



**ENGINEERING
AT ILLINOIS**

2018 Academic Challenge Host Planning Guide

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The Academic Challenge Process

Academic Challenge is a test-based competition hosted by the Worldwide Youth in Science and Engineering (WYSE) program at the University of Illinois at Urbana-Champaign. Offered to high school students, subjects tested are biology, chemistry, computer science, engineering graphics, English, mathematics and physics.

More than 40 community colleges and universities in Illinois and Missouri provide sites for the tests. The tests are designed to present a challenge to the states' brightest students, and are presented in multiple-choice format. Students have 40 minutes to complete tests that range in length from 30 questions (computer science & math) to 80 questions (English).

The test material is drawn from high school senior and college freshman curricula to present a bridge between secondary and higher education. Tests are written by teams of faculty members at colleges and universities all across the United States. Each team produces sets of tests that increase in level of difficulty in a progression from regional, to sectional, to state finals.

This Coach's Guide is for the use of the Academic Challenge coaches. Additional information concerning the Academic Challenge program is available on the WYSE website at <https://wyse.engineering.illinois.edu/academic-challenge/>.

WYSE is located on the campus of the University of Illinois at Urbana-Champaign and is a unit of the College of Engineering.

Guiding Philosophy of the Academic Challenge

The goal of Academic Challenge is to acquaint high school students with the course content and the level of competition that they will experience upon entering a science or engineering curriculum at the college or university level.

2018 Competition Dates

Regional Testing Window

February 1-16, 2018

Sectional Testing Window

March 1-16, 2018

Missouri State Finals

TBD

Illinois State Finals – To be held at the I-Hotel and Conference Center

Division	Date
300	Wednesday, April 18, 2018
700	Thursday, April 19, 2018
1500	Monday, April 16, 2018
Unlimited	Tuesday, April 17, 2018

Alternate testing day: Friday, April 13, 2018

Note: Alternate testing day is only for those schools who have scheduling conflicts with their division's competition date. Those schools who plan to compete on the alternate date must notify the WYSE office as soon as possible

Procedures for Testing at Alternate Site

Schools that find it impossible to test at their regular regional or sectional site due to a scheduling conflict may petition to test at an alternate site (on the regularly scheduled date of competition for the alternate site). The procedure for petitioning consists of the following steps:

- 1) Obtain permission from the WYSE office.
- 2) Obtain permission from the original site. (Site coordinator must notify WYSE office as to whether or not permission has been granted.)
- 3) Obtain permission from the alternate site. (Site coordinator must notify WYSE office as to whether or not permission has been granted.)

The coordinator at the alternate site must isolate the answer sheets produced by the alternate testers and forward those sheets or those scores to the WYSE office. The WYSE office will compare those scores with the scores from the original site and determine if the team advances or if any of the students advance to the next level of competition. At no time do these alternate scores affect the results from the original site or the alternate site. The alternate testers are eligible for advancement only, no medallions or trophies will be awarded.

Translation Dictionaries

Foreign Exchange students are allowed to use non-electronic translation dictionaries for tests other than the English test. Permission must be obtained from the WYSE office prior to the first competition, and the WYSE office will notify each site coordinator in advance that the student will be bringing a dictionary to the test. Electronic translation dictionaries are not allowed in the testing room.

Individual Advancers – Reinforcement of Existing Rules

Individual competitors (either at-large competitors or members of teams) will qualify to advance if they attain a subject score equal to or better than the second-place score for that subject in their division. This qualification for advancement attaches to the specific competitor and therefore at-large competitors who advance to the next level or individual members of teams who advance when their team does not advance **cannot be replaced** by other students.

Wild Card Advancement

There will be a wild card playoff for both the regional and sectional competitions. One team from each division will advance as the wild card winner at both the regional and sectional levels. The winners will be determined at the end of each level of competition.

Scoring Software

TBD

Academic Challenge Calculator/Testing Rules

Calculator usage at all levels of the Academic Challenge competition will follow the guidelines used in the ACT, SAT, and Prairie State Achievement Exam. As in past years, calculators are allowed on the math, physics, and chemistry tests only.

