

Kangourou sans Frontières
Coordinator's Handbook – Online



AUSTRALIAN MATHS TRUST



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ABOUT THE KSF

Kangourou sans Frontières (KSF) is an online maths competition for years 3-12 and may only be entered by schools also competing in the Australian Maths Competition.

KSF contains multiple-choice questions (no integer questions). All papers have 30 questions except Middle Primary, which has 24. The two primary papers are 60 minutes, the high school papers are 75 minutes. KSF is not available in paper and pencil format.

Date of the KSF - Thursday 19 March 2020

There will be a 36-hour window to sit the KSF Online between 7 am Thursday 19 March and 7 pm Friday 20 March (Australian Eastern Daylight-Saving Time). This is to assist schools who may have limited access to computers and those in different time zones. Sitting the KSF on an earlier date will not be possible. Supervisors should conduct the competition in a controlled environment according to the [Competition guidelines](#).

Registering for the competition at <https://competitions.amt.edu.au/admin/>

A Coordinator is a school administrator or educator responsible for conducting the competition. To register students, a Coordinator will need their registered Username and password. If these are not known, a coordinator can register themselves and this will be approved by the AMT. Coordinators enter student numbers for the competition and pay the appropriate entry fees. As KSF is only available for schools also sitting the AMC, the KSF can only be ordered in a bundle with AMC entries. Additional AMC-only orders can be made at the same time or later.

Important

If your school details or contact information have changed please notify us before the competition sitting date, by email at informatics@amt.edu.au, to ensure the school details on your certificates are correct.



COMPETITION GUIDELINES

Please notify supervisors of these rules:

- No student may sit more than one division of the competition.
- No student is to leave the room during the KSF unless accompanied by a supervisor. Students are to remain in the room until the KSF has concluded.
- Students are NOT permitted to supervise the KSF.

To ensure the integrity of the KSF and to identify outstanding students, the AMT reserves the right to re-examine students before deciding whether or not to grant official status to their score.

Competition site

The KSF competition site is located at <https://competitions.amt.edu.au/>

PREPARING FOR THE COMPETITION

Student registration – Competition day

Students register individually for the KSF Online on the day of the competition. To prepare for this, a Coordinator should go to <https://competitions.amt.edu.au/admin>, log in and click on **Students**. You will be prompted to click a box stating you understand the competition rules and regulations under the box marked 'Download Rules'.

Download rules

Before downloading the competition usernames and passwords, please read the competition rules below.

- No student may sit more than one division of the competition.
- 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 competition.
- Supervisors must collect all scribble sheets from students on the day of the competition. These can be returned to students a week after the competition has been sat.

Please click on the button to indicate that your school agrees to comply with the above rules.

Click on 'I agree to the rules' to proceed.

For online competitions, a list of generated usernames will be displayed. The usernames are different for each competition. To select only the usernames for KSF, enter 'KSF' in the username box.

Students

Name

Username

usr class

usr grade

Show participated only

Name	Username	usr class	usr grade	Gender	Individual registration	Source	AMC 2019	
	KSF01		1	unknown			Not participated	<input type="button" value="Delete"/>
	KSF02		1	unknown			Not participated	<input type="button" value="Delete"/>
	KSF03		1	unknown			Not participated	<input type="button" value="Delete"/>
	KSF04		1	unknown			Not participated	<input type="button" value="Delete"/>
	KSF05		1	unknown			Not participated	<input type="button" value="Delete"/>

Underneath this list are three export file icons, one creates a CSV file, one an XLS file and one creates a HTML document

