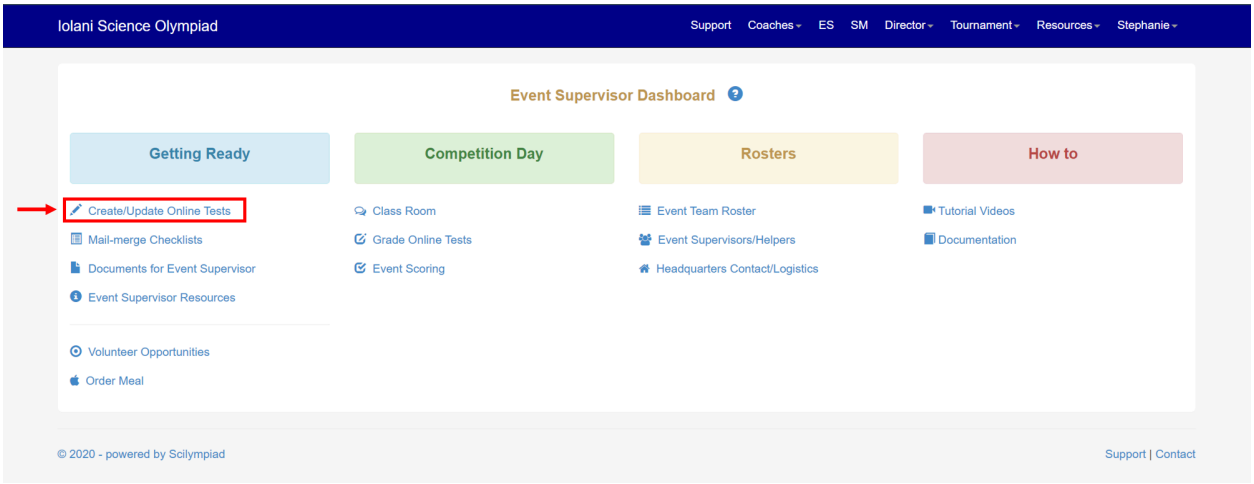
Creating Tests:

I highly suggest creating exams directly on the scilympiad site since you have to input each question individually and it would be tedious to copy/paste repeatedly from a word document.

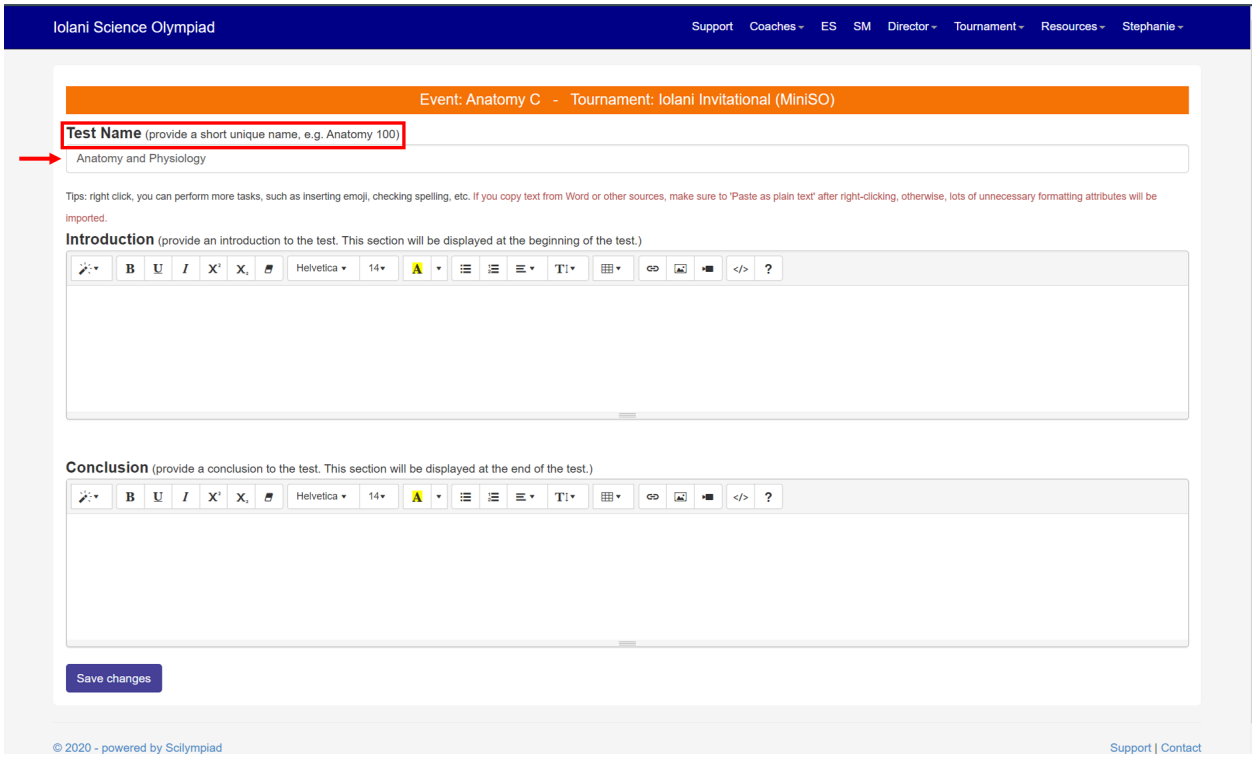
1. Go to the Event Supervisor Dashboard (will be available after I assign you the role)

