Competition handbook for coordinators and supervisors

Australian Maths Trust

AMT. AUSTRALIAN MATHS TRUST | KSF. KANGOUROU SANS FRONTIÈRES | CAT. COMPUTATIONAL AND ALGORITHMIC THINKING | AMC. AUSTRALIAN MATHEMATICS COMPETITION | CC. CODING CHALLENGE | Bebras COMPUTATIONAL THINKING CHALLENGE

Contents

Introduction

Each year, the Australian Maths Trust (AMT) runs competitions to inspire, extend, and recognise mathematical understanding for hundreds of thousands of primary and secondary students in Australia and around the world.

This handbook is a resource for schools conducting 5 competitions:

- Kangourou sans Frontières (KSF)

  A 60 – 75 minute maths competition for Years 3 to 12. Inspired by the Australian Mathematics Competition, KSF is now the largest maths competition in the world.

- Bebras Computational Thinking Challenge (Bebras Challenge)

  A 45 – 60 minute computational thinking and problem-solving challenge for Years 3 to 12. Bebras is an international initiative that promotes computer science among school students.

- Computational and Algorithmic Thinking Competition (CAT)

  A 60 minute problem-solving competition for Years 5 to 12, designed to encourage curiosity and multiple modes of thinking.

- Coding Challenge (CC)

  A 45 minute programming competition to develop computational thinking skills for Years 5 to 12. This challenge has replaced OUCC.

  Australian Mathematics Competition (AMC)

  A 60 – 75 minute maths competition for Years 3 to 12. AMC is Australia's longest running, largest and best known maths competition.

Schools that are eligible to participate include primary and secondary schools, government-registered home schools and coaching clinics.

The handbook provides information for teachers and administrative staff on how to run a competition in your school, including step-by-step instructions and printable checklists.

AMT also runs longer, more challenging competitions for talented students: the Australian Intermediate Mathematics Olympiad and Australian Informatics Olympiad. For more information on conducting these competitions, go to our competitions page.

This handbook was last updated in February 2025.
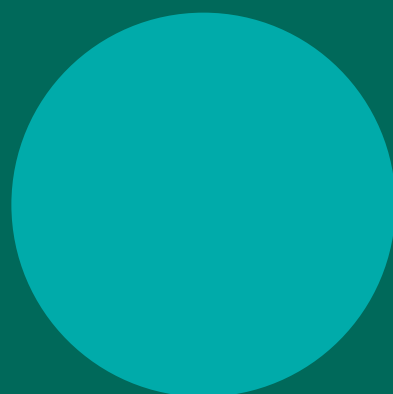
Section 1: Before the competition

Your school should select and order the competitions you want to conduct, early in the school year.

Choosing your competitions

Your students can compete in one, several or all of the AMT competitions. In selecting competitions for your school, you should consider:

- **students** – assess your student cohort and choose the competitions that will engage and challenge them; see our online competition pages for more information about the topics covered by each competition
    - Kangourou sans Frontières (KSF)
    - Bebras Computational Thinking Challenge (Bebras Challenge)
    - Computational and Algorithmic Thinking Competition (CAT)
    - Coding Challenge (CC)
    - Australian Mathematics Competition (AMC)
- **dates** – ensure the competitions do not clash with other school or local events
    - KSF 25–27 March 2025
    - Bebras 31 March – 4 May 2025
    - CAT 20–22 May 2025
    - CC 17–19 June 2025
    - AMC 5–7 August 2025
- **costs** – each competition has a cost per student, and bundle pricing is available if you conduct several competitions in a package; for pricing information go to our competitions page
- **staff resource requirements** – all competitions require staff coordination to register students and conduct the competition, and staff supervision on the days of the competition (1 supervisor for every 40 participating students, with the exception of the Bebras Challenge, which can be undertaken without supervision, including in a home setting)
- **physical resource requirements** – all the competitions can be sat online (see System requirements), some can also be sat using a printed paper, and a combination of online and print orders can be used for the same competition. Choose whichever suits your resources
    - KSF – online only | Bebras – online only | CAT – online or printed paper CC – online only | AMC – online or printed paper
- **eligibility** – AMT's competitions are available to Australian primary and secondary school students attending a school, home school or coaching clinic. Most are also available internationally. Eligibility varies by competition as shown in the following table.
- gender data - the AMT collects gender information to identify students for awards and programs specifically for girls. This information is key in determining Cheryl Praeger Medal awardees annually for the Australian Mathematics Competition, invitees for the annual Curious Minds program, and selection in the Australian European Girls' Mathematical Olympiad (EGMO) and European Girls' Olympiad in Informatics (EGOI) teams.

    Gender fields are compulsory but do provide a "prefer not to say" option. We encourage you to provide gender information for the AMT to continue in delivering programs that support and encourage girls' engagement in mathematics and algorithmics.

Competition	School	Home school	Coaching clinic	Australia	New Zealand	International
KSF	Y	Y	Y	Y	Y	**N**
Bebras	Y	Y	Y	Y	**N**	**N**
CAT online	Y	Y	Y	Y	Y	Y
CAT paper	Y	Y	**N**	Y	Y	Y
CC	Y	Y	Y	Y	Y	Y
AMC online	Y	Y	Y	Y	Y	Y
AMC paper	Y	Y	**N**	Y	Y	Y

Accounts and registration

To register your students and conduct a competition:

• the school, home school or coaching clinic must set up an account with AMT

• someone from the school must register as a user. This can be the competition coordinator, another teacher or an administrative assistant.

This applies to Australian and international schools, home schools and coaching clinics.

Setting up an account

If your school does not have an account with us, please email us at competitions@amt.edu.au to request verification. The person who will be the first registered user should send the email.

In the email, please provide the following information:

• **Australian school or coaching clinic**

 – Name of school

 – Email address (this should be the general email address for the school)

 – Physical address

 – Web address

 – ACARA number (for schools)

 – ACN or ABN (for coaching clinics)

 – Name and contact details of a manager or person who has delegation to approve you as an account user and to purchase our products on behalf of your organisation

• **New Zealand or international school or coaching clinic**

 – Name of school

 – Email address (this should be the general email address for the school)

 – Physical address

 – Web address

 – Registration documentation with education authorities in your country (for schools)

 – Certificate of incorporation (for coaching clinics)

 – Name and contact details of a manager or person who has delegation to approve you as an account user and to purchase our products on behalf of your organisation

- **Australian, New Zealand or international home school**
  - [AMT home school registration form](#)
  - Home school certificate letter from the education department.

Once we have received your email, we will verify your school and set your school's account up in our system. We will reply to your email with a confirmation when the account is ready. This email will be copied to the general email address and the manager you have identified.

Registering as a user

Registered users can access the [AMT administration portal](#) to place competition orders and enter student details under the school account. Registered users can be the competition coordinator, another teacher or an administrative assistant. You can have more than one registered user on the school account.

If you are the first person to register under your school's account

The person who will be the first registered user should send the email to set up the school account. They will then be verified by the person who is nominated as manager in the email.