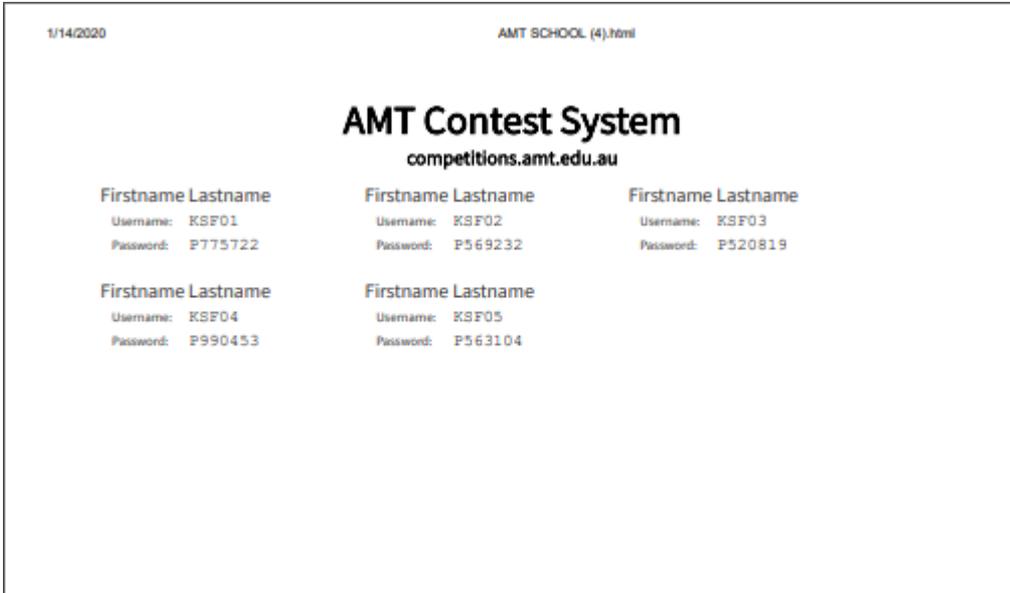
HTML Version (Recommended)

- Click on the 'Export HTML' button to download the sheet below



This will open up a webpage with student usernames and log-ins. If you have edited each student to show their names, these will be displayed as below otherwise, there will be no Firstname or Lastname.

If you print this webpage it will format as the example below. You can then cut these out and distribute to the students. Please ensure you print these as single sided



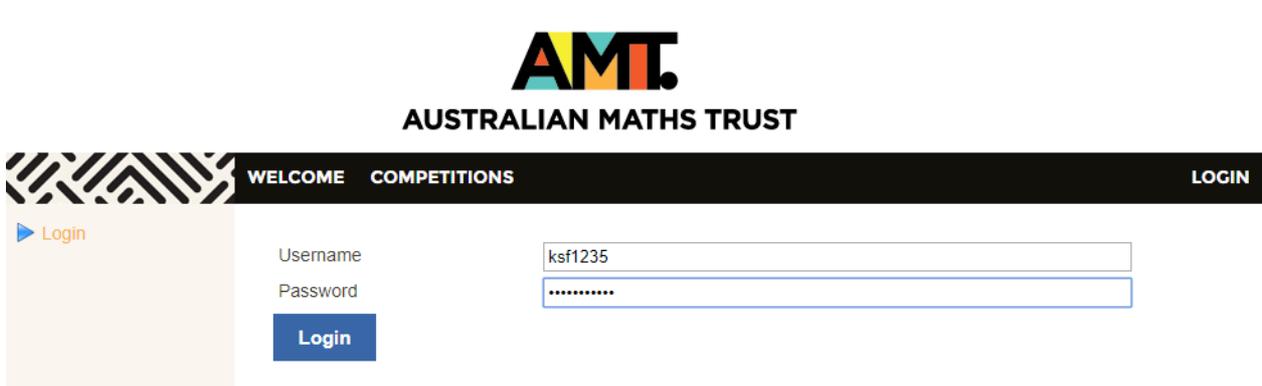
This version is recommended as it provides a consistent sizing for usernames and passwords and enables faster cutting out of usernames than the excel version. It will fit 33 student usernames per a4 Sheet

- **VERY IMPORTANT:** Do NOT issue passwords to students until the lesson when the students begin the competition.