2. Click “Create/Update Online Test” under “Getting Ready”



3. Click “Add New Test”

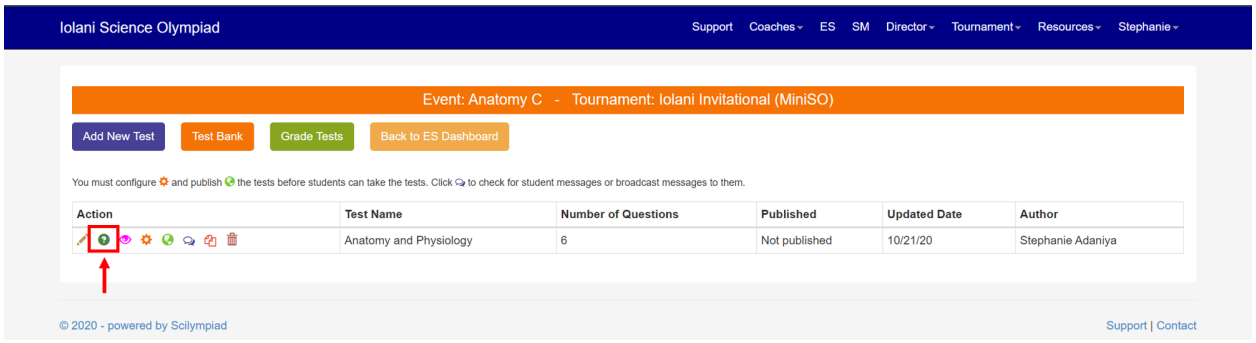
4. Enter event name for “Test Name”



5. Enter Intro/Conclusion message (OPTIONAL).

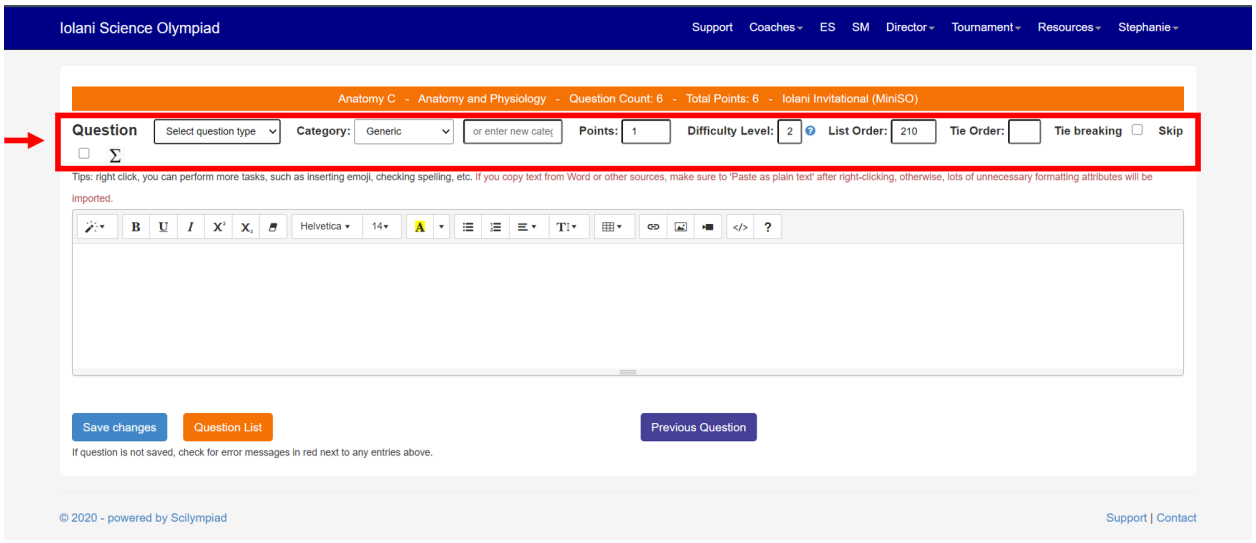
6. Click “Save changes” at the bottom of the screen.