- Examinees must bring their own calculators and may not share calculators.
- Only one calculator per student is allowed.
- Each competitor is responsible for his/her own calculator.
- Testing site staff will not have extra batteries or calculators.
- An acceptable calculator includes any four-function, scientific, or graphing calculator, as long as it doesn't have any of the prohibited features (see **prohibited** list below).

The following calculators and types of calculators are prohibited:

- Calculators with built-in computer algebra systems. Calculators in this category include:
 - ⇒ **Texas Instruments:** All model numbers that begin with **TI-89** or **TI-92**, and the **TI-Nspire CAS** (the non-CAS TI-Nspire is permitted)
 - ⇒ **Hewlett-Packard:** **HP 48GII** and all model numbers that begin with **HP 40G**, **HP 49G**, and **HP 50G**
 - ⇒ **Casio:** **Algebra fx 2.0**, **ClassPad 300** and **ClassPod 330**, and all model numbers that begin with **CFX-9970G**
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices (Sharp EL 9600 is permitted)
- Calculators built into cell phones or other wireless communication devices
- Calculators with a typewriter keypad (QWERTY format)
- Calculators with paper tape and/or that make noise
- Calculators that can communicate wirelessly with other calculators
- Calculators that have power cords

Competitors will be dismissed from the test and their answer sheets not scored if they are found:

- using unauthorized calculators;
- using the calculator's memory to store any test materials;
- using any device to share or exchange information at any time during the tests or during break (All electronic devices, including cellular phones and pagers, must be turned off from the time the competitor is admitted to test until dismissed after testing concludes.);
- removing any part of a test book or any notes relating to the test from the test room;
- creating a disturbance or allowing an alarm, pager, or phone to sound in the testing room.

Calendar for 2017-2018

October TBD	Registration opens via the new software: https://apps.wyse.engineering.illinois.edu/
December 31	Deadline for competing schools and home-schooled individuals to register for the competition with the WYSE office.
January 15	Registration fees due in WYSE office.
February 1-16	Regional competition window. Sites not using the WYSE software must report competition results to the WYSE office within three business days of test date. Regional sites give advancement packages to schools advancing to the sectionals.
February 25	Regional tests, answer keys, and solution sets should be available from the WYSE office by this date (if the Missouri Regionals have already taken place) and will be posted on the WYSE website.
March 1-16	Sectional competition window. Sites not using the WYSE software must report competition results to the WYSE office within three business days of test date. Sectional sites give advancement packages to schools advancing to state finals.
March 25	Sectional tests, answer keys, and solution sets should be available from the WYSE office by this date (if the Missouri Sectionals have already taken place) and posted on the WYSE website.
March 30	Deadline to submit t-shirt order.
April 16-19	Illinois state finals , held at the I-Hotel and Conference Center, University of Illinois Urbana-Champaign campus.
April TBD	Missouri state finals , held at the Missouri University of Science and Technology.
April 24	State finals tests, answer keys, and solution sets should be available from the WYSE office by this date and posted on the WYSE website.

Regional and Sectional Coordinator Task List

Regional & Sectional

Reserve Rooms. Necessary rooms include:

- Test Rooms
- Scoring room
- Coaches hospitality room
- Awards presentation room

Regional

Mailing to Schools. Send a letter informing them of your competition date. Please include your rules about junior varsity and at-large competitors. Schools should register on-line through the WYSE office.

Regional & Sectional

Planning Meeting. Site coordinator should meet with personnel who will assist with the competition. One or two people are needed for each of the following positions:

- Secretarial
- Administrative; such as president, vice-president, dean
- Scoring team; at least two on competition day
- Master of ceremonies; welcomes coaches and students, explains test procedures, hosts awards ceremony

90 days before the competition

Regional & Sectional

Awards. Order awards from Awards Ltd. or from the vendor of your choice by December 15, for regional sites, and by January 15, for sectional sites. You can order directly from the Awards Ltd. website at www.awardsltd.com.

Regional & Sectional

Photographer. Schedule a photographer for the competition date.

Regional & Sectional

People. Schedule people for various positions, including guest speaker and exam proctors.

Regional & Sectional

Scoring procedures. Review scoring procedures and conduct a full-scale trial run using data from a previous year. **We strongly recommend that you use the WYSE on-line scoring software.**

60 days before the competition

Regional

Registration. Schools must register with the WYSE office.

