

2024 Kiwi English, Mathematics and Science Competitions



Instructions for School Coordinators

1. Copy the letter to parents (entry forms) and give a set to each class teacher to distribute.
2. Distribute the posters and brochures to the Heads of Department (Secondary schools) or Year level leaders (Primary and Intermediate schools).
3. Collect the permission slips, entry forms and entry fees from parents, from each class teacher. Please ensure that you have sufficient time to collect entry forms from parents and enrol your students before our deadline of **17th May 2024**. Please note **NO** entries will be accepted after this date.
4. To register your school groups, please go to the following link [Log-In](#) and create a log in or sign in using your existing log in (from previous years).
Add the appropriate competitions and agree to the terms and conditions. Then enter students' details for each competition at your convenience. For students who are entering in multiple competitions, register for all, two, or three competition names **first**. Then when the tick boxes appear, select which competition each student is entering. You will then only need to enter each students details once. For entries greater than 50 students per competition, please email cam@canterbury.ac.nz. Please note: Students can only register for the year level they are currently in. Students who are not currently in years 5 to 10 cannot participate in the competitions.
5. When **ALL** students are entered submit the file. Only submit when **ALL** students are entered. Once submitted you will not be able to make any further changes to the student list. Entries close on **17th May 2024**.
6. You will be provided with a unique username and password for each registered student closer to the date of the competitions. Download the students' usernames, passwords and URL. Cut into strips ready to distribute to students on the test date.
7. The competitions will be live for the last three weeks of Term 2 and the first week of Term 3. Students have 50 minutes to complete each competition **at school under exam conditions**.
8. CAM will provide the school with results for each subject and year level and individual student reports to distribute to parents/caregivers. These will be available for downloading by the end of Term 3.
9. Your school will be invoiced based on the number of results supplied.
10. Certificates will be provided for all participating students. The top student in each competition will receive a prize. If two or more students share the same top score then the prize is awarded to the student with the highest score and fastest time taken to complete. Please contact cam@canterbury.ac.nz or phone: (03) 369 3779 if you require any further information.