7. This should take you back to the “Create/Update Online Test” page. Click the Question mark icon (it says “Manage questions (add/edit/remove)” if you hover over it)



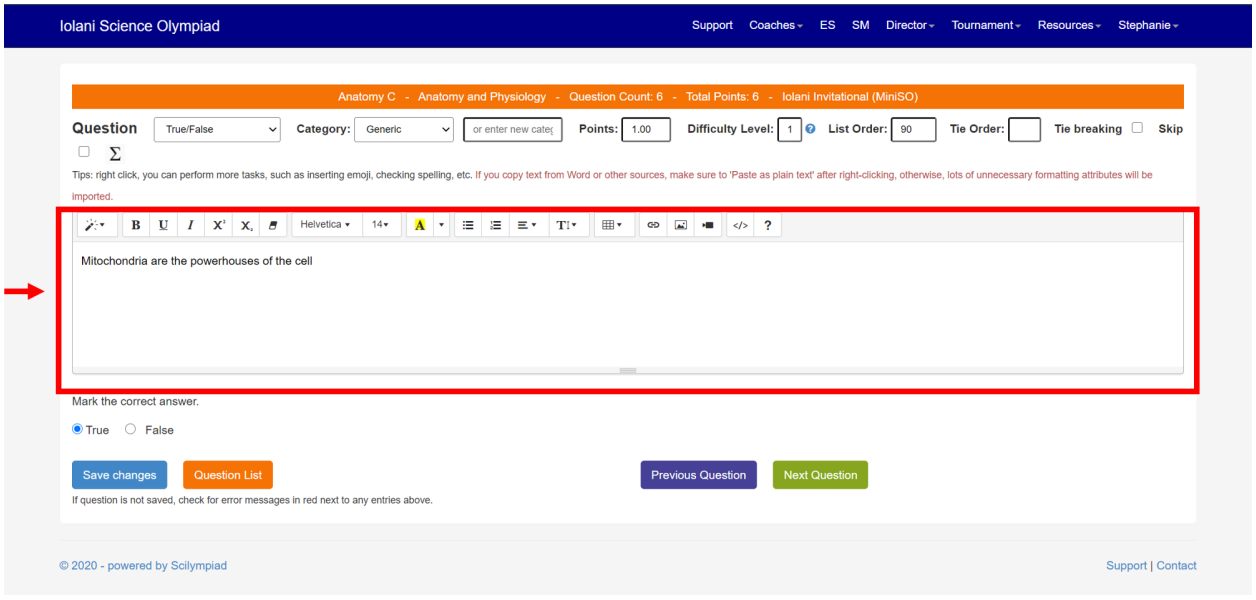
8. Click “Add New Question”