To submit the first registration request:

1. Go to the [AMT administration portal](#).
2. Select the purple button that says **Register as a user.**
3. Select your state in the drop-down menu.
4. In the **Find a school** field, start typing your school's name until it appears. If there are several schools listed (for example, if your school has a common name), use the **Find a Suburb/City** field to filter the list and find your school.
5. Select your school, then click **Next step**.
6. Enter your details. Use your individual school or education department-issued email address.
7. When the information is complete, click **Request registration**.

If you are the first person to register with your school's account, you are automatically assigned as the 'Teacher Approver' for your school. This means that you approve any other subsequent users from your school. The Teacher Approver is also responsible for maintaining the school's profile details and ensuring the list of users is current. The Teacher Approver should notify AMT if the school's address or school name changes.

If you do not want to be the Teacher Approver, someone else who is prepared to take that role should be the first person to register under your school's account.

If you want to stop being the Teacher Approver, you can reallocate the role to another user on your school's account.

If you are **not** the first person to register under your school's account

To submit a registration request:

1. Go to the [AMT administration portal](#).
2. Select the purple button that says **Register as a user**.
3. Select your state in the drop-down menu.
4. In the **Find a school** field, start typing your school's name until it appears. If there are several schools listed (for example, if your school has a common name), use the **Find a Suburb/City** field to filter the list and find your school.Select your school, then click **Next step**.

5. Enter your details. Use your school or education department-issued email address.

6. When the information is complete, click **Request registration**.

7. An email will be sent to the Teacher Approver at your school to verify your credentials and approve your registration. You will receive an email when your profile is approved or denied.

> **IMPORTANT:** If there is a delay with your approval, it may be because the Teacher Approver is away or has left the school. Contact your school administration to find out who the Teacher Approver is at your school. You may need to contact AMT to have another Teacher Approver assigned.

Placing an order

After your registration has been approved, you will be able to log in to the AMT administration portal and access the available competitions.

You can then place an order for the competitions you wish to conduct. You will need to know how many participants there will be in each competition, before placing the order.

You can order competitions individually, or order a package that will give you several competitions in a pricing bundle. Various packages are available (for pricing information go to our competitions page).

The competition can be paid for at the time of ordering with a credit card, or you can receive an invoice to be processed later.

Competition updates and information will be emailed to the user who placed the order. If this person is not running the competition, they will need to forward any communications from AMT to the competition coordinator.

To place an order:

1. Select **Register for Competitions** from the left-hand side menu.

2. Click **New** to place a new order.

3. You will see a list of available packages. Add the number of participants in the Accounts box next to each package you wish to order Review the amounts and click **Continue**.

4. Review your order and package-specific notes. To finalise your order, you must download and accept the AMT Terms and Conditions and the AMT Privacy Policy.

5. After you have accepted the AMT Terms and Conditions and Privacy Policy, select **Place order**. A pop-up window will appear on your screen. If you click **OK**, your order will be finalised, and you will not be able to make any further changes or cancel the order. If you would like to make changes to your order after this point, you will need to contact AMT at competitions@amt.edu.au.

6. You will receive an email with a PDF summary of your order. To download the PDF now, select **PDF**. Please note this is an order summary, not an invoice.

An invoice will be automatically generated and sent to the email attached to your account. If you do not see the invoice in your inbox after 48 hours, check your junk or spam folder. If you have not received an invoice, please contact our accounts team at accounts@amt.edu.au.

If you would like to pay with credit card, click **Pay with Credit Card** to process the transaction via PayPal. To exit, click **Back**.

Key dates 2025

Competition	Region	Format	Entries close	Competition date	Answer sheets due*	Late answer sheets due
KSF	AU, NZ	online	21 March	25–27 March	NA	NA
Bebras	AU	online	2 May	31 March – 4 May	NA	NA
CAT	INTL	paper	25 April	20–22 May	23 May	6 June
CAT	AU, NZ	paper	2 May	20–22 May	23 May	6 June
CAT	AU, NZ, INTL	online	16 May	20–22 May	NA	NA
CC	AU, NZ, INTL	online	13 June	17–19 June	NA	NA
AMC	INTL	paper	27 June	5–7 August	8 August	22 August
AMC	AU, NZ	paper	4 July	5–7 August	8 August	22 August
AMC	AU, NZ, INTL	online	1 August	5–7 August	NA	NA

* Student answer sheets received after the submission deadline may not be included in the cut-off scoring, which may disadvantage some students. Results will be processed after the late submission deadline. Student answer sheets received after the late submission deadline will be processed after Friday 14 November based on earlier cut-off scores. Results and adjustments received after Friday 14 November will not be processed.

Section 2: During the competition

Coordinators should be familiar with the general requirements of the AMT competitions.

Competition requirements

The integrity of our competitions is very important to us. To make sure we can continue to provide a valuable competition experience for all students, schools must adhere to the following guidelines.

The Bebras Challenge does not require face to face supervision. Coordinators may choose whether their students undertake the Challenge at home or in a school setting.

Competition rules and integrity

The rules of the competitions ensure all students have an equal chance in the competitions.

- No student is allowed to sit the competition more than once or to sit more than one division of a competition.
- Aids
  - For the Junior, Intermediate, and Senior divisions, no aids are allowed other than language dictionaries or readers.
  - Teaching aids (eg, multi-place arithmetic blocks (MABs), counters, currency, play money) can be used for primary divisions only.
  - Pocket or scientific calculators are allowed only in the Middle and Upper Primary divisions of AMC and KSF. They are allowed for all divisions of CAT and Bebras.
- Papers
  - Schools that have ordered a printed paper format competition will be sent hard copy papers before the official competition dates. They are responsible for maintaining the security of the papers until competition day.
  - Papers cannot be shared or opened until the start of the competition.

> **IMPORTANT:** Supervisors are required to collect the papers from the students after the competition. Papers must not be circulated until after the official solutions are released. The solution release date is marked on the competition papers.

The AMT has checks in place to identify potential integrity breaches.

We retain the right to withhold, withdraw or cancel student, school or coaching clinic results where we have reasonable suspicions of cheating or other misconduct. We may also refuse entry into the competition by organisations who have breached the AMT Terms and Conditions, or where integrity breaches have otherwise occurred.

If you have concerns that the integrity of an AMT competition has been breached, please email us at integrity@amt.edu.au.

Competition environment

Supervisors are responsible for ensuring that the competition is conducted in a controlled environment.

Students can only sit the competition at the location registered with the AMT for your account.

The competition environment should include:

- a desk and chair for each student
- a safe place for students to store mobile phones and smart watches during the competition
- a clock or timer
- an ample supply of pencils, erasers and scrap paper for students
- computers or tablets with internet access [for online competitions] (see System requirements for more details).

Supervision

Students must be supervised in person at all times. Students cannot sit the competition at home or sit the competition without supervision.

A supervisor must be a teacher or another staff member. Parents or other students are **not** permitted to supervise students. One supervisor is required for every 40 participating students.

We strongly recommend that the competition coordinators meet with supervisors before the competition to brief them on the requirements and provide them with all the resources they will need (see Supervisor instructions for an online competition and Supervisor instructions for a printed paper competition for details).

Participating as a team

Students may only participate in our competitions individually.

The exception to this rule is the Bebras Challenge for which we allow team entries of up to four students per team.