Sectional

Advancement packages. Send the regional sites sufficient packages and include all of the information about your competition.

30 days before the competition

Regional & Sectional

Publicity. Prepare and distribute initial press release to local media.

Regional & Sectional

Scoring. Meet with scoring team and review results of their trial run. Brainstorm potential problems.

Regional & Sectional

Planning Meeting. Meet with staff to discuss event schedule and to confirm events, speakers, proctors, volunteers, parking and eating arrangements, hospitality room, and other details.

Regional & Sectional

Restaurants. Notify local restaurants that a large number of students will be on your campus and inform them of the approximate time they will be free for lunch or dinner.

15 days before the competition

Sectional

Advancement Package. Receive state final advancement packages from WYSE office.

Regional

Advancement Package. Advancement packages from sectional sites should be on hand.

Regional & Sectional

Publicity. Send publicity announcements and updates to local media.

Regional & Sectional

Awards and Tests. Awards should arrive at least two weeks early. Tests should arrive from the printer about two weeks before your competition date. Count the tests to make certain you have enough for your competition. If your staff members should find any errors in the tests or answer keys, please notify the WYSE office as soon as possible.

Regional & Sectional

Signage. Prepare signs, maps, and information sheets for the coaches and students with information about testing, lunch, hospitality room, schedule, and parking.

Regional & Sectional

Training. Meet with proctors, registration personnel, and other volunteers to discuss their duties and assignments. Provide written instructions for exam proctors and others as necessary for reference on competition day.

Regional & Sectional

Space. Confirm room reservations with proper campus personnel.

Regional & Sectional

Guest Speaker. Confirm guest speaker. Ask if audio visual or other equipment is needed.

Regional & Sectional

Coaches Hospitality Room. Make arrangements for food and beverages. Determine who will be on hand to welcome and socialize with coaches.

The week of the competition

Regional

Check-in Form. Form will be e-mailed from the WYSE office during the week preceding your competition. Please use it at registration on competition day and return to the WYSE office.

Regional & Sectional

Registration. Two people should staff the registration table. Walk through the registration procedure. Prepare materials to distribute to coaches on arrival. Prepare a list of schools participating.

Regional & Sectional

Scoring. Make sure all school and student data are given to the scoring team.

Regional & Sectional

Coaches Packages. Prepare arrival package for coaches. Include the following:

- Copy of initial roster submitted by each coach.
- Schedule of the day's events.
- Maps (local restaurants, cafeteria, awards ceremony, hospitality room, testing rooms, restrooms).
- List of participating schools by division, with coaches names.
- College materials: Take this opportunity to promote your institution.

Regional & Sectional

Lunch. If you are providing meals for students and/or coaches, give the cafeteria or catering office a final count.

Regional & Sectional

Setup. Contact personnel in charge of setup for the test site and awards ceremony. Ask if they need a drawing or sketch of setup. Check on sound system.

The day of the competition

Regional & Sectional

Registration. Check setup, signs, and materials. Walk through the registration procedure. When coaches check in, give them a list of the students registered on their roster and remind them to check that list for accuracy. Coaches should notify site coordinators of changes immediately.

Regional & Sectional

Hospitality room. Check food and beverages for coaches.

Regional & Sectional

Awards ceremony. Check setup, awards display, guest speaker, and sound system.

Regional & Sectional

Scoring Team. Check with the scoring team.

Regional & Sectional

Test Rooms. Check setup, quantity of tests, sharpened pencils, pencil sharpeners, scratch paper, and signs.

Regional

Check-in Form. Use form during registration process.

Immediately following the competition

Regional

Check-in Form. Compare your check-in form with a list of schools participating at your site. Use it to verify each participating school and the number of students from each school by category (varsity team, junior varsity, or at-large competitor). Return it to the WYSE office the day after your competition either by email or US mail.

Regional & Sectional

Reports. Every site coordinator not using the WYSE scoring software MUST send the following reports to the WYSE office.