9. It should take you to this page:

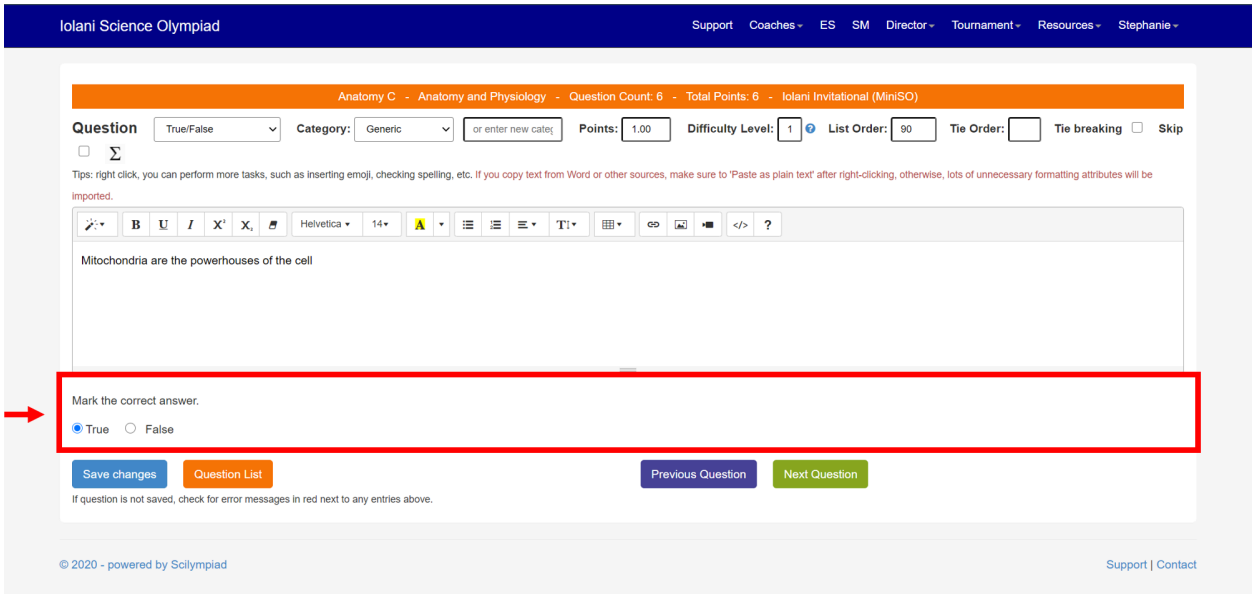


a. Select Question type (and the appropriate input format should appear).
b. Input category (OPTIONAL)
c. Input number of points the question is worth.
d. Input Difficulty level (OPTIONAL)
e. List Order can be used to indicate what order the question will appear.
f. Tie Order (if applicable)
g. If the question is a tie-breaker, click the box next to tie breaker.