When a Bebras team is created, the team members do the challenge together on one device. They each add their details to the Student Competition Portal and will receive individual certificates with the same team award.

Intellectual property

Competition problems, solutions and answers obtained from the AMT can be used by schools with an AMT account for teaching purposes only. All AMT problems, solutions and answers are copyrighted and must not be reproduced or transmitted in any way without the express written permission of the AMT.

The AMT website provides posters and other material for use by registered schools and coaching clinics to promote competitions to their students.

As per our AMT Terms and Conditions, no other AMT material may be reproduced or published without prior written consent, including the AMT and AMC logos.

Competition times

The competitions can be held anytime within the competition window. This means within the following dates and times:

- Dates
    - KSF 25–27 March 2025
    - Bebras 31 March – 4 May 2025
    - CAT 20–22 May 2025
    - CC 17–19 June 2025
    - AMC 5–7 August 2025
- Times
    - Australia and New Zealand: 7 am – 7pm on all days of the competition in all time zones. AMC only: 7 am – 9 pm on all days of the competition in all time zones.
    - International: 7 am Australian Eastern Time (AET) on the first day of the competition – 9 pm AET on the last day of the competition.

Competition customer service is provided only while the competition is open in Australia and New Zealand (5 am – 11 pm AET).

Accessibility

We believe every student should have the opportunity to participate in our competitions. We can provide variations to our competitions to support students so they can perform to the best of their abilities:

- Time – If one of your students requires additional time for the competition, please contact us to arrange an extension to the standard competition time.
- Format – We can provide large-print PDFs of AMC competition papers on request.

Please contact us if you have any further questions on accessibility.

Section 3: Running an online competition

All the competitions covered in this handbook can be sat online. Coordinators should ensure that the online environment is set up and tested before the competition, and that supervisors are ready and equipped with what they need.

System requirements

Online competitions use a cloud-based application and only need broadband connectivity and an internet browser. There is no software installation required.

Devices and systems

All our competitions have been tested on the following devices, browsers and operating systems:

- Desktop computers
    - Chrome 109 in Microsoft Windows 10/11, MacOS and ChromeOS
    - Edge Version 109
    - Safari Version 16.1
    - Firefox Versions 109
    - Internet Explorer **not** supported
    - Windows 7/8.1 **not** supported
- iPad/tablets
    - Chrome for Android 109
    - Safari on iOS 16.2.

Competitions must not be done on mobile phones.

Make sure that student browsers are a fully released version from the software provider and that there are no settings preventing JavaScript from running.

You may need to disable device-specific firewalls included in your security software or virus protection. You may need to include 'MathJax.js' as a safe script in the security software platform, because this is required to render the mathematical problems in the competition.

If your students are using cordless or battery-powered devices (eg, a keyboard), please make sure the devices are sufficiently charged to last the full duration of the competition.

System testing

We strongly recommend you test the online competition using our practice tests on your school systems and equipment before competition day as it may not be available during the competition window. This allows you to make sure everything will work on the day of the competition.

For CAT and AMC, you can also use the practice tests to see whether it would be easier to use the printed paper form of the competition.

Two practice tests are available on the AMT student competition portal:

- The system Compatibility Test should be done by your IT department, technical administrator or teacher in charge to ensure the competition can be accessed and viewed correctly using school systems and devices. They can use the Troubleshooting guide for an online competition to solve any problems.

The user Navigation Test should be done by students to familiarise themselves with the competition portal before using it under competition conditions. Students can do this at any time before the competition.

The system test should be done before the user test.

To run a test:

1. Log in to the device from the school (ie, inside the school's firewall). You do not need to log in to the school's AMT account to access the practice tests.
1. Open a browser and go to https://competitions.amt.edu.au.
2. Click on **Competitions**.
3. Click on the link to the practice test.
4. Complete the test.

The tests should be run using:

- all devices to be used in the competition, because individual permission settings may affect access
- iPads or other tablets, if they are to be used
- different student account types, if permissions vary across account types.

Coordinator instructions for an online competition

Coordinators should ensure that they have allocated enough time for online competition administration.

Coordinator checklist

To set up the competition:

☐ Register and order competitions through the AMT administration portal

☐ Confirm your school's ability to meet computer system requirements

☐ Confirm availability of suitable rooms for the competition (desk arrangement, clock, safe and secure place to store students' mobile phones and smart watches)

☐ Determine how many supervisors you will need (1 for every 40 participating students).

2 – 4 weeks before the competition:

☐ Test the AMT student competition portal using the practice tests

☐ Access the usernames and passwords generated from your order

☐ Enter individual student details (or students can enter their own details on competition day)

☐ Identify supervisors and confirm availability.

1 week before the competition:

☐ Print a copy of the Supervisor instructions for an online competition for each supervisor

☐ Add the details of the competition to each copy of the instructions (supervisor, date, time, location, competition, class and year, division, and number of students)

☐ Export and print the list of student usernames and passwords

☐ Print the provided scribble sheets for CAT and AMC online only (enough for each student)

☐ Meet with supervisors and brief them on the requirements for competition day

☐ Give each supervisor

  – a copy of the completed Supervisor instructions for an online competition

  – the printed list of usernames and passwords

  – provided scribble sheets

  – scrap paper and pencils (enough for each student).

The day before the competition:

☐ Ensure rooms and devices are set up

☐ Check if supervisors are ready or if they have any questions.

Entering student details for online competitions

When you place an order for an online competition, the system will generate a set of unique usernames and passwords for the participants (eg, if you have placed an order for 42 participants, the system will generate 42 usernames and passwords).

These usernames and passwords must then be assigned to individual students, and their own details entered. This can be done by:

- the coordinator entering student details into the system before competition day
- the student entering their own details on competition day.

Accessing usernames and entering student details

1. Log in to the AMT administration portal. Select **Students** from the left-hand side menu. The display will show the list of usernames to be assigned to participating students.

2. Each competition has a different username prefix. If you have ordered more than one competition, you will need to make sure that you are accessing the correct username for the competition you are running. Search for the usernames by entering the relevant username prefix into the Username field. This will filter the usernames and give you a list of usernames for your competition only.

Competition	Australia	New Zealand	International
KSF	25ksf	25ksfnz	NA
Bebras	25bb	NA	NA
CAT online	25cat	25catnz	25catos
CAT paper	25v	25z	25s
CC	25cc	25cc	25cc
AMC online	25amc	25amcnz	25amcos
AMC paper	25u	25n	25o

3. Select each username and add the student's first and last names. This will assign the selected username and password to that student. To enter student details in bulk, click the **Edit filtered** button to open a table. Copy and paste the student details from your spreadsheet to assign them to generic usernames and passwords. If you want the students to enter their own details when they sit the competition, export and print the list with the system-generated usernames and passwords.

4. **[Optional]** You can also change the usernames and passwords (for example, if you want to make it easier for students to type them out). This is not possible when using the bulk import function **Edit filtered**.

> **IMPORTANT:** Logins are unique and cannot be used for more than one student or more than one competition for the same student. If your school has more than one coordinator, please ensure coordinators communicate with each other to ensure that each username is allocated to one student only.