- School data – by division
- Advancement report – by division (including # of schools and # teams participating per division)
- Individual winners – by division
- Team Rank – by division
- Alphabetical listing with scores

Regional & Sectional

Problems. Report serious problems to the WYSE office via phone (217-244-3517) or email (wyse@illinois.edu).

Regional & Sectional

Publicity. Distribute a news release that includes results of the competition. Supply pictures to local newspaper.

Regional & Sectional

Answer Sheets. Mail respective scantron answer sheets to each school. Tests, answer keys and solution sets will be posted on the WYSE website after the test window closes.

At the close of Test Window

Regional & Sectional

Tests and keys. If you choose, tests and keys can be mailed to schools that attended your competition, although the exams, keys, and solution sets will be posted on the WYSE website. Please do not distribute prior to the close of the testing window.

Participation

Cost to Participate

Registration Fees

Varsity team	\$20.00 per student or \$280.00 for a team of 14 members
At-large competitors	\$20.00 per student
Junior varsity	\$6.00 per student

Surcharges

If a site finds it necessary to add a surcharge to help defray the cost of awards as specified in the WYSE rules for the competition, attending schools are not allowed to opt out of this charge.

Site coordinators may add a surcharge to the base fee to defray the cost of lunches, t-shirts, or other locally generated costs. Schools should be allowed to opt-out of these site-arranged lunches, t-shirts, etc. and provide for themselves less expensive alternatives.

How to Register and Pay

- 1) Register with the WYSE office by December 31, 2017 [on-line from our web page at <https://apps.wyse.engineering.illinois.edu/>] (preferred method) or U.S. mail.
- 2) Payment must be received in the WYSE office by January 15, 2018. Pay by credit card by going to <https://my.engr.illinois.edu/eventreg/register.asp> or send a check made payable to the University of Illinois.

School Competitive Divisions

All public and private schools offering courses for 9th through 12th grades are eligible to compete. Division of competition is determined by enrollment as of 9/30 of the current year. The official enrollment numbers used (without multipliers) will be those listed in the IHSA website found here:

<http://www.ihsa.org/Schools/EnrollmentsClassifications/AlphabeticalEnrollments.aspx>. Home-schooled students are eligible to compete as at-large competitors in the division of their local public school or as members of their local school team if this is agreeable to the school.

Division 300 - enrollment equal to or less than 300

Division 700 - enrollment from 301 through 700

Division 1500 - enrollment from 701 through 1500

Division Unlimited - enrollment greater than 1500

Number of Tests per Team

To be eligible for team awards, a school must have at least two test scores in each of five subject areas, three of which are mandatory. The mandatory subject areas are English, math, and chemistry. The remaining two subject areas can be selected from the following: biology, computer science, engineering graphics, and physics. Schools can elect to compete in more than five subject areas (i.e., six areas or all seven subject areas).

Schools may send individual students (at-large competitors) without sending a team or in addition to a team. These students are eligible for subject awards and individual advancement.

Participation Options

Schools may enter teams (one team per school) and/or at-large competitors.

Varsity Team

The varsity team is composed of between 6 and 14 students who must be registered as full-time students at the school. Teams may substitute or replace members from the regional to sectional and/or sectional to state finals competition. A team may also drop members as long as they still have at least 6 members, but the number of team members cannot be increased beyond the number registered at the regional level.

Exchange students enrolled as full-time students are eligible for the team and the competition **provided they are not over 18 and they have not graduated from secondary school in their home country.**

At-Large Competitors

This category is for full-time students who compete as individuals and are not on a school team. This includes situations where a school competes with fewer than 6 students, and situations where a school competes with individuals in addition to a team. Home-schooled students are eligible to compete as at-large competitors in the division of their local public school.

Junior Varsity

Junior varsity (JV) participants compete only at regional and sectional sites that allow JV's to participate. Junior varsity participants choose which tests they take and compete for practice purposes only. Junior varsity answer sheets do not have to be scored. JV participants are not eligible for awards or advancement. Junior varsity participants are not allowed at state finals.

Note: Academic Challenge coaches must contact their competition site to determine if junior varsity participants are allowed. Not all regional or sectional sites allow junior varsity participants.

Advancement

Team Advancement

The number of teams advancing (regional to sectional or sectional to state finals) is determined by the following rule.