10. Write the Question in the text box directly under.

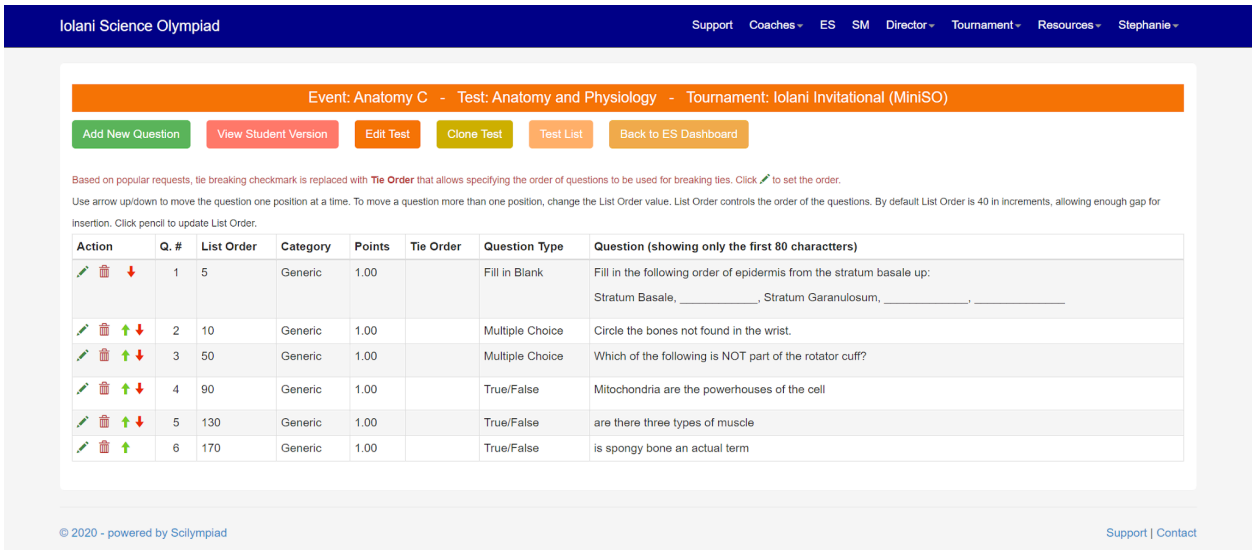


11. Enter the answer choices and/or mark the correct answer.



12. Click “Save changes” at the bottom of the page to add another question.

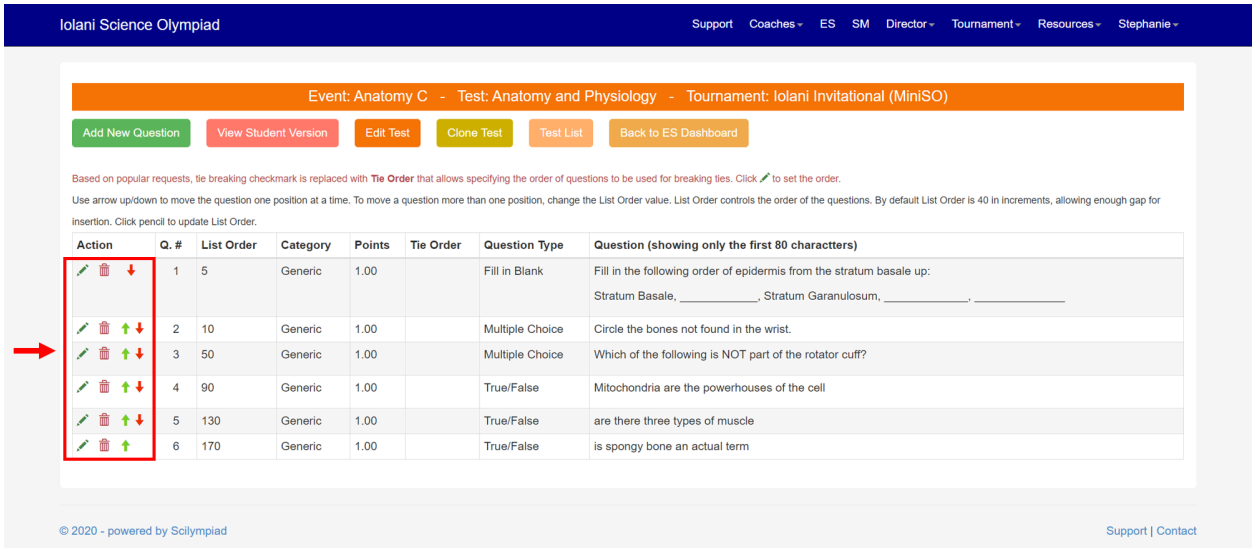
13. Click “Question list” to review current questions. It will take you back to this page:



14. To continue adding questions click “Add New Question”

15. To view student version, click “View Student Version”

16. Question-specific actions can be done from this page as well:



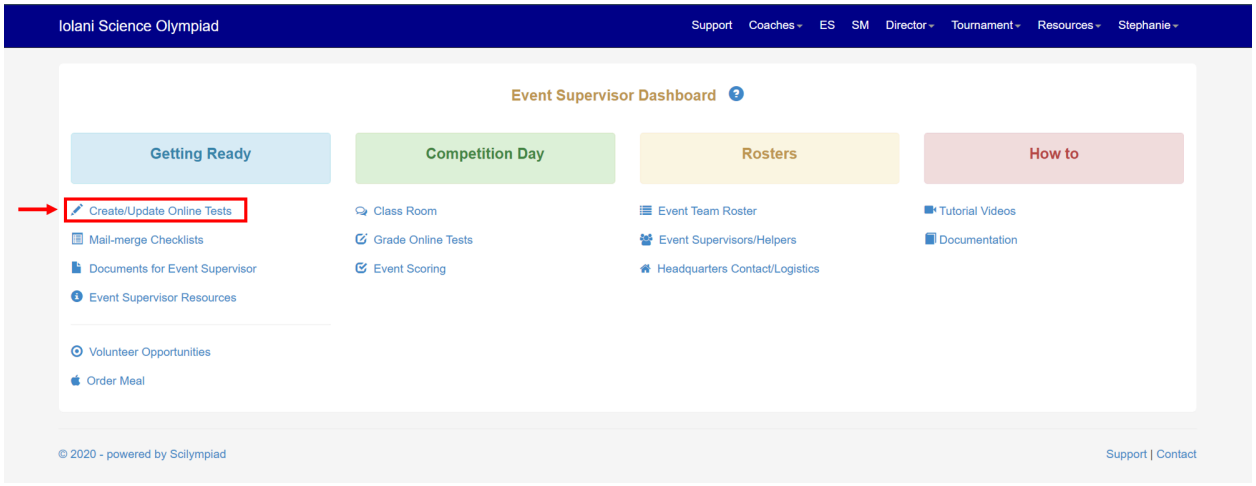
a. To edit a question, click the green pencil icon to the left of the question.
b. To delete a question, click the red trashcan icon to the left of the question.
c. To move a question up in order, click the green up arrow to the left of the question,
d. To move a question down in order, click the red down arrow to the left of the question.