Entering student details in bulk

1. Prepare your data: Ensure the columns in your table or spreadsheet are in the following order: First name, Last name, Year at school.

2. Go to the **Students** tab.

3. Filter the data: Go to the **Username** field. Enter the competition prefix (as per table above). You will now only see the usernames for that competition.

4. Click the **Edit filtered** button at the bottom of the page.

5. A table will appear with the following columns:
   - **Username** (this will be prefilled based on your order)
   - **First name**
   - **Last name**
   - **Year at School**

6. Enter student data: Copy the data from your spreadsheet and paste into the first cell of the **First name** column. This will populate the table.

7. Press **Save** to complete the process.

Students entering their own details

If the coordinator has chosen not to enter the student names into the AMT administration portal before the competition, then the students will need to do this themselves on competition day.

Students log in to the AMT student competition portal with the system-generated username and password provided. They then follow the prompts to fill out their details, including first name, last name and year level.

Exporting and printing usernames

Coordinators will need to export and print the list of usernames and passwords and give them to the supervisors so they can distribute them to students on competition day.

To export and print:

1. Export the list by selecting the HTML option. This will generate a list with 33 usernames and passwords per A4 page. If you have entered the students' details, these will also be included.

2. After selecting Export HTML the page will format as in the example below.

3. Print the page on a single-sided setting. You will give this list to supervisors to be distributed to students on competition day.

> **IMPORTANT:** If you choose to download XLS or CSV files, you will need to expand the field column width to view the complete passwords.
>
> In XLS or CSV files, the width of the columns will not automatically adjust to fit the text. If you do not adjust the column width manually, the printed list may not show all characters in the passwords.

Creating teams

The team function only applies to the Bebras Challenge.

Teams are created by students when they log in to the student portal on a shared device.

If you are running a team challenge, you will need to provide students with additional instructions. The first student in the team should:

1. Log in to their shared device
2. Enter their details and select their division and year level
3. Go to the **Team** section at the bottom of the page. Follow the prompts to add a team member
4. Add up to 3 team members to make up a team of **4**
5. Click on **Competitions** and then **Start** to begin the competition

Students within a team should enter a single shared responses on one device. All team members receive the same results and award.

Student instructions are provided in the [Supervisor instructions for an online competition](#).

> **IMPORTANT:**
>
> - Once you start the competition, students or teachers cannot add or change team members themselves. Any corrections to teams must be requested to us via email.
>
> - All team members should work together to attempt the questions.
>
> - Only one response is needed.

Provided scribble sheets

Scribble sheets are diagrams and figures provided for students sitting the CAT and AMC online. This is so that students sitting online have access to printed images on which to draw their working, so they are not unfairly disadvantaged compared with students sitting the printed version of the same paper.

Scribble sheets will be available from the **Documents** tab in the left-hand side menu of the [AMT administration portal](#) to download the Friday before the competition.

Print one set for each student in each division of the competition and keep them in a secure place before the competition. Give them to supervisors to distribute to the students immediately before the start of the competition.

To minimise sharing of questions, supervisors must collect all scribble sheets at the end of the competition. If students would like their scribble sheet back, ask them to write their name on them so they can be returned after the results are released.

Supervisor instructions for an online competition

Competition name: ....   Supervisor: ....

Date: ....   Class and year: ....

Time: ....   Division: ....

Location: ....   Number of students: ....

Role of supervisors

The role of the supervisor is to ensure that competition conditions are maintained throughout the competition:

- Participating students must be supervised at all times.
- Students must not sit the competition more than once or sit more than one division of the competition.
- Students must not talk to each other during the competition.
- Students must not leave the room during the competition unless accompanied by a supervisor.
- Students must remain in the room until the competition finishes.

For online competitions, you will also be required to help students log in to the AMT student competition portal.

One supervisor is required for every 40 students participating.

Before the competition start time

On the day of the competition, check everything is ready:

- Check that you have a mobile phones available (in case you need to access technical support from AMT).
- Check the setup of the room. Ensure desks are arranged so that no student can see the computer screen or desk of another student. Locate a safe and secure place to store students' mobile phones and smart watches during the competition.
- Check that you have the following material provided by the coordinator
  - Supervisor instructions for an online competition (these instructions)
  - Printed sheet of usernames and passwords. (Check there are enough usernames and passwords to provide one to each student. If there are not enough, you can contact AMT to get more usernames.)
  - Provided scribble sheets for CAT and AMC (enough for each student)
  - Scrap paper and pencils (enough for each student).
- Cut up the printed sheet of usernames and passwords so that you can give one username and password to each student.
- Write the URL of the AMT student competition portal on the whiteboard: https://competitions.amt.edu.au/.

Running the competition

1. Allow the students into the room and get them settled.

2. Collect students' mobile phones and store them safely and securely.

3. Pass out one username and password to each student.

4. Introduce the competition to the students using the following script. Note that the students will be reading the same instructions on screen.

[Fill in the spaces from the information in the following table.]

Welcome to the .... competition.

There are .... questions in the competition.

You are allowed .... minutes to do the questions.
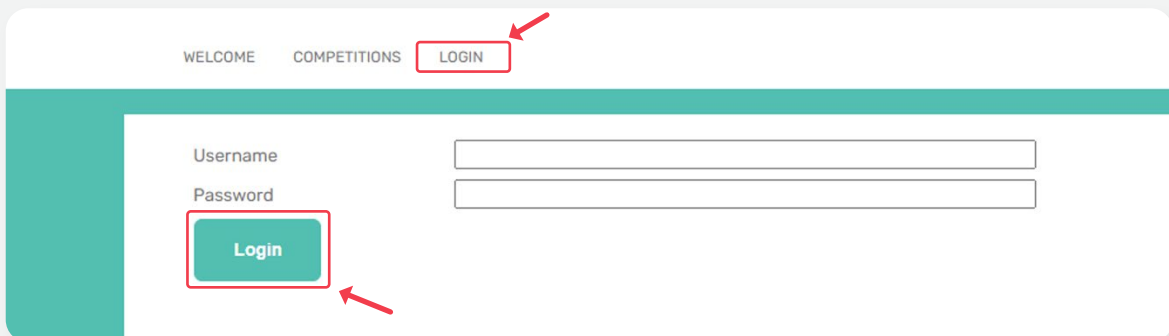
Competition	No of questions	Format	Time (minutes)
KSF Middle and Upper Primary	24 Middle Primary 30 Upper Primary	Multiple choice	60
KSF Junior, Intermediate and Senior	30	Multiple choice	75
Bebras	15	Combination of multiple choice, integer, interactive	60 Middle Primary 45 Upper Primary, Junior, Intermediate and Senior
CAT (All divisions)	9	6 multiple-choice 3 x 3-part integer	60
CC Novice and Explorer	12	Turtle Blockly tasks	45
CC Navigator, Pathfinder, Trailblazer	12	Text based code submission tasks	45
AMC Middle and Upper Primary	30	25 multiple-choice 5 integer	60
AMC Junior, Intermediate and Senior	30	25 multiple-choice 5 integer	75

Please follow the competition rules:

- You must be quiet at all times.
- Do not start the competition until you are told to do so.
- You cannot have a mobile device with you during the competition. If you have one, give it to me and I will store it in a safe place.
- You must not leave your seat during the competition. You must remain seated until the competition finishes.
- Only permitted aids are allowed in the competition.
  - Printed language dictionaries or readers are permitted in all competitions.
  - Pocket or scientific calculators can be used for the CAT competition; Middle and Upper Primary divisions of KSF only; Middle and Upper Primary divisions of AMC only.
  - Teaching aids (eg, multi-place arithmetic blocks (MABs), counters, currency, play money) can be used for Primary divisions only.
- You may not borrow equipment without a supervisor's permission.
- If you wish to leave the room, a supervisor must accompany you. Raise your hand and wait for a supervisor to come to you.
- If you have any other questions or problems, raise your hand and wait for a supervisor.
- No student may sit the competition more than once or sit more than one division of the competition.