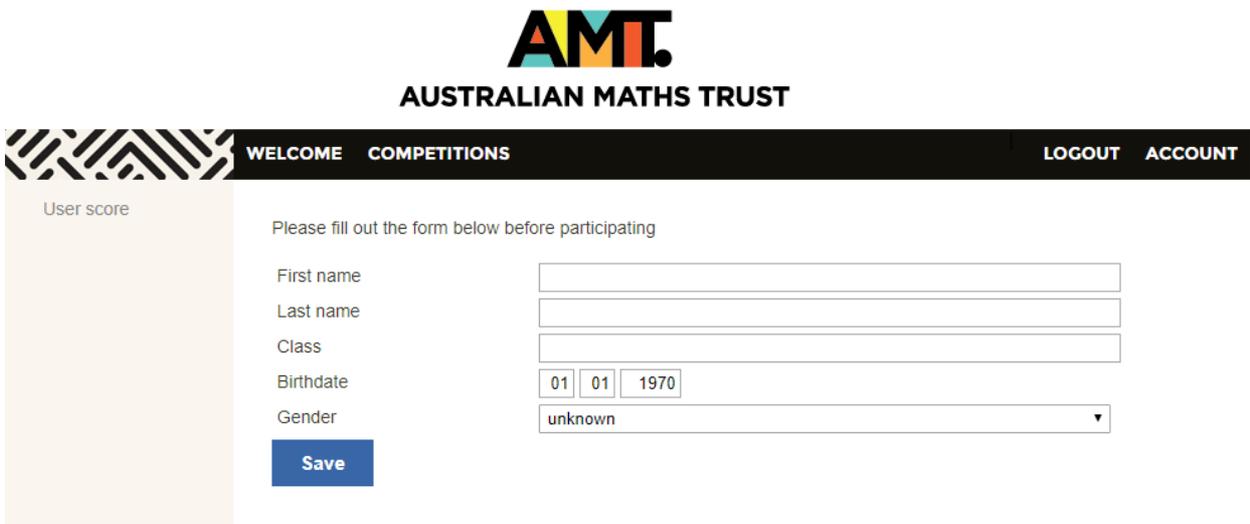
Spreadsheet Versions

If you choose XLS or CSV - These files have 8 columns: Name, Firstname, Lastname, Class, Username, Password, Gender and Grade. You can print these and hand them to students immediately before the competition so they can log in using the supplied username and password, then enter their personal details. Please note will need to expand the fields to ensure you can view all of the passwords.

When it is competition time, students should go to <https://competitions.amt.edu.au/> and click on LOGIN at the top-right (see below). They then enter their KSF username and password and click the blue Login button.

