

# How to Supervise Caribou Contests

**Purpose:** This sheet should be given to contest supervisors and also be deposited in the administrative office as it happens that the scheduled supervisor is unexpectedly unavailable on the contest day and someone else has to take over on short notice. Therefore, please leave *this sheet* and either

- a list of all of your students' access codes, or better
- your Caribou login information (email address and password, see below)

in the administrative office of your school or library and inform the administrative assistant about its existence.

**Contest web site:** [cariboutests.com](http://cariboutests.com), click 'Start Contest' in the upper right corner

**Contest days:** 6x per year, dates shown on left column on home page, tentative days:

2015/16: 14,15 Oct, 18,19 Nov, 13,14 Jan, 17,18 Feb, 6,7 Apr, 4,5 May

2016/17: 19,20 Oct, 16,17 Nov, 18,19 Jan, 15,16 Feb, 5,6 Apr, 3,4 May

2017/18: 18,19 Oct, 15,16 Nov, 17,18 Jan, 14,15 Feb, 4,5 Apr, 2,3 May

2018/19: 17,18 Oct, 14,15 Nov, 16,17 Jan, 13,14 Feb, 3,4 Apr, 1,2 May

**Quickest help:** click 'Help' on the left side menu of the home page which takes you to ([cariboutests.com/faq2.php](http://cariboutests.com/faq2.php))

**Other help options:** click 'Contact Us' on top right which takes you to ([cariboutests.com/contact\\_us.php](http://cariboutests.com/contact_us.php)), tel +1 905-378-5710

**To run the contest:**

- The contact person (teacher/librarian/..) needs to give each student a different access code before the student's first participation in a school year.
- The code is valid for exactly one full school year, students keep it as they need the code to check their results at home.
- Students click 'Start The Contest' in the upper right corner of the home page.
- Students get 60 min to complete the contest.
- If students are held up through any complications that are not their fault the contact person can sign in at the contest home page under contacts (email address + password required). On the contacts page the student can be given more time (by clicking Increase Test Time) and can even remove the test entry (by clicking Remove a Test Entry) and have the student write from scratch. If contact login is not possible then contact Caribou Contests.
- Collaboration, calculators and Internet access to sites other than the Caribou contest web site are not allowed.
- All results are available online for students and for teachers with much statistics on the evening of the contest day. To access these results, students need to know their access code and therefore should take their access code home.