5. Help students to log in using the following script.

- Open your browser and go to the AMT student competition portal, as written on the board (https://competitions.amt.edu.au).
- Click **LOGIN** on the main menu.

- Enter the username and password on the piece of paper you have been given.
- Check or enter your details. Make sure your name is spelt correctly, because this is what will appear on your certificate:
  - **[For students whose details have been pre-filled]** After logging in, you will be prompted to review your personal details. Check your first name, last name, school year (level or grade) and gender. Change them if they are incorrect. When they are correct, click **Save**.
  - **[For students entering their own details]** Fill in your first name, last name, school year (level or grade) and gender and click **Save**.

- If you see another student's details, **do not** change them or delete them. Raise your hand to notify me and wait for further instructions.

- After clicking **Save**, you will be invited to go to the competitions page.

- Click on **COMPETITIONS** in the main menu to see a list of your competitions. Select the correct division and year from the list.

- **Do not** press **Start** until I tell you, because this will start the timer.

6. After students have logged in, check their readiness. Check that:

  - all students have the competition start page on their screen with no other tabs or windows open

  - there are no phones or smart watches on any desk or on a student

  - there are no aids present other than those allowed; check there are no loose pages or insertions in dictionaries

  - each student has a pencil, provided scribble sheets and scrap paper.

7. When the students are ready, provide competition instructions to them using the following script.

To complete the questions:

- There are no penalties for incorrect answers. You should attempt all questions.
- The questions have been checked thoroughly. Each question is clearly written and no further explanation can be given. You may ask your supervisor to explain the meaning of a word on the paper.
- Diagrams are NOT drawn to scale. They are intended only as aids.
- **[For CAT and AMC only]** Use the scribble sheets to help with the questions with diagrams.

To use the online system:

- The competition must be the only window or tab open on your device.
- You can use the menu to skip questions or go back to earlier questions.
- **[For Bebras, CAT and AMC only]** Press the **Save** button after entering integer answers. The answer will not save if you just click next question.
- When the time has elapsed, the competition will finish and any answers that have been submitted will be saved automatically.
- Check you have answered all questions before pressing **Submit**. There will be a review page after the final question so you can check you have saved your answers properly.
- You can click on **End competition** at any time.

8. Start the competition using the following script.

- Does anyone have any questions? **[Check that there are no questions and students are ready to begin.]**
- Please press **Start** and begin the competition.

9. During the competition, ensure examination conditions are maintained throughout.
   - Ensure students are quiet.
   - Do not allow students to leave their seats until the last students have finished.
   - Ensure students are not accessing any other information sources other than those allowed in the guidelines.
   - Record and report any suspicious activity or breach to the coordinator.
10. After the competition, finalise papers and records.
   - Collect the scribble sheets immediately after each session to minimise sharing of questions. If students would like them back, have them write their name on the sheets. They can be returned after the competition results and answers are released.
   - Record a list of students who participated and the login details they used. This information may be needed to help AMT resolve any errors in student results that could be caused by students swapping or changing logins after they were generated.

Troubleshooting guide for an online competition

Use the following guide for online troubleshooting.

> **IMPORTANT:** If you have tried these solutions and are still having technical difficulties, contact AMT.
>
> - Phone: 02 6201 5136
> - Email: competitions@amt.edu.au
> - Teacher administration portal: https://competitions.amt.edu.au/admin/
> - Student competition portal: https://competitions.amt.edu.au/
>
> Competition customer service is available while the competition is open in Australia and New Zealand (5 am – 11 pm AET).

Problem	Possible cause	Possible solutions
Cannot access student competition portal	Website is not listed as safe under access permissions	• Have IT check that firewall is not blocking site • Add the competition URL to the safe site list for their browser (this could be done by IT or the student themselves)
Questions not viewing correctly	Browser settings Security Software or Virus Protection	• Try another browser or reset browser settings to default • Disable script filtering and/or software firewall for the duration of the competition. Note that Mathjax.js is required to be running
Freezing or slow to load images	Low internet speed	• Reset wifi connection • Try another connection (eg, LAN) • Reschedule sitting in smaller groups to reduce load
Device malfunction	Various	• Move student to another device and log in again. Note this can only be done while timer is in progress
Internet failure affecting all students	External causes	• Contact AMT to request time extension

Section 4: Running a printed paper competition

AMC and CAT can be sat online or using a printed paper.

If you select the printed paper version of the competition, you will receive in the mail one printed competition paper for every student registered.

> **IMPORTANT:** Printed answer sheets are not provided in the mail with the competition paper. Coordinators must download and print them from the AMT administration portal and give them to the students to complete during the competition.

After the competition, coordinators must scan and upload the completed answer sheets into the portal by the date in the Key dates section of this handbook.

Coordinator instructions for a printed paper competition

Coordinators should ensure that they have allocated enough time for printed paper competition administration.

Coordinator checklist

To set up the competition:

- [ ] Register and order competitions through the AMT administration portal
- [ ] Confirm availability of suitable rooms for the competition (desk arrangement, clock, safe and secure place to store students' mobile phones and smart watches)
- [ ] Determine how many supervisors you will need (1 for every 40 participating students).

2 – 4 weeks before the competition:

- [ ] When you receive the package of competition papers, check to ensure the number of competition papers in each of the divisions matches your order
- [ ] Enter student details, and download and print one answer sheet for each student
- [ ] Check the answer sheets to make sure you have one for each student and the students' details are correct
- [ ] Arrange the competition papers and answer sheets into class bundles
- [ ] Store the bundles in a secure storage location until competition day
- [ ] Identify supervisors and confirm availability.

1 week before the competition:

- [ ] Print a copy of the Supervisor instructions for a printed paper competition for each supervisor
- [ ] Add the details of the competition to each copy of the instructions (supervisor, date, time, location, competition, class and year, division, and number of students)
- [ ] Meet with supervisors and brief them on the requirements for competition day
- [ ] Give each supervisor
    - a copy of the completed instructions
    - competition papers
    - answer sheets
    - scrap paper and pencils (enough for each student).

The day before the competition:

- [ ] Ensure rooms and devices are set up
- [ ] Check if supervisors are ready or if they have any questions.

Entering student details for printed paper competitions

Before the competition, the coordinator will need to generate, download and print individual answer sheets for each student.