Within each division (300, 700, 1500, unlimited), if there are:

1 or 2 teams, both advance

3 – 7 teams, 2 advance

8 – 12 teams, 3 advance

13 – 16 teams, 4 advance

More than 16 teams, 5 advance

Individual advancement from the regional to sectional competition

Individual competitors (either at-large competitors or members of teams) will qualify to advance if they attain a subject score equal to or better than the second-place score for that subject in their division. There is no limit on the number of individual competitors who may advance. For example, if two students are tied for first place and three tied for second place, all five students will qualify to advance because they finished "in either 1st or 2nd place."

These advancement rules also apply to individual members of teams whose team does not advance.

Note: Although the individuals with the three highest scores in a subject and within a division receive medallions, only the top two qualify to advance.

Individual advancement from the sectional to the state final competition

Individual competitors (either at-large competitors or members of teams) will qualify to advance if they attain a subject score equal to or better than the second-place score for that subject in their division, **or** if they meet or exceed the State Finals Qualifying Scores listed on following page. These advancement rules also apply to individual members of teams whose team does not advance. The table on the next page represents our best estimate of competitive qualifying scores.

In situations where teams or individuals compete outside of their division, regardless of how divisions are grouped at the previous level of competition, they must advance by division as determined by school enrollment. For example, if there is only one unlimited school with a team or individuals at a site and it competes against teams and individuals in division 1500, the unlimited school cannot "bump" a 1500 team or individuals from advancing.

At either stage of advancement, a group of students from a given school who qualify to advance as individuals, but whose team did not advance, are not eligible to compete as a team even if they technically satisfy the criteria for team participation.

2018 State Finals Qualifying Scores for Advancement from Sectional to State Finals Competition

Subject	Division	Qualifying Scores
Biology	300	32
	700	33
	1500	36
	Unlimited	37
Chemistry	300	33
	700	36
	1500	37
	Unlimited	38
Computer Science	300	24
	700	23
	1500	23
	Unlimited	25
Engineering Graphics	300	22
	700	25
	1500	24
	Unlimited	28
English	300	67
	700	63
	1500	69
	Unlimited	68
Math	300	21
	700	23
	1500	20
	Unlimited	25
Physics	300	23
	700	19
	1500	26
	Unlimited	26

Scoring

All exams are scored by the site coordinators using the WYSE scoring software. The team scores are also calculated by the software. Below are instructions to determine the team scores manually.

Varsity Team

1. Separate each team according to division. Scores are calculated within each division.
2. Scores should be calculated by subject first and then by team.
3. For each team, add the two highest scores for each subject. The sum of the two highest scores in each subject is that team's raw score for that subject. If a team has only one score for a particular subject, the team's score is zero for that subject.
4. Compare the raw scores of all schools within a division. Determine the highest raw score for each subject within each division. Divide the highest raw score for each subject within each division into 100. The resulting quotient is the normalizing constant for that particular subject within that particular division. The normalizing constant serves to equalize each subject's contribution to the final varsity team score, regardless of the number of questions on the test.
Note: Normalizing constant = $(100 / \text{highest raw score for the subject from all schools in the division})$.
5. Multiply each raw score by the normalizing constant for that subject in that division; the result is the normalized score.
Note: Normalized score = raw score \times normalizing constant.
6. Total the normalized scores for each team. The team score is the sum of the three mandatory subjects (chemistry, English, and math) plus the sum of the highest two remaining subjects.
7. Round the score to the nearest whole number. This is the team's final varsity team score.

At-large Competitors

At-large competitor scores do not affect team scores.

Junior Varsity

Junior varsity participants do not score and do not advance.

Worldwide Youth in Science and Engineering Academic Challenge

VARSITY TEAM ROSTER and SCORING SAMPLE

Division of Testing 300 700 1500 Unlimited

Testing Site _____ Site Coordinator _____

School _____

School Address _____

City _____ State _____ Zip Code _____

Coach _____ Phone: _____

Email Address _____

Student Name	Biology	Chemistry	Computer Science	Engineering Graphics	English	Math	Physics
1. Apple, Julie	32				90		
2. Black, Sue		21	16				
3. Book, Nicholas						12	
4. Brown, Michelle			19	18			
5. Green, Jenny		32				28	
6. Gray, Phil	39				75		
7. Fish, Doug			20	33			
8. Lake, Lisa	42			26			
9. Ship, Jamie		27					17
10. Storm, Doug		14					
11. Trout, Sam					81	17	
12. White, Leo					96	30	
13. Wright, Joe			22	40			
14.							

