

FEF MATHEMATICS BRAIN BOWL COMPETITION

ZOOM COMPETITION GUIDANCE

Team members will compete by collectively solving problems on an online test while in the Zoom competition room. The team captain or his/her designee will login to the online test and share his or her screen on Zoom so that the rest of the team members can see each problem. All team members may work each problem on scratch paper to provide the team's solution, which the captain or his/her designee will enter in the online test. The team member who provides the team's solution to a problem must display his/her scratch paper so that the competition officials may take a screen shot of the calculation.

- During the competition, each team member and coach will be monitored and recorded by the competition officials via Zoom.
- For the competition, each team member must connect to Zoom using a desktop or laptop computer with an external web camera. The coach may connect using a smart phone.
- Prior to the competition, each team member must download Zoom from <https://zoom.us/download>, and install it on the computer s/he will use for the competition. If connecting via smart phone, the coach must download the Zoom app on the smart phone.
- Team captain or designated team member **and** co-captain as an alternate: prior to the competition, download Safe Exam Browser from https://safeexambrowser.org/download_en.html and install it on the computer you will use to enter answers on the online test.
- Team members: you may have up to 5 blank, loose leaf sheets of 8½" by 11" white paper to use as scratch paper during the competition.



[Click here to buy the recommended Necano camera at Walmart.com](#)

Zoom Setup for Live Proctoring During the Competition

- Before you login to Zoom, make sure your laptop computer and or smart phone (coach only) is fully charged and/or connected to a power source.
- Login to Zoom in a quiet, well-lit room where you are alone and can avoid backlighting (such as sitting with your back to a window).
- Be sure that the name you enter to join the Zoom competition room is your official name (i.e., the name on your picture ID and the name provided to the officials when your team registers for the competition).
- Remove all hats, masks (unless required), hoods, and shades/sunglasses.
- Turn your Zoom video on and position the camera at a 90° angle so it captures you in profile view. Use the following image for reference:



- Do not adjust your camera after competition setup is complete, unless requested to do so by a competition official.
- Do not use any virtual backgrounds or other visual effects in Zoom.
- Turn your microphone on; note that it may be muted and unmuted by the competition officials during the competition.

Live Proctoring Process


- For identification purposes, keep your school or other picture ID handy to show to the competition officials.
- Competition announcements will be made orally during the Zoom session; be sure your speaker is on.
- You may be asked to move your camera around to ensure that your environment is properly arranged for the competition and without distractions.
- You may be asked to pick up items and show them to the competition officials via the camera at different angles to verify that those items are not unauthorized devices or materials.

Zoom Competition Ground Rules

- During the competition, you will be monitored and recorded, and you must be logged into Zoom and visible through your external web camera or smart phone camera (coach only) at all times.
- Make sure you have access to a reliable high-speed Internet connection when competing. No extra time will be granted due to technical issues.
- Team members must not communicate with anyone other than other team members and the competition officials during the competition. Team members may not communicate with the coach in any way during the competition.
- For team members:
 - Make sure your computer, keyboard, mouse, approved calculator, loose leaf scratch paper, and workspace are visible in your external web camera.
 - Use a reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher) to take the test.
 - Ensure your computer is on a firm surface (a desk or table). Do not place the computer on your lap, a bed, or other surface where the device or you are likely to move.
 - If you are using a laptop, make sure the device is fully charged and/or connected to a power source before you join the Zoom meeting room.
 - Turn off all devices other than your computer and approved calculator.
 - Remove all unauthorized items from your workspace, including any notes, textbooks, and other devices, including cell phones, tablets, and secondary computers.
 - Do not open or use additional tabs, windows, software, or other resources on your computer other than Zoom and the browser tab needed to take your test (team test taker only).
 - If you have inquiries during the test, contact the competition officials through the Chat function in Zoom.
 - If for any reason you are disconnected from the Zoom session, stop working on and log out of the test (team test taker only). After logging back into Zoom, let the competition officials know what happened in the Chat area.
- For the coach:
 - Make sure your workspace is visible in your camera.
 - Turn off all devices except for your computer or smart phone, if used for Zoom.
 - Remove all unauthorized items from your workspace, including any pencils, pens, notes, paper, textbooks, and devices, including cell phones, tablets, computers, keyboards, and mice.
 - Do not open or use additional tabs, windows, software, or other resources on your computer other than Zoom.

- If for any reason you are disconnected from the Zoom session, reconnect and communicate by Chat with the competition officials to explain what happened.
- Please make every effort to refrain from needing to use the restroom or otherwise be away from your workspace camera during the competition. Inform the competition officials via the Chat function if you need to be away from your workspace to deal with an emergency during the test. *You must seek approval from the competition officials before leaving your seat.*
- Your team will be subject to disqualification if cheating is detected by the test system or the competition officials or if a competition official observes behavior that violates any rule, including rules for permitted materials, permitted devices, authorized collaboration, or authorized use of resources.
- At the end of competition, do not leave the Zoom meeting until you are dismissed by the competition officials.

Zoom and Test Login and Logistics for the Team Member Entering Answers to the Test for the Team

- At the scheduled competition time, login to Zoom and enter the meeting ID and your official name to join the Zoom competition room.
- Login to feaccess at www.feaccess.org/edu20 and click the “Math Brain Bowl” link.
- Depending on the time you join the Zoom competition room, you will see a message indicating that the room is waiting for the host, that the competition starts at a specific time, or that you are in a waiting room. You will be allowed into the competition room prior to the start of the competition.
- In feaccess, you will see the link to access the competition test. You may click that link while waiting for the Zoom session to start. The test is secured with a password that will be supplied to you by the competition officials after they start the Zoom session and share introductory information.
 - Once you click the test link, you will see a button to launch the Safe Exam Browser.
 - Click “LAUNCH SAFE EXAM BROWSER.”
 - Login to feaccess with your username and password again.
 - Enter the test password, click “ATTEMPT QUIZ NOW,” and then click “START ATTEMPT.”
 - After you answer the last test question, click “FINISH ATTEMPT...” and “SUBMIT ALL AND FINISH.”
- Then, click the Terminate Session icon  at the very bottom of the page to the right, and, in the dialog that opens, click “Yes” to confirm you want to quit SEB.
- **IMPORTANT!** Next, use the Chat function in Zoom to inform the competition officials that you have submitted the test. The competition officials will verify your submission and dismiss the team from the session. ***Do not leave the session until you are dismissed by a competition official.***

Competition Login Instructions for Other Team Members and the Coach

- At the scheduled competition time, log into Zoom on your computer or open the Zoom app on your smart phone (coach only), and enter the meeting ID and your name to join the Zoom competition room.
- Depending on the time you join the Zoom competition room, you will see a message indicating that the room is waiting for the host, that the competition starts at a specific time, or that you are in a waiting room. You will be allowed into the room prior to the start of the competition.
- At the end of competition, do not leave the Zoom meeting until you are dismissed by the competition officials.