**Proctor Instruction Page**

1. Register yourself as a proctor to give the exam (if you have not already registered, please use this link): [Teacher Registration Form.](https://www.txst.edu/mathworks/mmc-information/mathworks-math-contest-proctor-registration-form.html)
2. Ask parents to register their student to take the exam: [Student Registration Form.](https://www.txst.edu/mathworks/mmc-information/mathworks-math-contest-student-registratrion-form.html)
3. Complete the Proctor Information section on the cover page, copy, and give to each student.
4. **Read directions:**
	* Write as neatly as possible.
	* Complete the Student Information section on the cover page.
	* Show your work and how you obtained each answer.
	* **Simplify fractions to lowest terms**.
	* No collaboration, working together, or sharing answers.
	* **No calculators.** Use additional paper as needed.
	* **Write your final answer on the answer sheet provided.**
	* There are 15 problems to be done in 120 minutes (2 hours).
5. When the 2 hours of test time has elapsed, collect the packet (with cover page and exam) from each student.
6. Mail all student packets (with cover page and exam) by **October 30, 2025, to:**

**Mathworks - MMC Texas State University**

**601 University Dr., ASBS #110**

**San Marcos, TX 78666**

1. Test scores will be emailed to the proctor’s email address after all tests have been received and graded.
2. Thank you and your students for participating in the Mathworks Math Contest.