Tournament Ready:

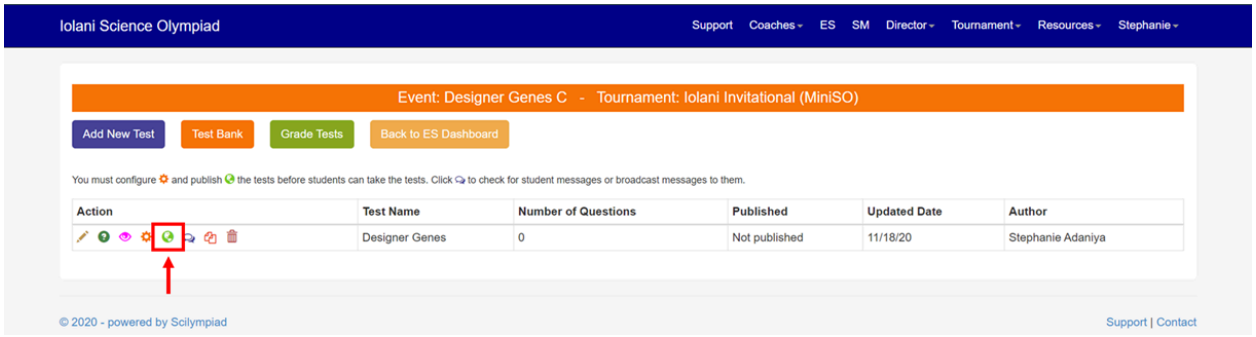
Make sure your exam is published before 11/28!

To publish your exam:

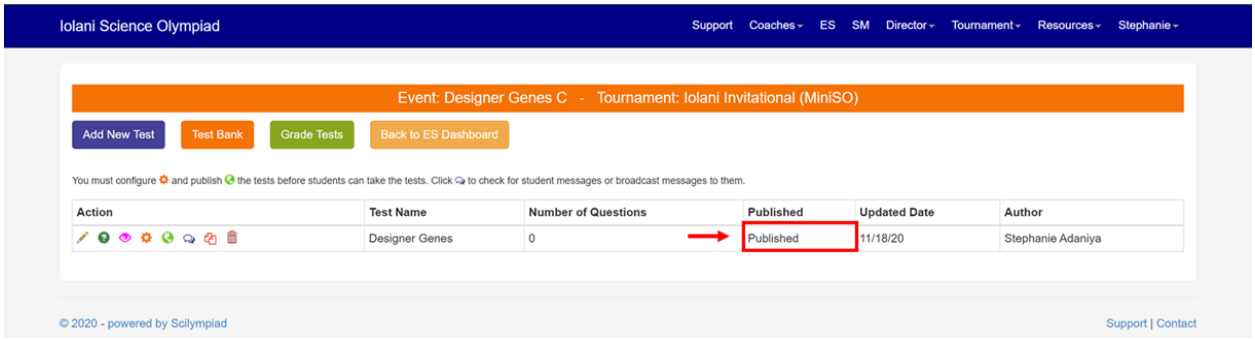
1. Go to the Event Supervisor Dashboard (will be available after I assign you the role)
2. Click “Create/Update Online Test” under “Getting Ready”



