Rocket City Math League

Information

Virgil I. Grissom High School
Huntsville, Alabama
www.rocketcitymath.org

Math Coaches and Sponsors,

You have received your school's RCML information packet. Please review the contents of your packet to ensure that all of the materials have been enclosed. If you are missing some of the necessary materials, please notify us immediately.
Information Packet Contents:

1. Apollo and Mercury Level Tests and Solutions Envelopes (6 envelopes total)
2. Administering instructions sheet
3. Teacher's scoresheet (for the sponsor's convenience)

Both the Mercury and Apollo Level tests for each round are included in labeled envelopes in the information packet. Each envelope is labeled with the level and round number. Each of the six envelopes contains one copy of the test and one copy of the solutions for that level and round. The appropriate test must be given during the appropriate testing week. Please make as many copies of the tests as needed for your students. The solutions should not be released to the students until the end of the testing week.

RCML Schedule 2004-2005

Nov. 1	Registration Deadline
Nov. 15	Information Packets mailed
Nov. 29	Round 1 email sent
Dec. 6-10	ROUND 1 CONTEST
Dec. 15	R1 results due, appeals deadline
Jan. 3	R1 results posted
Jan. 17	Round 2 email sent
Jan. 24-28	ROUND 2 CONTEST
Feb. 1	R2 results due, appeals deadline
Feb. 15	R2 results posted
Feb. 28	Round 3 email sent
March 7-11	ROUND 3 CONTEST
March 14	ROUND 3 Make-up day (for schools on Spring Break the previous week)
March 16	R3 results due, appeals deadline
April 1	Final Results posted
May 1	Awards mailed

- **APPEALS** – Any appeals of wording, answers, or solutions must be submitted to RCML (via results@rocketcitymath.org) between the last day of the testing period and the results deadline (a three-day interval). Appeals must include a full explanation and the proposed answer change. RCML staff will review the appeals and take appropriate actions. Any successful appeals will be awarded

only to the school(s) that appealed the problem. Decisions of the RCML staff are final.

- **AWARDS -** For individual awards, students will be ranked by subcategories of their divisions. For example, Geometry students will compete against other Geometry students only, and Algebra II students will compete only against other Algebra II students. Twenty individual awards will be given in each of the four math levels to the students with the highest cumulative score at the conclusion of the three rounds. Ten team awards will be given in each of the two levels, Mercury and Apollo. These will be based on the sum of the top five individual scores from the school in each division (Mercury and Apollo). Individual and team awards will be mailed to the schools by the first of May.
- **SUBMITTING RESULTS** – The score sheet enclosed is for the sponsor's own records. This should not be mailed in. Results should be submitted on the provided Microsoft Excel spreadsheet and e-mailed to results@rocketcitymath.org. Microsoft Works has a spreadsheet that should be compatible as well. If unable to find suitable spreadsheet software, please contact the RCML staff for further instructions on submitting scores. To ensure that the results are successfully submitted, please follow these instructions:
    1. **Open** the Excel spreadsheet from the email attachment.
    2. Enter your school's results. Please type the sponsor's name and school name where indicated. Then fill in the students' names, levels, and scores in the appropriate columns.
    3. **Save As**. You must save the file before submitting your results. We suggest that you save the spreadsheet to the computer in case the results need to be resubmitted.
    4. **Attach** the spreadsheet with your results to an email message. Send the email to results@rocketcitymath.org.

  Do not attach any other documents along with the results. Other attachments will not be opened and will result in immediate disqualification. Individuals responsible for harmful materials sent to the RCML email accounts will be prosecuted to the fullest extent of the law.
- **WEBSITE-** The RCML website address is www.rocketcitymath.org. The website contains all contest information distributed to the registered schools (except for the tests, which will be posted shortly after each round). Please invite your students to register at the RCML forums, where they may interact with RCML Staff and avid math students from around the world.

If you have any questions, comments, or concerns about our competition or procedures, please visit our website or contact us at rcml@rocketcitymath.org.

Sincerely,

The RCML Staff