

## Key dates

Maths Challenge is run over 3 to 4 weeks between March and June.

<b>Entries close:</b>	<b>Friday 23 May 2025</b>
<b>Submission of student work to be marked by AMT closes:</b>	<b>Friday 6 June 2025</b>
<b>Submission of Challenge Results Spreadsheet closes:</b>	<b>Friday 27 June 2025</b>
<b>Do not circulate student solutions until after this date:</b>	<b>Friday 27 June 2025</b>
<b>Late submission of Challenge Results Spreadsheet closes:</b>	<b>Friday 25 July 2025</b>

- \* Result spreadsheets received after the submission deadline will be processed after the late submission deadline.
- \* Result spreadsheets received after the late submission deadline will be processed after Friday 14 November.
- \* Results and adjustments received after Friday 14 November will not be processed.

## Preparing for the Maths Challenge

Marks are recorded and submitted via the Challenge Results Spreadsheet which can be accessed from the AMT administration portal. It is important to use the spreadsheet provided as it has been created in a format to be read by our competition system. Marks provided in other formats cannot be processed.

To help with marking deadlines, we suggest you download and prepare your Challenge Results Spreadsheet at the beginning of the program, so that marks can be recorded progressively.

For each student, you will need to record the following information:

- Family name
- First name
- Year level (Year 3 to Year 10)
- Demographic information
- Division (Middle Primary, Upper Primary, Junior, Intermediate)
- Marks (value 0-4) in columns P1 to P6, depending on the number of questions in the division.

A certificate will be awarded to all students whose names are recorded on the Results Spreadsheet.

## Explaining the program to students

Distribute the Student Problems booklets to the students. Go through the instructions and mark allocation and make sure your students understand them. If worksheets have been provided on the administration portal, download and give them to your students with their Student Problems booklets.

Explain the marking deadlines to your students. Outline arrangements for monitoring progress and handing in solutions.

Make sure students write their name and the name of their partners on their work if they are working in groups.

A print-ready version of the solutions and extension problems will be provided for distribution to students after the result submission date via the administration portal. Student solutions and extension problems can be used as a teaching tool to further students' understanding of the problems.

## Submitting student marks

- Go to the Challenge Results Spreadsheet you have downloaded from the administration portal.
- Check that the student details have been entered as described above.
- Enter the mark for each question under the appropriate column. Ensure there is a mark recorded in all columns for P1-P4 (MP, UP) or P1-P6 (J, I).
- No half marks are to be awarded. Enter whole integers only. If the student did not attempt the question, leave the cell blank.
- Enter your schools CMS ID in the schoolcode column of the Challenge Results Spreadsheet.
- Note that you must record the CMS ID for every student. If any field is not completed there will be an error message when uploading.
- Submit your marks by uploading the Challenge Results Spreadsheet using the Spreadsheet Upload tab. Save after uploading.
- Make sure the status is verified and select Submit to submit your spreadsheet. Status will change from verified to submitted.

## External marking

Schools can choose to have their students' work marked externally by the AMT.

Marking packages can be purchased at a cost of \$30 per paper (incl GST) and can be ordered via our administration portal.

Coordinators will still need to enter student details into the Challenge Results Spreadsheet so that we can correctly allocate the marks to your students.

Student work can be submitted either:

1. on A4 paper, stapled in the top left-hand corner with a cover sheet for each student. A template cover sheet can be accessed from our administration portal.
2. via PDF, with one file per student.

Work should not be provided with plastic covers, sleeves, paper clips or exercise books.

Student work will be returned after marking and results emailed to you.

Student work for external marking must be received by AMT (via email or post) by Friday 6 June 2025.

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Email: [competitions@amt.edu.au](mailto:competitions@amt.edu.au)

Phone: (02) 6201 5136

Administration portal: <https://competitions.amt.edu.au/admin/>

Postal: Maths Challenge marking

Competitions Team

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