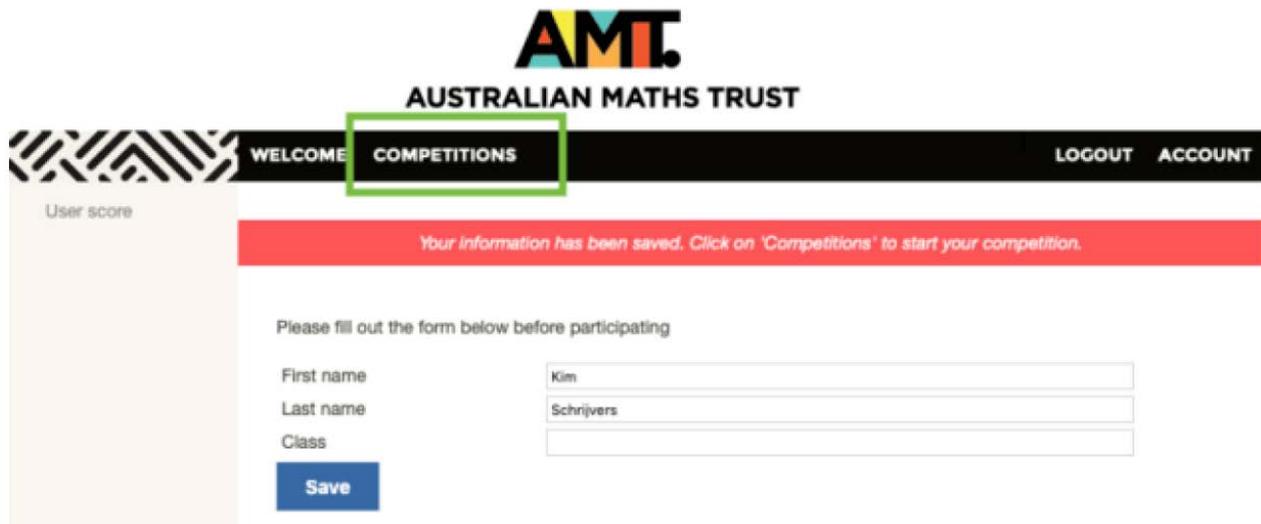


Students will then be prompted to enter their first name, last name and class (i.e. school year), birthdate and gender and click the Save button.



The screenshot shows the AMT (Australian Maths Trust) registration page. At the top, the AMT logo and name are displayed. Below the logo is a navigation bar with 'WELCOME' and 'COMPETITIONS' on the left, and 'LOGOUT' and 'ACCOUNT' on the right. The main content area is divided into two columns. The left column is titled 'User score' and is currently empty. The right column contains a registration form with the heading 'Please fill out the form below before participating'. The form fields are: 'First name' (empty), 'Last name' (empty), 'Class' (empty), 'Birthdate' (01 | 01 | 1970), and 'Gender' (unknown). A blue 'Save' button is located below the form.

After clicking Save, students will see this message (see below).



The screenshot shows the AMT registration page after the 'Save' button has been clicked. The navigation bar is the same, but the 'COMPETITIONS' link is highlighted with a green box. A red banner message reads: 'Your information has been saved. Click on 'Competitions' to start your competition.' Below the banner, the registration form is still present, but the fields are now filled with the user's information: 'First name' (Kim), 'Last name' (Schnijvers), and 'Class' (empty). The 'Save' button is still visible.

Students then click on Competitions to see a list of the competition(s) to which they have access. The student selects the appropriate division and year from the list. The clock will begin as soon as they click **Start**.



PREPARING FOR THE COMPETITION

System requirements

The online competition application is cloud-based and only requires broadband connectivity and an internet browser. There is no software installation required.

The easiest way to check compatibility is to organise each class taking part in the competition to try one of the practice sets, in the room where they will do this year's competition. These can be found at <https://competitions.amt.edu.au/>

VERY IMPORTANT: Do NOT issue them with their usernames and passwords prior to the event. This could embarrass your students. If they log in to the competition before the set time at your school, they will find themselves out of time on competition day. It may look like they had tried to cheat. **They do not need to log in to use the practice sets.**

If the students can do the practice sets without difficulty, then skip to the [Room requirements](#) section

Make sure that student accounts on your system are allowed to use javascript.

Make sure all of your students can log in to their accounts and are not blocked by any school filters from using this address: <https://competitions.amt.edu.au>

Run a thorough test of each lab to be used for the competition, in case the computers have been set up with different permissions. If you are using iPads or other tablets also run a test on those.

Ask your IT Manager how many different student account types they have set up and test them all.

Running a test

1. Log in to a computer with a student's school account. If your school has different permissions for different age groups then it is wise to use the most restricted student account for testing.
2. Open a browser and point it to <https://competitions.amt.edu.au>
3. Click on COMPETITIONS
4. Click on one of the links to test.
5. Feel free to let your students try these themselves. They will not need to log in.

VERY IMPORTANT: Do NOT issue passwords to students until the lesson when they are doing the competition.

Room requirements

The competition should be conducted in a quiet area under supervision. The following should be made available:

1. desks, chairs, and computers or tablets with internet access (one device per student, not mobile phone)
2. ample supply of pencils and scrap paper
3. whiteboard or blackboard and a clock visible to all students (optional but recommended).