3. Click the green globe button.



4. It should say “Published” under the “Published” header.

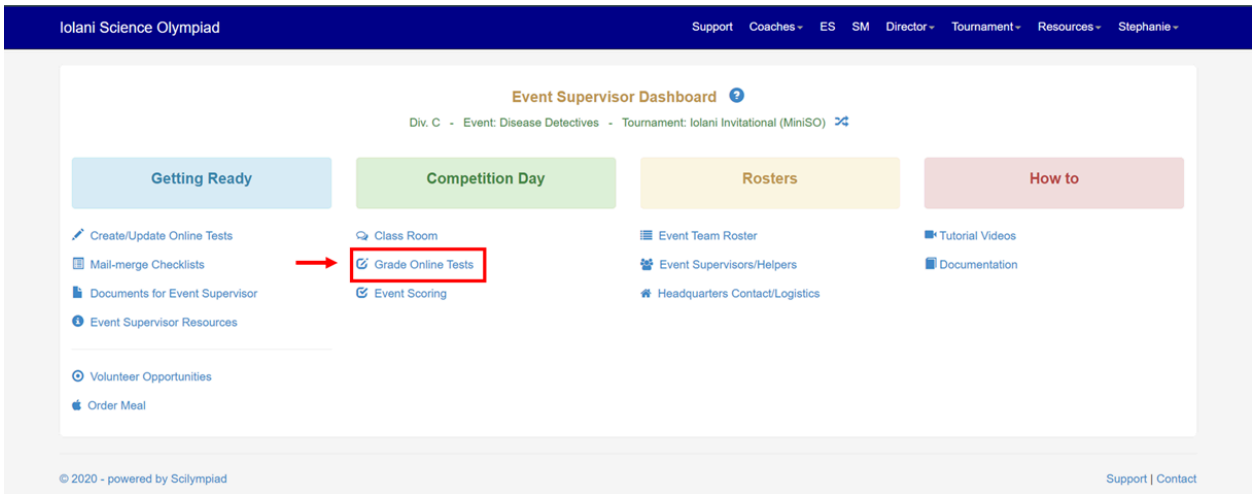

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Support
Coaches
ES
SM
Director
Tournament
Resources
Stephanie
Event: Designer Genes C - Tournament: Iolani Invitational (MiniSO)
Add New Test
Test Bank
Grade Tests
Back to ES Dashboard
You must configure and publish the tests before students can take the tests. Click to check for student messages or broadcast messages to them.
Action
Test Name
Number of Questions
Published
Updated Date
Author
Designer Genes
0
Published
11/18/20
Stephanie Adaniya
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Grading Exams:

***The autograde seems to count all fill-in-the-blank questions wrong. Please check these questions carefully and adjust as necessary.**

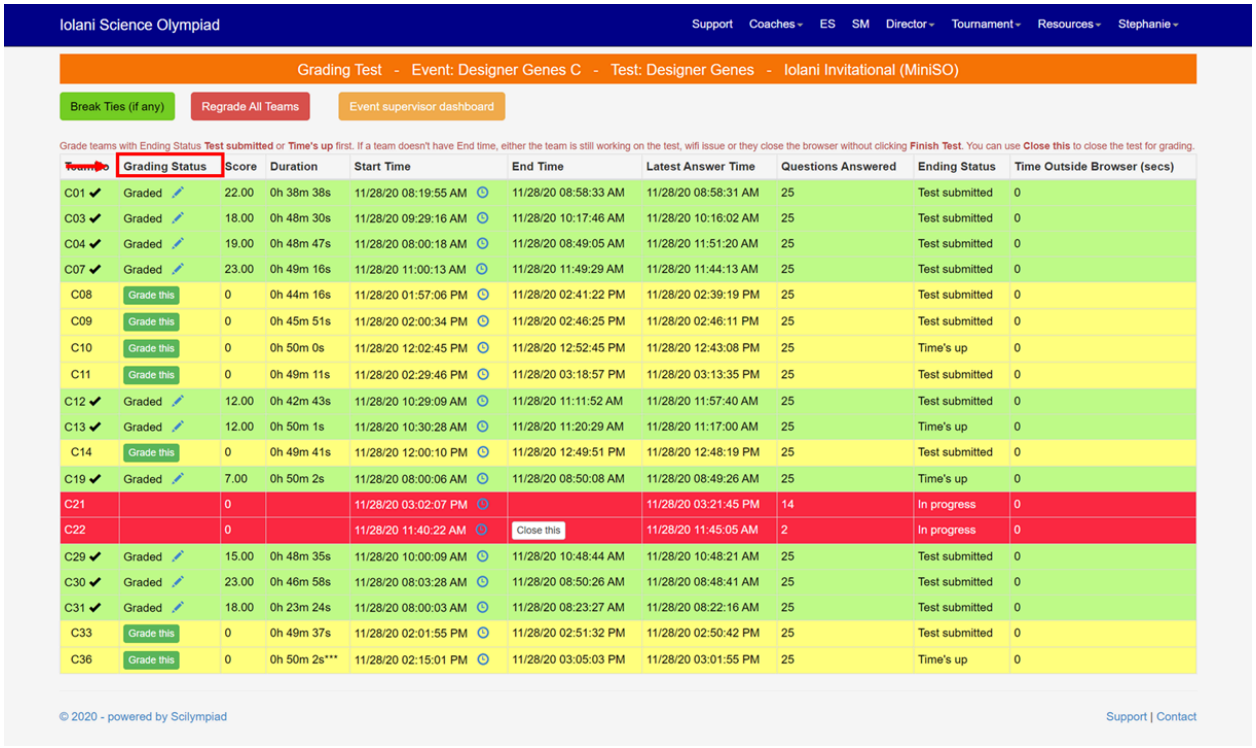
1. Go to the Event Supervisor Dashboard.

