



**Kangourou sans Frontières**  
Coordinator's Handbook – Online



AUSTRALIAN MATHS TRUST



## **TABLE OF CONTENTS**

About the KSF.....	1
Date of the KSF - Thursday 17 March 2022.....	1
Registering for the competition at <a href="https://competitions.amt.edu.au/admin/">https://competitions.amt.edu.au/admin/</a> .....	1
Important.....	1
Competition Guidelines.....	2
Competition site.....	2
Preparing for the competition.....	2
Student registration – Competition day.....	2
Preparing for the competition.....	6
System requirements.....	6
Running a test.....	6
Room requirements.....	7
Selecting competition supervisors.....	8
After the competition.....	8
Teacher checklist.....	9
Instructions for supervisors.....	10
Before the competition.....	10
Logging in and registering students.....	10
After students are registered and seated.....	11
During the competition.....	11
Finishing the competition.....	11



## **ABOUT THE KSF**

Kangourou sans Frontières (KSF) is an online maths competition for years 3–12 and is only available to schools also competing in the Australian Maths Competition (AMC).

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 only available online.

### **Date of the KSF – Thursday 17 March 2022**

There will be a 36-hour window to sit the KSF online between 7 am Thursday 17 March and 7 pm Friday 18 March (Australian Eastern Daylight-saving Time). This is to help schools that 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](#).

### **Register for the competition at**

<https://www.amt.edu.au/competitions>

A teacher is a school administrator or educator responsible for conducting the competition. To register students, a teacher will need their registered username and password. If these are not known, a teacher can register themselves and this will be approved by the AMT. Teachers 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**

To make sure the school details are correct on your certificates, please let us know if your school details or contact information have changed by emailing us at [competitions@amt.edu.au](mailto:competitions@amt.edu.au).



## COMPETITION GUIDELINES

Please notify supervising teachers 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 stay in the room until the KSF finishes.
- Students are NOT permitted to supervise the KSF.

To maintain the integrity of the KSF, and to identify outstanding students, the AMT reserves the right to re-examine students before deciding whether to grant official status to their score.

### Competition site

The KSF competition site is 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 teacher should go to <https://competitions.amt.edu.au/admin> then log in and click on **Students**.

For online competitions, a list of generated usernames will display. 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

[New](#) [Create Skeleton Users](#)

Name	Username	usr class	usr grade	Extra time	Gender	Source	
	ksf200456		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>
	ksf200457		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>
	ksf200458		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>
	ksf200459		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>
	ksf200460		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>
	ksf200461		300	0	unspecified	Order (ref.)	<a href="#">Delete</a>

[Export CSV](#) [Export XLS](#) [Export HTML](#)

Underneath this list are three export file icons which create either a CSV, XLS or HTML file.

We recommend using the HTML file because it is the most user-friendly version to distribute student passwords on the day.



Click on **Export HTML** to download the sheet (shown below).

This will download a file with student usernames and logins. There will be no 'Firstname' or 'Lastname' shown unless you've previously edited each student record within the competition portal to include these details.

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



Username: ks#200456  
Password:

Username: ks#200457  
Password:

Username: ks#200458  
Password:

Username: ks#200459  
Password:

Username: ks#200460  
Password:

Username: ks#200461  
Password:

**AMT Contest System**  
competitions.amt.edu.au

We recommend this version as it gives 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 before the competition lesson.

*Spreadsheet versions*

If you choose CSV or XLS, 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, you will need to expand the width of the fields to view all the passwords.



When it is competition time, students go to <https://competitions.amt.edu.au/> and click on **LOGIN** on the top menu line (see below).

They must enter their KSF username and password and click the green **Login** button.



WELCOME    COMPETITIONS    LOGIN

Username

Password

Login

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



WELCOME    COMPETITIONS    ACCOUNT    LOGOUT

Please fill out the form below before participating

First name

Last name

Year at School

Birthdate

Gender

Save



After clicking **Save**, students will see this message:.

The screenshot shows the AMT (Australian Maths Trust) website interface. At the top left is the AMT logo. A navigation bar contains the links: WELCOME, **COMPETITIONS** (highlighted with a red oval), ACCOUNT, and LOGOUT. Below the navigation bar is a teal header bar. A red-bordered box contains the message: "Your information has been saved. Click on 'Competitions' to start your competition." Below this is a form titled "Please fill out the form below before participating". The form fields are: First name (Kim), Last name (Schriivers), Year at School (7), Birthdate (01/01/1970), and Gender (unspecified). A teal "Save" button is located below the form.

Students then click on **COMPETITIONS** to see a list of the competition(s) to which they have access. The student selects the correct 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 needs broadband connectivity and an internet browser. There is no software installation needed.

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 the competition. You can find these at <https://competitions.amt.edu.au/>

**VERY IMPORTANT:** Do NOT issue students their usernames and passwords before 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 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 them.

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 go 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 needs to be conducted in a quiet area under supervision. The following should be available:

1. desks, chairs and computers or tablets with internet access (one device per student and it cannot be a 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 teacher, or any other staff member authorised to supervise the competition. Students are NOT permitted to supervise the KSF under any circumstances.

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. The supervisor is to bring a mobile phone in case they need 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. We strongly recommend 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 at <https://competitions.amt.edu.au>



## TEACHER CHECKLIST

- Register for the competition at <https://www.amt.edu.au/competitions>
- 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. We suggest you complete the table below, so you have all supervisor details in one spot.

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 before the competition, send a reminder to students about the competition date and time and confirm with the supervisor arrangements with staff.
- 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

Go to the competition URL: <https://competitions.amt.edu.au>

1. Collect student usernames and passwords, one per student, from your competition teacher.
2. Make sure 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, make sure 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 log in using their username (that starts with 'ksf') and the password provided.
3. Students will 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, either: Middle Primary (Years 3–4), Upper Primary (Years 5–6), Junior (Year 7–8), Intermediate (Years 9–10) or 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 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 make sure students understand them:
  - There are 30 (or 24, Middle Primary) questions.
  - You may have the competition window **ONLY** open on your device; you cannot use calculators.
  - You can skip questions and return to earlier questions using the menu.
  - 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 make sure the 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.
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 needs to leave the room, a supervisor must accompany the student; otherwise, the student will not be re-admitted.
4. Make sure no student leaves the competition area until the last student finishes.

## Finishing the competition

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