MANAGER’S HANDBOOK
A guide for running the 2015 CAT competition
Online version
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ABOUT THE CAT

The Computational and Algorithmic Thinking (CAT) competition focuses on the skills behind computer programming and algorithm design, but does not require any specific knowledge of programming or programming languages. There are 15 questions to be completed in one hour.

Date of the CAT

Tuesday 24 March 2015

Sitting the CAT online version on an earlier date will not be possible.

Contact us

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ONLINE VERSION

There will be a 36-hour window to sit the CAT between 9 am Tuesday 24 March and 3 pm Wednesday 25 March. This is to assist schools who may have limited access to computers. Note that there is some randomisation of questions to maintain the integrity of the contest.

CAT rules

Please notify supervisors of these rules:

- **No student is to leave** the room during the competition unless accompanied by a supervisor. Students are to remain in the room until the competition has concluded.
- **Students are NOT permitted to supervise** the CAT under any circumstance.

CAT planning and codes — please read carefully

1. Before Tuesday 24 March 2015, complete planning and bookings to ensure the following will be available:
   - internet access—ensure that your school system allows students to access the competition site amt.edfinity.com. Many schools block access to unknown sites, so contact your IT administrators to request access well in advance. Pre-registering students may be useful in checking access.
   - students may use a desktop, laptop or other handheld device except mobile phones.
   - system requirements—in addition, both JavaScript and cookies must be enabled in your browser. We recommend that you use the one of the following browsers for an optimal experience:
     - IE 9+
     - Firefox 31+
     - Chrome 31+
     - Safari 7+
     - iOS Safari 7.1
     - Opera 26+
     - Android Browser 4.3
   - venue—please allow 75 minutes (60 minutes working time)
   - desks, chairs and computers or tablets with internet access for all students
   - whiteboard/blackboard or overhead projector, and clock
   - a supply of spare pencils, scrap paper and calculators.
2. Supervisors are required for the CAT; supervisors will not require a computer.
   - one supervising teacher to every 40 students if the students are in one hall or room
   - one supervising teacher per classroom of 40 students or less if the students are in separate classrooms.
3. Photocopy and complete the details on the Instructions for Supervisors (pages 13 and 14) for distribution to all supervisors. We recommend that a meeting be held with supervisors to familiarise them with the running of the CAT.
4. Scribble sheets will be available for download from amt.edfinity.com a few days prior to the competition. Organise the printing of these sheets (for the correct division of the competition) for each student. Keep these in a secure place.
5. Display reminder notices a week prior to the competition, advising students of the competition date and advising staff of the supervisor arrangements.
6. Ensure students will have access to computer/tablets, pencils, rulers, calculators and printed language dictionaries.
7. a) **Pre-registration of students** may assist in preparing for the competition in larger schools or where time will be tight on the day of the competition.
b) If the school has used the GetSet CAT package, students will already be registered.

c) Registration is also possible on the day and will take about five (5) minutes.

d) To pre-register, students go to the competition site amt.edfinity.com and enter an access code. They will enter an email address or name, choose a password then enter their personal details. [The access code(s) (different for each division) can be found on your invoice, or by going to the competition site. Sign in using the same email and password as you used when entering the competition. The access code(s) will be displayed. If you have multiple access codes for any division (as a result of entering groups of students on different days) a single access code can be used by all students in that division.]

### About the codes

<table>
<thead>
<tr>
<th>access code (different for each division)</th>
<th>allows student entry to competition site for registering personal information details</th>
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<tr>
<td>activation code (different for each division)</td>
<td>enables students to begin the competition; expires after 30 minutes</td>
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<tr>
<td>administration code (different for each division)</td>
<td>enables teacher to override the timer on student’s computer if a computer malfunction or other serious event occurs</td>
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### Important Information

Activation codes expire 30 minutes after first use so if there are to be multiple sittings for any division, you will need multiple activation and administration codes. These can be obtained from the competition website. Sign in and click on the division name for which the extra codes are required. Click on ‘Manage activations’ (bottom-right corner) and then ‘Create a new activation code pair’.

To begin the competition, each student will need to enter the activation code into his or her computer when asked. The supervisor can provide this information in whatever manner is appropriate, including writing it on the board. Please ensure that no phones have been brought into the room and all communication programs have been closed before disclosing the code. **WARNING: No one, including the supervisor, should use this code before the time of the competition. The code will become unusable 30 minutes after its first use.**

### Security

As this is an online competition security is very important. Please ensure that students do not access other windows using their tablets or mobile phones. We suggest that no phones are brought into the room. Breaches of this protocol should be reported to the AMT office.

