



Maths Enrichment Coordinator Instruction Sheet

Key dates

Maths Enrichment is run over 12-16 weeks between April and October.

Entries close:	Friday 25 July 2025
Submission of student work to be marked by AMT closes:	Friday 26 September 2025
Submission of Enrichment Results Spreadsheet closes:	Friday 17 October 2025
*Do not circulate student solutions until after this date:	Friday 31 October 2025

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

Preparing for Maths Enrichment

Marks are recorded and submitted via the Enrichment 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 Enrichment 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
- Stage (Ramanujan, Newton, Dirichlet, Euler, Gauss, Noether, Pólya)
- Marks (value 0-4) in columns P1 to P16, depending on the number of questions in the stage.

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

Explaining the program to students

Distribute the Student Notes and Student Problem booklets to the students. Go through the instructions and mark allocation (where applicable) 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 booklet.

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

Make sure students write their name on their work.

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

Submitting student marks

- · Go to the Enrichment 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 columns for P1 to P16, depending on the number of questions in the stage.
- 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 Enrichment Results Spreadsheet.
- Note that you must record the CMS ID for every student. If all compulsory fields are not completed there will be an error message when uploading.
- Submit your marks by uploading the Enrichment 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 \$54 per paper (incl GST) and can be ordered via our administration portal.

Coordinators will still need to enter student details into the Enrichment 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 can be accessed from our <u>administration portal</u>.
- 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 26 September 2025.

For more information contact: competitions@amt.edu.au

Main phone number: 02 6201 5136

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