Procedures for Scoring	Biology	Chemistry	Computer Science	Engineering Graphics	English	Math	Physics
Raw Score ¹	81	59	42	73	186	58	0 ²
Normalizing Constant ³	1.20	1.61	2.27	1.26	.54	1.72	2.86
Normalized Score ⁴	97.20	94.99	95.34	91.98	100.44	99.76	0

The team score is equal to: 94.99 (chem) + 100.44 (English) + 99.76 (math) + 97.20 (bio) + 95.34 (comp sci) = 487.73 (round to 488)

¹Add the two highest scores in each column above.

²There is only one score for this team in this subject. Thus, the team score in that subject is zero.

³As calculated earlier using step 4 on the previous page. (100 / highest raw score for the subject from all schools in the division)

Note: The normalizing constant serves to equalize each subject's contribution to the final varsity team score, regardless of the number of questions on the test. In this example, this team's normalizing constant for English and math were highest in this division.

⁴Denotes normalized scores as calculated earlier using step 5 on the previous page.

Awards

Regional and sectional sites must purchase awards either from Awards Ltd. or from the vendor of your choice. Please note that the WYSE office is subsidizing the cost of awards purchased from Awards Ltd. by 20%. You can contact Awards Ltd. and order awards from their website at www.awardsltd.com. They can also be contacted by phone at 217-352-6378 or by email at awardsltd@comcast.com. Regional awards should be ordered by December 15 for guaranteed delivery by your competition date; sectional awards should be ordered by January 15.

Team Trophies

At the regional and sectional levels, the three top-scoring teams in each division will be awarded first-, second-, and third-place trophies. In case of ties, duplicate trophies will be awarded. In the case where only one school is competing in a division, no team trophy will be awarded. However, the students in the teams are still eligible for individual medallions. It is important to note that even though the school is not eligible for a team trophy, they still automatically advance.

At the state finals level, the five top-scoring teams in each division will be awarded first- through fifth-place trophies. In case of ties, duplicate trophies will be awarded.

Each trophy arrives with a plate inscribed with the following: *Site Name, Division, 1st, 2nd, 3rd Place and Year.*

Team Ribbons

Team ribbons are given to members of a varsity team that wins a trophy. Because the trophy will be stored at school, team members receive the ribbons to acknowledge their achievement.

Each ribbon is printed with the following: *WYSE, Academic Challenge, 1st Place, 2nd Place, or 3rd Place Team, Site Name, Year.*

Medallions

At-large competitors (including home-schooled individuals) compete for medallions along with the individual members of teams within each division.

Medallions can be ordered in sets or individually. A set consists of 7 gold 1st place, 7 silver 2nd place, and 7 bronze 3rd place medallions, each with a 30-inch neck ribbon attached. If there are many ties, extra medallions can be ordered as necessary.

Regional level: Any at-large competitors and/or any individual members of teams who attain the highest, second-highest, or third-highest scores in the subject in each division will receive a first place, second place, or third place medallion, respectively. In case of ties, duplicate medallions will be awarded.

Sectional level: Any at-large competitors and/or any individual members of teams who attain the highest, second-highest, or third-highest scores in the subject in each division will receive a first place, second place, or third place medallion, respectively. In case of ties, duplicate medallions will be awarded.

State finals level: Any at-large competitors and/or any individual members of teams who attain the highest through the sixth-highest scores in the subject in each division will receive a first place through sixth place medallion, respectively. In case of ties, duplicate medallions will be awarded.