Entering student details

1. In the AMT administration portal, select **Answer Sheets** from the left-hand side menu.

2. Under the **Answer Sheet Download** tab, you will see the name of the competition and the division or divisions you have ordered. Make sure these are correct.

> **IMPORTANT:** If the name of the competition and divisions are not correct, you will not receive the right competition papers or answer sheets. Contact the AMT to correct any errors.

On the right of **Names**, it will tell you how many answer sheets have not yet had names allocated (in the example below, 32 documents out of 32 orders have not had names allocated).

3. Click on **Names** under **Answer Sheet Download**. You will see a screen with a table to fill in student details. You can enter students' details individually (see step 3a) or by a bulk upload from a spreadsheet (see step 3b).

    There is now an additional field class to record the student's class name. This can be used to sort the printing of large numbers of answer sheets.

ID	First name	Last name	Division		Class
1259	Jane	Dane	Upper Primary - Year 5	▼	A
1260	Amelia	Phillips	Upper Primary - Year 6	▼	A
1261	Olivia	Johnston	Upper Primary - Year 5	▼	A
1262	Maya	Edwards	Upper Primary - Year 6	▼	A
1263	Benji	Lee	Upper Primary - Year 5	▼	B
1264	Mia	Wilson	Upper Primary - Year 6	▼	D
1265	Ami	Patel	Upper Primary - Year 5	▼	D
1266	Emma	Jones	Upper Primary - Year 5	▼	C

3a. **[If you are entering names individually]** For each student, fill in the **First name**, **Last name**, and **Class**, and select a **Division** from the drop-down menu.

3b. **[If you are entering names by bulk upload]** In your spreadsheet, set out the columns in order as below **(First Name, Last name, Division, Class)** Select the information you would like to copy, and paste it into the first box of the table in the portal. It will automatically fill in the table with the data you selected.

IMPORTANT: If your spreadsheet includes a column for the Division, you will need to make sure that the text in this field is exactly the same as the text in the drop-down description. For example, 'Upper Primary – Year 5' not Year 5, 5, Yr5 etc.

If your spreadsheet does not include the Division, you will need to make sure there is a blank column between Last name and Class – otherwise the class field will not be recognised by the system. You will then need to select the Division value from the drop-down menu.

4. Click **Save** when all the names and details are entered.

5. When you are finished, check the text to the right of **Name**. If all names in your order have been allocated, you will only see the total number of OMR documents.

If there are still some documents without a name, you will see a number instead of 0. For example, if you have ordered 32 entries but only entered the details for 30 students, the text will show '32/2 without name' – see the example below). This means there are two students without complete details, or you have two less entries than the number you have ordered. If you need to add more details, click **Names** and fill in the missing student details.

Downloading and printing the answer sheets

Coordinators will need to download and print the answer sheets before the competition. Print them in a batch. When downloading student answer sheets, the system will automatically sort them for printing based on the value in the **Class** field. For example, the sheets for students in class A will be printed in a batch before students in class B.

1. In the AMT administration portal, select **Answer Sheets** from the left-hand side menu.

2. Select the appropriate division and click **Download**. Large files may take some time to download. You will receive an email when your download is ready.

3. Print a single copy of the answer sheet file. Make sure you have your printer set for single-sided printing and A4 size paper.

4. You can also print out individual answer sheets by scrolling down and searching the students name in the **Name** field under the **Individual Download** section. This feature is useful when you need to re-download and print an answer sheet after you have adjusted the student's details.

> **IMPORTANT:** Each answer sheet has a unique QR code that is specific to that entry. The sheet cannot be photocopied or used for more than one student. If you would like additional students to participate in the competition, contact AMT to request new answer sheets. **Do not** photocopy answer sheets.
>
>
>
> h1bSx2eU:2560
>
> Unique QR code
> Do not photocopy

Checking answer sheets and making competition bundles

1. Check all printed answer sheets. Make sure there is one for each participating student and the student details are correct.

    Each answer sheet will have the name of competition, division and year level at the top of the page, as in the following example. It will also display the student's name, which you entered into the AMT administration portal.
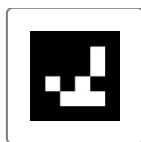
CAT 2023 Upper Primary Year 5

Ami Patel

⬆ Do not scribble here!

2. If you identify any mistakes or need to replace a student's name, update the individual student's details (see step 3a in Entering student details). You can then print out a new answer sheet for that student (see step 4 in Downloading and printing the answer sheets).

3. The other three corners have corner marker QR codes. These show the limits of the page. Please check that all three corner markers are printed in full, including their border.

Please ensure the corner marker codes are printed in full including their border

← Do not scribble here!   Do not scribble here! →

A

Australian Mathematics Trust

4. The class name appears at the bottom-left of the page (see example above where A is the class name). Coordinators have the option of entering a class name, which helps them to pre-sort the answer sheets before printing. Answer sheets will be printed in alphabetical order by class then by name.

5. Bundle the competition papers and answer sheets so there is a complete set for each class, with one paper and one individualised answer sheet for each student. You will give these to the supervisors before the competition.

Submitting completed answer sheets

The answer sheets with student responses must be scanned and submitted to AMT to be processed.

Submission deadlines

To ensure that results can be processed and released in a timely manner, the AMT has set the following deadlines for the submission of student answer sheets.

The first answer sheet submission deadline is the day after the last day of the competition.

Most of the competition results are processed immediately after this date and are used to determine cut-off scores for award categories.

The second or late submission deadline is approximately 2 weeks after the end of the competition. Answer sheets received after the submission deadline may not be included in the cut-off scoring, which may disadvantage some students.

If there are any requests for adjustment or submission received after the late submission deadline, these will not be processed until after Friday 15 November and based on earlier cut-off scores. Results and adjustments received after Friday 15 November will not be processed.

To ensure your students are not disadvantaged, we strongly recommend all coordinators submit their answer sheets before the first deadline.

Deadlines for submission of answer sheets for each competition are provided in the Key dates section of this handbook.

Scanning and uploading answer sheets

After the competition, scan and upload the completed answer sheets.

1. Check through the answer sheets to ensure that you only have answer sheets from students who participated in the competition (ie, do not include answer sheets for students who were absent).

2. Remove any blank sheets.

3. Check through the answer sheets for errors in the student's details (eg, typos, spacing errors, lack of capitalisation, or incorrect year level). Follow the steps in Adjusting student details to fix any errors. For year level and division changes, contact AMT.

4. Check that the student responses are filled in neatly so they can be read by our automated system. Any scribbling outside the answer bubbles or shading where a student has rubbed out a previous answer, may affect the processing of the results.

5. If there are any marks on the sheet that you think may affect the automated system, you are permitted to refill the student's response or further erase previous responses, as long as the student's chosen answer is clear.

