

## **IMPORTANT CONTEST INFORMATION**

**IMPORTANT DATES:** You may test on a different date if you need to, but you must test everyone on the same day.

	<b>TEST DATES</b>	<b>SCORE DUE DATES</b>
<b>TEST 1</b>	<b>11/2</b>	<b>11/14</b>
<b>TEST 2</b>	<b>12/7</b>	<b>12/19</b>
<b>TEST 3</b>	<b>2/1</b>	<b>2/13</b>
<b>TEST 4</b>	<b>3/1</b>	<b>3/20</b>

### **HOW TO ENTER SCORES:**

1. On the website, enter your email and password and click “Log In”.
2. Once logged in, there will be a blue button on the right hand side that says “Enter Scores”. Click “Enter Scores”.
3. Now click on “Enter Scores” for the grade you want to enter.
4. Click “Add Student” and enter the student’s name and score for the current active test. You must enter the first name first followed by the last name. How the name appears to you is how the name will appear on the certificates and trophies.
- 5. Do NOT click on “Show Name Publicly” unless you have parental permission to do so!**
6. Remember to click the “Save Scores” button in order to save the scores.

**DIVISIONS:** Divisions will become finalized on December 1st.

**KEEP THE STUDENTS TEST ANSWERS SHEETS:** It is very important that you keep all of the students answer sheets for the purpose of updating cumulative records. All tests must be collected.

**TAKING THE PROPER TESTS:** Make sure you are signed up for the correct tests. Students need to take the tests for the subject in which they are currently taking unless they are testing up (taking a higher grade test). The only exception will be for students that have already taken Advanced Math. We will allow them to participate in the Advanced Math competition.

**DID THE SCORES POST?** It is the responsibility of the schools to determine whether or not their scores were successfully posted. Successfully submitted scores will be seen in the standings immediately after clicking the submit button.

**AWARDS:** The top three students in each of the subjects that you have participated in will receive a certificate. The top four students in each division will receive an additional certificate. The top student and school within each division will receive a trophy or plaque. When there are three or more divisions for a subject, the top four students in the nation for each type of school and subject will receive an additional certificate, and the top student and school in the nation for each type of competition will receive an additional trophy or plaque. Schools will receive their awards no later than May 14th. If you need your awards before this date, please call and let us know.

**ADDING MORE NAMES:** If you have different students that are among your top three scores for test 2, 3, or 4 that were not previously entered, you may enter their names. Make sure you enter their previous scores as well so their cumulative will be correct. This will not affect your school score since we already have your top 3 scores for the previous tests. Certainly you may enter other names and their previous scores at any time since we already have your top 3 scores.

**NEW STUDENTS:** If you get any new students during the school year, unfortunately they cannot make up previously taken tests. They can take the current tests and still help your school score if they finish in the top 3 for the remaining tests.

**ANSWER SHEET:** The use of the answer sheet is optional.