Caribou Contests: Math Competition Supervision Instructions

Follow the instructions given below to start the exam.

In case you will be absent on contest day, we recommend leaving a copy of this guide with your school administration as well as a list of your participating students (their first and last names), their access codes, and your Coordinator login credentials.

For more detailed information, sign in as Coordinator and consult the Contest Coordinator Instructions on the Coordinator Home Page or click here.

1. Go to https://cariboutests.com/

2. Click “START CONTEST” to enter the competition.

(Alternatively, in the left-hand menu select Contests > Start the Contest)

Before beginning, the student must choose the language. To write the contest in English, click on ‘English’.
3. The student must then log in before starting the contest. The student must first enter their individual access code.

Students will use the same access code throughout one school year.

Students must use their access code for this Caribou Cup year; the first 4 digits are the second year in the current Cup (eg. for 2018-2019 they began with 2019).

If a student has logged in or written a contest this year already, they must enter the same access code.

If this is the first time the student has signed in this year, they can use any unused access code unless you have manually assigned one to their name already.

Please Note: If a student’s code is not full-year valid, they will not be able to start the November or later contests. The Caribou Coordinator should have verified this before the contest by using “Manage & Print Access Codes” and if necessary by making a purchase in the Online Shop. It is possible to purchase access even on contest days.

If this is the first contest written with this access code, the student will be asked to confirm their contest grade level and enter their access code again.
4. Then the student will be prompted to enter their first and last name and agree to contest rules before continuing.

Please Note: The system is not case sensitive, but the spelling must match the first and last name registered for this access code. For example, if the student is registered as John Doe, he can’t sign in as Johnny Doe, but he can sign in as John DOE.

Caribou Coordinators can view/verify/change these on the page “Manage & Print Access Codes”:

You can obtain a list of all the students and their access codes by selecting their Grade and the option ‘Print Names and Codes’. You can also modify a student’s name if necessary by selecting ‘Edit Names and Credits’.
5. Once the contest questions are opened, the student has 50 minutes to complete the test. There is a timer in the upper left corner so the student can see the time remaining.

Questions and options appear in random order so it is normal that two students do not have exactly the same test.

6. When a student makes a selection, that selection is saved and submitted automatically. The message “You have answered this question.” appears by the Next Arrow.

If the student wishes to change their answer, they must simply select their new answer.

The student can try the interactive question as many times as they need until contest time runs out. When the interactive question is completed, it is submitted automatically.

Students cannot retry an interactive question they have already solved.
7. To keep the contest fair, it is prohibited for students to interact during the exam, to do research on the internet, and to use a calculator. Students may use a pencil and paper for rough work.

8. To end the contest, the student must click “End test”. If time runs out, the test ends automatically.

   Before ending the contest, the student should make sure they’ve submitted their answers for all the questions. A bad internet connection can stop a student’s selections from being saved.

   Even if the student does not manually end the test, all their selections are saved and will be submitted automatically when the 50 minutes run out, or after 30 minutes of inactivity.

9. If there is a technical malfunction, don’t panic. Log in as Coordinator and choose the solution which best fits your situation on the Coordinator Homepage in the section ‘Contest Day Tools’:

   1) Give more time: Select ‘Increase Test Time’, tick the student’s box, and click on ‘Increase Time of Selected Students’ to provide an additional 5 minutes.

   2) Cancel the test entry: Select ‘Remove a Test Entry’ to cancel the student's test so they can start over. The student should then log back in to the contest.
10. For immediate assistance, visit the Help page (https://cariboutests.com/faq.php) where the grand majority of common questions and concerns are answered.

For slower assistance with problems not dealt with on the Help page, contact the Caribou Team.

Please only contact us if your question is not answered on the Help page as we are inundated with requests on Contest Day and our response time is slow.

Email us: https://cariboutests.com/contact_us.php
admin@cariboutests.com

11. Contest results will be available in the evening after the end of the contest (~ 8:00PM EST)

Coordinators and students can log in to see their results, print certificates, and view written solutions if these have been purchased.

To view their results, students will need to sign in (with their first name, last name, and access code).

Caribou Coordinators can also sign in to view their students’ results in each contest, their ranks in the Caribou Cup, and more.

As always, thank you for your hard work as a Caribou Contest Coordinator! We hope you find this guide useful and that your students enjoy the contest.

-Your Caribou Team