6. Scan your answer sheets to PDF format using your printer/scanner.

7. Create one file for each division for ease of processing.

8. Open your scanned PDF and view the file to ensure it has scanned correctly.

9. Go to the AMT administration portal. Select **Answer Sheet Upload** from the left-hand side menu.
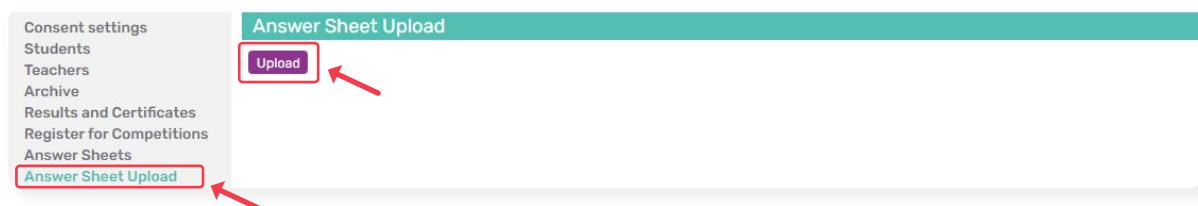
10. Click **Upload**.

11. Click **Browse** and choose your saved PDF file.

12. Click on the **Competition** drop-down menu and choose the division. When clicking the drop-down menu, you will see all options for all regions in which the competition is available. Make sure that the division you are uploading specifies your region (AU, NZ or INTL) before selecting.
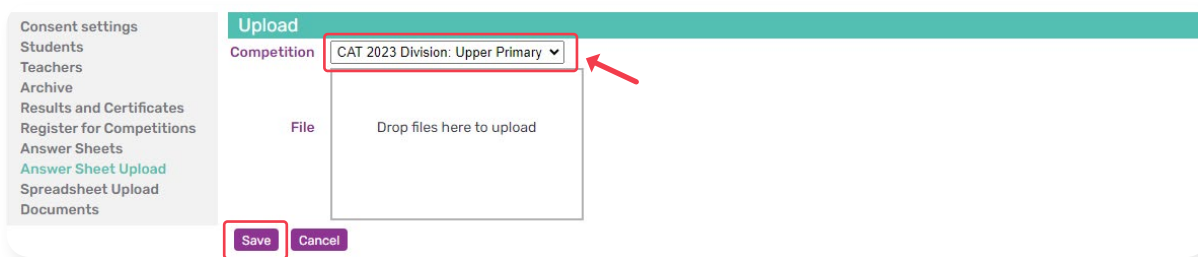
13. Click **Save.**

14. Click on the uploaded file and open it to check that you have uploaded the correct file.

> **IMPORTANT:** Answer sheets contain unique QR codes and cannot be photocopied. If you find an answer sheet that has been photocopied, contact AMT to have a new answer sheet issued. Do not upload a duplicate answer sheet as the results cannot be processed.

15. Check the upload status. If the status is Error, delete the upload and try again. If you continue to get an Error message, contact AMT.

Supervisor instructions for a printed paper competition

Supervisor: ....

Date: ....

Time: ....

Location: ....

Competition name: ....

Class and year: ....

Division: ....

Number of students: ....

Role of supervisors

The role of the supervisor is to ensure that competition conditions are maintained throughout the competition:

- Participating students must be supervised at all times.
- Students must not sit the competition more than once or sit more than one division of the competition.
- Students must not talk to each other during the competition.
- Students must not leave the room during the competition unless accompanied by a supervisor.
- Students must remain in the room until the competition finishes.

One supervisor is required for every 40 students participating.

Before the competition start time

On the day of the competition, check everything is ready:

- Check the setup of the room. Ensure desks are arranged so that no student can see the desk of another student. Locate a safe place to store students' mobile devices during the competition.
- There is a clock or timer in clear view by all students.
- Check that you have the following material provided by the coordinator
  - Supervisor instructions for a printed paper competition (these instructions)
  - competition papers
  - answer sheets
  - scrap paper and pencils (enough for each student).

> **IMPORTANT:** Check that there is one unique answer sheet for each student. If you have additional students who would like to participate, contact AMT to request new answer sheets. **Do not** photocopy answer sheets as each one contains a unique QR code.

Running the competition

1. Allow the students into the room and get them settled.
2. Collect students' mobile phones and smart watches and store them safely.
3. Pass out one username and password to each student.
4. Introduce the competition to the students using the following script. Note that the students will be reading the same instructions on their printed copy.

[Fill in the spaces from the information in the following table.]

Welcome to the .... competition.

There are .... questions in the competition.

You are allowed .... minutes to do the questions.

Competition	No of questions	Format	Time (minutes)
CAT (All divisions)	9	6 multiple-choice 3 x 3-part integer	60
AMC Middle and Upper Primary	30	25 multiple-choice 5 integer	60
AMC Junior, Intermediate and Senior	30	25 multiple-choice 5 integer	75

Please follow the competition rules:

- You must be quiet at all times.
- Do not open the competition paper until I tell you to do so.
- You cannot have a phone or smart watch with you during the competition – no phones or smart watches. If you have one, give it to me and I will store it in a safe place.
- You must not leave your seat during the competition. You must remain seated until the competition finishes.
- Only permitted aids are allowed in the competition.
  - Printed language dictionaries or readers are permitted in all competitions.
  - Pocket or scientific calculators can be used for the CAT competition; Middle and Upper Primary divisions of KSF only; and Middle and Upper Primary divisions of AMC only.
  - Teaching aids (eg, multi-place arithmetic blocks (MABs), counters, currency, play money) can be used for primary divisions only.
- You may not borrow equipment without a supervisor's permission.
- If you wish to leave the room, a supervisor must accompany you. Raise your hand and wait for a supervisor to come to you.
- If you have any other questions or problems, raise your hand and wait for a supervisor.
- No student may sit the competition more than once or sit more than one division of the competition.

5. Ask students to check their student details and read the back cover of the competition papers using the following script.

6. If any student details are incorrect, make a note of the old and new details, and pass these to the coordinator after the competition. The coordinator should follow the steps in Adjusting student details to ensure all details will be correct on competition certificates.

- Look at the back cover of the competition papers and your answer sheet. Check that your first name, last name and year level are correct on the answer sheet, because these details will be on your certificate. If you think there is a mistake, raise your hand and wait for a supervisor to come to you.
- The full instructions on how to use the answer sheet can also be found on the back page of the competition paper. Please read those now.

7. Check student readiness. Check that:
   – there are no phones or smart watches on any desk or on a student
   – there are no aids present other than those allowed; check there are no loose pages or insertions in dictionaries
   – each student has a pencil, scribble sheets and scrap paper.
8. When the students are ready, provide competition instructions to the students using the following script.

To complete the questions:
- Record your answers on the answer sheet using a pencil only.
- Do not make any other marks on the sheet as this can make the sheet unreadable.
- Use the question bubbles for all your answers, including multiple-choice and number responses. You don't need to write any numbers.

- If you make a mistake, use an eraser to completely remove all marks and smudges.
- Check each line of the answer sheet to make sure your chosen answer matches with the correct question.
- A summary of instructions and an example answer are on the right-hand side of the answer sheet.

- There are no penalties for incorrect answers. You should attempt all questions.

- The questions have been checked thoroughly. Each question is clearly written and no further explanation can be given. You may ask your supervisor to explain the meaning of a word on the paper.

- Diagrams are NOT drawn to scale. They are intended only as aids.

- The answer sheet has optional question bubbles for you to record if you identify as Aboriginal and/or Torres Strait Islander. You can also record your gender.