Selecting competition supervisors

An authorised supervisor may be a competition Coordinator, or any other staff member authorised to supervise the competition. Students are NOT permitted to supervise the KSF under any circumstance.

1. One supervisor per 40 or fewer students is required.
2. A supervisor must supervise students for the duration of the online competition to ensure 'fair play' by all the students.
3. Bring a mobile phone in case it is necessary to contact the AMT. While not essential, a computer may be useful.
4. Review [Instructions for supervisors](#) for guidelines on how a supervisor should conduct the competition. Photocopy, complete, and distribute this document to each supervisor.
5. It is strongly recommended that you meet with supervisors at least once before the competition to go over the entire competition process.

After the competition

After the competition, certificates for students will be available for download on the competition platform.



COORDINATOR CHECKLIST

- Register for the competition.
- Identify supervisors for the competition. See [Selecting competition supervisors](#) for more information. For each supervisor, fill out and distribute a copy of [Instructions for supervisors](#) for their careful review.

Supervisor's name	Class	Location	Time

- Confirm compliance with system and room requirements in every room. See [Preparing for the competition](#) for more information.
- Meet with supervisors before the competition to go over the process.
- One week prior to the competition, display reminder notices advising students of the competition date and time and advising staff of supervisor arrangements.
- A few days before the competition, download, print and distribute student login details to supervisors. See Student registration for more information.



INSTRUCTIONS FOR SUPERVISORS

Competition URL: <https://competitions.amt.edu.au>

Supervisor's name

Class

Location

Time

Before the competition

Competition URL: <https://competitions.amt.edu.au>

1. Collect student usernames and passwords, one per student, from your competition Coordinator.
2. Ensure there is an adequate supply of spare pens or pencils and scrap paper.
3. Provide a safe place to store students' mobile phones.
4. Arrange the desks so that no student can see the computer screen of another student in the same division.
5. Write the competition URL on a whiteboard.

Browser Requirements: JavaScript must be enabled in your browser.

Logging in and registering students

Before beginning, you should ensure that every student in the room is registered and ready to begin the competition.

1. Each student should have their browser open at the competition URL: <https://competitions.amt.edu.au>
2. Students should then login using their user name starting with 'ksf' and the password provided.
3. Students will then be prompted to fill out their details including first name, last name and class (i.e. school year), birthdate and gender and click the Save button.
4. Once a student has logged in and registered, they should click on COMPETITIONS again and select the correct paper for their division and year, one of: Middle Primary (Years 3-4), Upper Primary (Years 5-6), Juniors (Year 7-8), Intermediate (Years 9-10), Senior (Years 11-12). Students should only click the Start button when the class is ready to begin.



After students are registered and seated

1. Check that each student:
 - **has** a pen or pencil and access to scrap paper
 - **has** the competition start page showing on their computer and no other tabs or windows are open
 - **does not have** a mobile phone at their desk
 - **has not** brought aids other than language dictionaries (check dictionaries for loose pages or insertions).
2. Read out the following instructions and ensure that students understand them:
 - There are 30 (or 24, Middle Primary) questions.
 - You may have the competition window **ONLY** open on your device; you may not use calculators.
 - You can skip questions and return to earlier questions using the menu provided.
 - You have 75 (or 60, for primary papers) minutes to complete the competition.
 - Press **Start** when ready. The timer starts automatically once you do.

During the competition

1. 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. Record and report any breach of regulations to the AMT office.
2. If any student experiences a serious computer malfunction, move the student to another computer where they can log in again and continue. Note: the timer will continue to count down during the move.
3. If a student wishes to leave the room, a supervisor must accompany the student; otherwise the student will not be re-admitted.
4. Ensure no student leaves the competition area until the last student has finished.

Finishing the competition

1. The competition will finish automatically when time has elapsed. A student can also click on "End competition".