Participation Ribbons

These ribbons are presented to every participant at every level of competition. There is no cost to the sites; the cost is absorbed by the WYSE office. The ribbons are printed with: *WYSE, Site Name, Academic Challenge, Year.*

Worldwide Youth in Science and Engineering Academic Challenge

Sample Agenda

Site Name

8:30 – 9:30am	Registration
9:30 – 10:00am	Test Preparation
10:00 – 10:40am	Test Period #1
10:40 – 10:45am	Collect Exams and Answer Sheets
10:45 – 10:55am	Preparation for Test Period #2
11:00 – 11:40am	Test Period #2
11:40 – 11:45am	Collect Exams and Answer Sheets
11:45am – 1:15pm	Free Time/Lunch
1:30 – 2:15pm	Awards Ceremony
2:15pm	Team Photos

Proctor Instructions

Ten minutes before the test period begins, have students clear their desktops of everything except pencils and calculators for math, physics, and chemistry tests only, then distribute scratch paper to all (2 sheets per person). Five minutes before the test period is due to begin, read the script on the proctor's script page. After reading the script, distribute the test booklets, instructing students to leave the booklets unopened on the desktop. Announce, "Begin the exam," and note the time. Be sure to announce 10 minutes, 5 minutes, and 2 minutes remaining.

During the exam, you should roam the room slowly and quietly. Do not get closer than three feet from the students and do not linger – to do so may make them nervous. Avoid clustering with other proctors.

If you think that a student is doing something wrong, ask another proctor to assess the situation. If it is determined that the student is, indeed, doing something wrong, contact the site coordinator and ask him/her to quietly remove the student from the exam.

If an emergency occurs and a student must leave the room, the student's test materials (test booklet, answer sheet, and all scratch paper) will be given to the proctor. The student may return and complete the test, but the answer sheet will be given to the site coordinator for a ruling concerning admissibility. The coordinator should speak to the student and to the coach before making a decision in this matter.

Do not, under any circumstances, answer a question concerning the tests, and do not become involved in discussions with students. If a student has a concern, ask him or her to send written comments/questions via email to the WYSE office. The WYSE office will contact the authors to resolve the issue.

Examples of inappropriate questions include:

- Could you explain this question?
- Is this the correct spelling?
- Do they really mean...?
- There is more than one correct answer. What should I do?
- There is no correct answer to this question.

Suggestions for a Proctor's Script

The following instructions and scripted remarks may be modified to suit your particular situation. For instance, if the tests are conducted in one large room versus several smaller rooms, the script will change. Whatever script or instructions are adopted, the proctor must adhere to them verbatim to avoid confusing the students.

To make sure everyone has an equal chance, we have tried to create a quiet, controlled environment. Let me explain the rules that will apply to today's testing.

You are allowed to have only the following items with you.

- Calculator for math, chemistry and physics tests only.
- #2 pencils (already sharpened).
- Scratch paper that I distributed.
- Test booklets that will be distributed after these instructions.
- Make sure you have the right answer sheet for this test. Your name, school, division of competition and test subject must be printed on your answer sheet.

Instructions:

1. No talking during the test period. You must not speak to others, pass notes, or play games during the test period, including after you have finished your exam.
2. No one may leave the room during the exam. If you have an emergency, please raise your hand and I will come and speak to you.
3. Disable watch alarms and cell phones.
4. Remove portable radios and cassette or CD players from the testing area.
5. You may not have or use magazines, books, newspapers, old exams, or any other written material.
6. Remove all written material from the desktop. This applies to material that is not necessary for today's test. Test booklets, answer sheets, pencils and calculators are the only allowable items on your desktop. Scratch paper will be distributed. (Note to coordinator: Pencils are not distributed. Students are expected to bring their own. Spares are available for emergencies.)
7. Anyone judged to be creating a disturbance will be asked to leave the test room. The site coordinator will decide whether to count the test and whether to admit the student for the next period.
8. If you need a pencil or a new test booklet during the exam, raise your hand and I will provide you with one.
9. I cannot answer questions concerning the tests.

You will have 40 minutes to complete the test. I will announce when there are 10 minutes, 5 minutes, and 2 minutes remaining. There is no penalty for wrong answers on this test. This is room number zzz and we will be giving the zzz test. Be sure you are in the right room and taking the right test.

Please refrain from speaking between tests. We define cheating as anyone who has been identified as deliberately passing information about this exam to someone who will take the exam during the next period. Any inappropriate behavior will be referred to the site coordinator.