Indigenous Australian   Y   N
⬭ ⬭

Gender   M   F   X   Prefer not to say
⬭ ⬭ ⬭ ⬭

9. Set a timer and start the competition using the following script.

- Does anyone have any questions? **[Check that there are no questions and students are ready to begin.]**

- You may open your papers and begin the competition.

10. During the competition, ensure examination conditions are maintained throughout.
    - Ensure students are quiet.
    - Do not allow students to leave their seats until the last students have finished.
    - Ensure students are not accessing any other information sources other than those allowed in the guidelines.
    - Record and report any suspicious activity or breach to the coordinator.

11. After the competition, collect student competition papers and answer sheets. They must not be handed back to students until solutions are released. The solution release date is marked on the competition papers.

Section 5: After the competition

After student responses have been submitted, they are processed by our competition management system to determine results and awards. This involves the following steps:

- Processing
  - quality checks of student answer sheets (for CAT and AMC printed papers)
  - grading of responses to determine raw scores
  - integrity checks
  - creating cut-off scores and finalising results (overall score plus award category)
- Awarding – generating and releasing hard-copy and/or electronic certificates, associated documents and prizes.

The timeframes for the completion of the steps vary by competition according to the number of participants and the format of the competition. Results for competitions that involve paper entries (CAT and AMC) will take longer to process, because grading cannot be completed until student answer sheets have been submitted by all teachers.

We will contact you as soon as raw scores are available, before the release of results and certificates.

Deadlines for submission of results are provided in the Key dates section of this handbook.

Processing

Printed answer sheets are quality checked by our competition management system after submission. The system will identify any 'bad scans' in which student responses cannot be easily read. Bad scans may be due to:

- low-quality printing
- low-resolution scanning
- scribbling or colouring in of QR code

The system also identifies any duplicate answer sheets where more than one student has used the same answer sheet with the same QR code. Duplicate answer sheets cannot be processed by our system, which means that students who have used the same answer sheet may not receive results.

All bad scans and duplicates are manually checked by our team and rectified where possible to ensure that student responses are accurately recorded.

In some cases, we may email you to ask you to confirm student details or to rescan and resubmit your answer sheets.

After the responses are recorded, they are automatically graded by the competition management system. This generates a raw score for each student.

The raw scores are analysed to create cut-off scores for each award category. Cut-off scores are determined by comparing a student's results with other students in the same level and region (Australian state/territory, or country). Cut-off scores are approximate and will vary year by year depending on the difficulty of the competition. For small regions, year levels may be combined to determine cut-off scores.

Errors and adjustments

Sometimes errors can be made when coordinators enter participant details into the administration portal or when students enter their own details into the AMT student competition portal. The most common errors are typos, spacing errors, lack of capitalisation in the student's name, or selection of the wrong year level.

If not corrected, these errors will appear in the student certificates generated by our system.

To ensure that student details are accurately displayed on their certificate, competition coordinators should make sure they check the names and year levels that have been recorded in the administration portal and make the appropriate adjustments before the awarding of certificates.
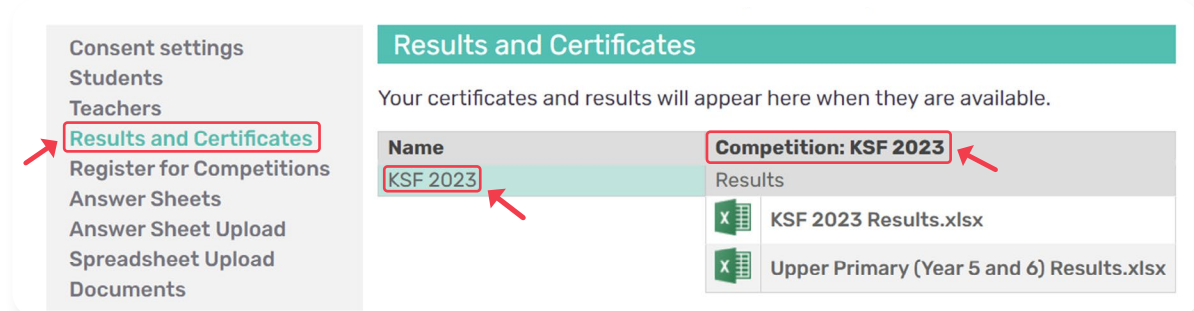
> **IMPORTANT:** The AMT collects gender information to identify students for awards and programs specifically for girls. This information is key in determining Cheryl Praeger Medal awardees annually for the Australian Mathematics Competition, invitees for the annual Curious Minds program, and selection in the Australian European Girls' Mathematical Olympiad (EGMO) and European Girls' Olympiad in Informatics (EGOI) teams.
>
> Gender fields are compulsory but do provide a "prefer not to say" option. We encourage you to provide gender information for the AMT to continue in delivering programs that support and encourage girls' engagement in mathematics and algorithmics.

Seeing raw scores and reviewing student details

The registered user who placed the competition order will receive an email when raw scores are released. You can see the raw scores for all students and review their details in the AMT administration portal.

1. Select **Results and Certificates** from the left-hand side menu. Under the **Name** section, select the competition you would like to review. Select the results spreadsheet to download. You can download a spreadsheet with all results or a results spreadsheet for each division.

2. Download the spreadsheet to see the raw scores and review students' details. Review the students' details including name, year level and division. Make a note of any adjustments needed.

> **IMPORTANT:** Contact the AMT if you need to change the year level after the competition. Do not try to do this yourself, because it will affect competition results.

Adjusting student details

Errors in student details might be identified:

• on the day of competition (students are asked to tell a supervisor about any errors, and the supervisor should pass this on to the coordinator)

• during a review of the raw scores and student details.

Registered users can adjust student details through the AMT administration portal.

1. To edit student names, select **Students** on the left-hand side menu.

2. Search in the **Name** or **Username** field for the student whose details you would like to edit. Then click their name.

3. Select the **Edit** button.

4. Double-check the details. If they are correct, select **Save** when you are finished making changes.

5. Click **Back to list** to edit more student names or exit the page.

Adjustment time frames

To prevent delays, we recommend that coordinators check student details and make adjustments directly in the administration portal as soon as possible after competition day. Adjustments can also be made at the following stages:

- Immediately after the release of raw scores – Adjustments at this time can be made directly by teachers and will ensure that electronic (and hard-copy) certificates are correct when released.

- Immediately after release of electronic certificates – Adjustments at this time can be made by AMT on request; however, changes are not likely to be processed before hard-copy certificates are printed and dispatched. New electronic and hard-copy certificates will be issued.

- After release of hard-copy certificates – Adjustments at this time can be made by AMT on request. New electronic certificates will be issued, but additional hard-copy certificates will not be provided.

> **IMPORTANT:** Adjustments in the above section refer to changes in student names on the electronic certificates only. Changes to year level or division must be requested via competitions@amt.edu.au

Awarding

Every student who participates in an AMT competition is awarded an electronic certificate displaying their name, school, year level, competition division and award. The CAT and AMC also award a hard copy certificate.

For the Bebras Challenge, students who receive a perfect score will also receive a printed Certificate of Excellence.

A student's final result includes a raw score and an award category. Award categories and criteria vary between competitions. For more information on scoring and award criteria, see the relevant competition page on our website.