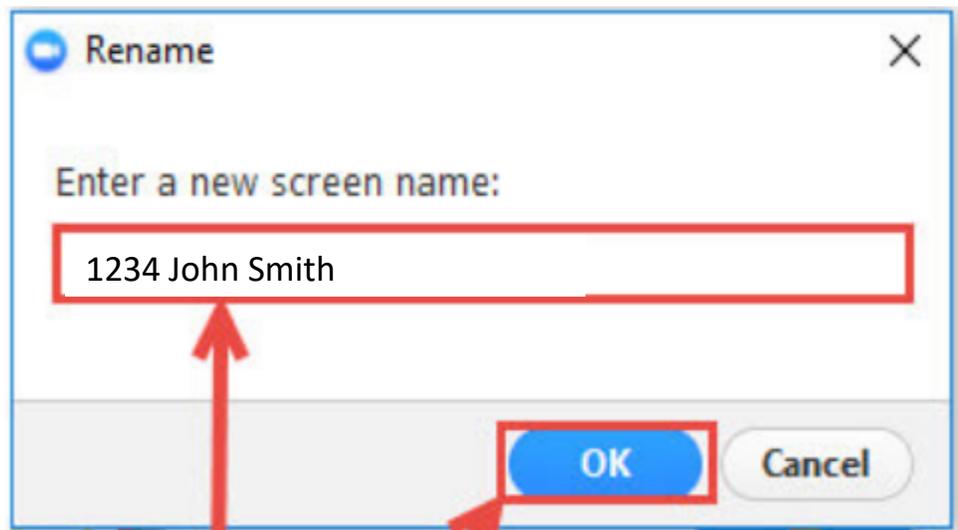
- Click on **Manage Participants** or **Participants**. The Participants tab should open on the right side.



- Click on **Rename**.



- Change your name to **RegistrationID FirstName LastName**, then hit **OK**.



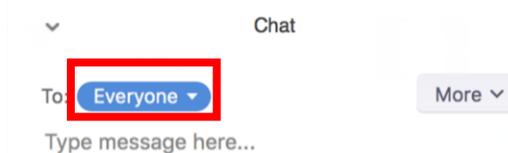
5. If I have a question, how can I talk with a CoHost during the test?

If you have a question or issue, you can privately message the CoHost on Zoom.

1. Click **Chat** in the meeting controls.



2. This opens the chat on the right. Select CoHost's name (such as CoHost Joe) in the **To:** list and start chatting.



6. Can I use an iPad to do both the Zoom meeting and Google form test?

No. When Google form test starts, the Zoom camera will stop and you will be disqualified for awards. If you want to use only one device, we recommend using a laptop with built-in camera.

7. How can I get my award?

CIE/USA-DFW will contact the winners about how to receive their awards.

8. If I am from outside of the DFW area, can I still participate?

We welcome anyone who would be interested in participating to register!
Please note that you will not be eligible to receive a trophy but will be eligible to receive honorable mention.

9. I have a question that has not been answered.

Please contact mcmf.ciedfw@cie-dfw.org.

Individual Acknowledgements

There are about 100 volunteers working together to make the event possible.

Special thanks to our advisors:

Grace Tyler, Tiger Zhou, Lun Tsuei

Special thanks to event committee members, CIE and DFWCIA officers:

Zhiliang Cao, Hao Chen, Hua Chen, Steven Dai, Yaya He, William Jordan, Dong Li, Shuming Liu, Sean Luo, Zhongping Pan, Xincheng Tang, Bryan Taylor, He Tian, Maggie Wang, Wen-Shin Wang, Huang-Chun Wen, Minkai Wu, Ruiting Xu, Alice Yang, Chao Yang, MARRISA Yang, Jiaqing Yi, Yifei Zhang, Tiger Zhou

Special thanks to User Guide authors:

Victoria Chen, Alice Yang, Bryan Taylor, George Chen