### CAT competition day

1. Distribute the competition instructions to supervisors. Supervisors need to have the competition instructions and all site access codes. Provide the activation and administration codes in a secure way.

2. Distribute scribble sheets for each student (for the correct division of the competition) to each supervisor. These contain diagrams to assist students in doing the competition questions. They should be handed out immediately before the start of the competition.
CHECKLIST FOR THE CAT MANAGER

☐ Preliminary arrangements/bookings made
  • supervisors
  • location
  • time
  • desks and chairs
  • printing of scribble sheets for each student in each division
  • availability of computers and internet access
  • pre-registration of students where possible (this will have been done if the school has elected to use the preparatory GetSet CAT package)
  • all codes securely recorded.

<table>
<thead>
<tr>
<th>Supervisor’s name</th>
<th>Class</th>
<th>Location</th>
<th>Time</th>
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☐ Instructions for Supervisors and codes distributed

☐ Scribble sheets distributed
INSTRUCTIONS FOR SUPERVISORS

Supervisor's name

Class Location

Time To

Competition site amt.edfinity.com

Student registration access code

Upper Primary

Junior

Intermediate

Senior

Before the CAT

1. Collect the following from the school the CAT Manager:
   • student access codes, competition activation codes, administration codes
   • scribble sheets for each student (different for each division)
   • supply of spare pens or pencils and scrap paper.

2. Arrange the desks so that no student can see the computer screen of another student in the same division. Place the scribble sheets face down on each desk.

3. For student registration write the relevant access codes above on a whiteboard.

When students are seated in the room

4. Check that:
   • no student has brought a mobile phone into the room
   • no student has brought aids other than calculators and language dictionaries (check dictionaries for loose pages or insertions)
   • all students have a pen or pencil, scribble sheets and access to scrap paper
   • all students understand the need to work under examination conditions.

5. Student registration instructions
   • If students have pre-registered their personal information go to amt.edfinity.com, sign in with email/user name and password. Select your division. Click on ‘Get Started’.
   • If registering now:
     a) log onto competition site amt.edfinity.com and click on the ‘Enter access code’ button in the ‘Upcoming Competitions’ section
     b) enter the correct access code for your division
     c) enter a personal email or user name and choose a password
d) enter your personal information (name, school, year level)

Advise students that certificates are printed with each student’s name, school and school year as entered on the registration page. If the school year is not completed correctly, their competition answers will NOT be marked.

e) select your division: Upper Primary (Australian school years 5–6), Junior (Australian school years 7–8), Intermediate (Australian school years 9–10), Senior (Australian school years 11–12)

f) click on ‘Get Started’.

6. Read out the following instructions and ensure that students understand them:

(These instructions are also visible to students online.)

- Maintain silence at all times.
- Do not bring mobile phones into the room.
- You may use calculators and printed language dictionaries.
- You may NOT borrow equipment without a supervisor’s permission.
- There are 15 questions. Questions 1–6 are multiple-choice with five possible answers given. Questions 7–15 require a three-digit answer. Attempt all questions. There are no penalties for incorrect answers.
- You are allowed working time of one hour (60 minutes). There is no extra reading time.
- This is a competition not a test; do not expect to answer all questions.
- Diagrams are NOT drawn to scale. They are intended only as aids.
- The questions have been thoroughly checked. Each question stands as written. No further explanation of questions can be provided.
- You must not leave your seat. If you have any other questions or problems, please raise your hand and wait for a supervisor.
- If you need to leave the room a supervisor must accompany you.
- You can skip questions and return to earlier questions using the menu buttons provided.

Starting the CAT

7. Start the competition by giving out the activation codes for each division. The competition will close off automatically after 60 minutes.

During the CAT

- Please ensure that examination conditions are maintained. Supervisors will need to be vigilant that students are not accessing any windows other than the competition site. If any students breach this regulation, this should be reported.
- Any student who experiences a serious computer malfunction can alert the supervisor, who can override the timer on that individual computer if they believe this is justified. This can be done on the individual student’s computer using the administration code.
- If a student wishes to leave the room, a supervisor must accompany the student otherwise the student will not be re-admitted.
- Late students may be admitted within 30 minutes of activation code first being used but no extra time is to be allowed. No student may leave early.

Finishing the CAT

The competition will finish automatically when time has elapsed. There is nothing else required.