2. Click “Grade Online Tests” under “Competition Day”



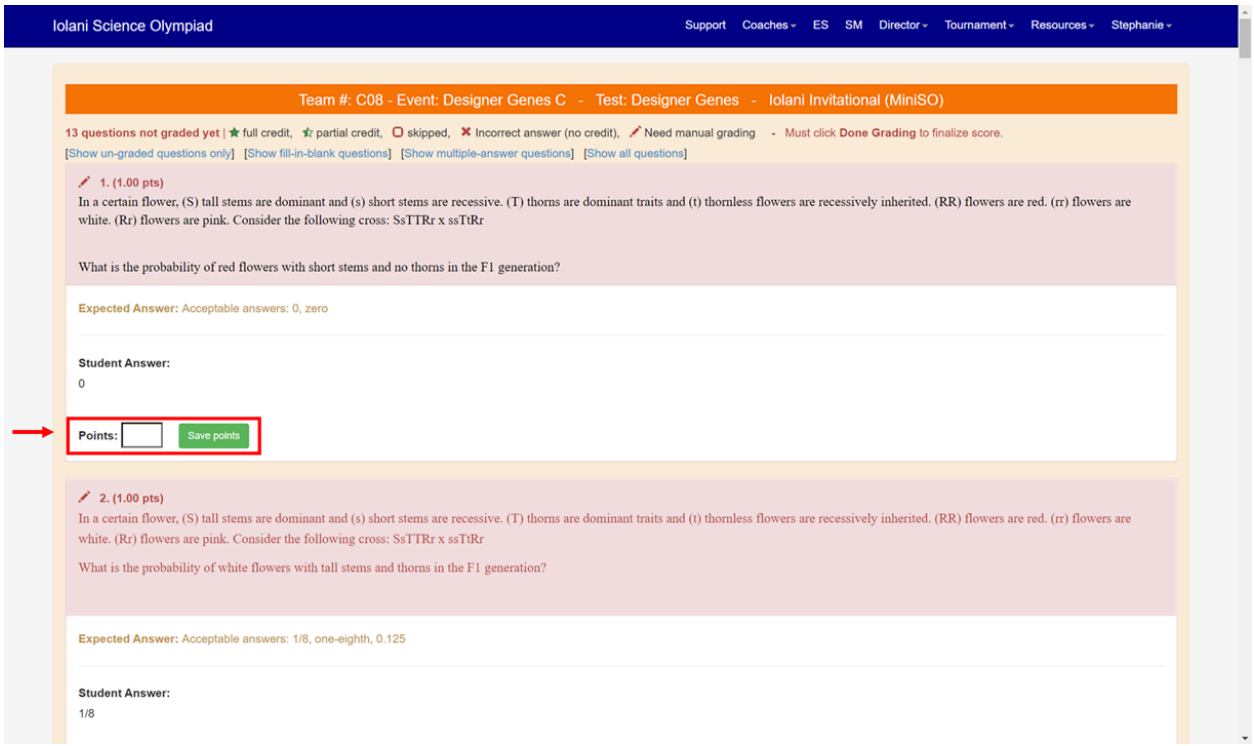
3. All the tests that are being taken or have been taken will show up here. Under “Grading status” it will say “Grade this” for exams that haven’t been graded yet, [blank] for exams that have not been submitted, or “Graded” for exams that have been graded.

- Click the “Grade this” button to grade a test.
- Click the Pencil icon next to “Graded” to go back and edit a graded test

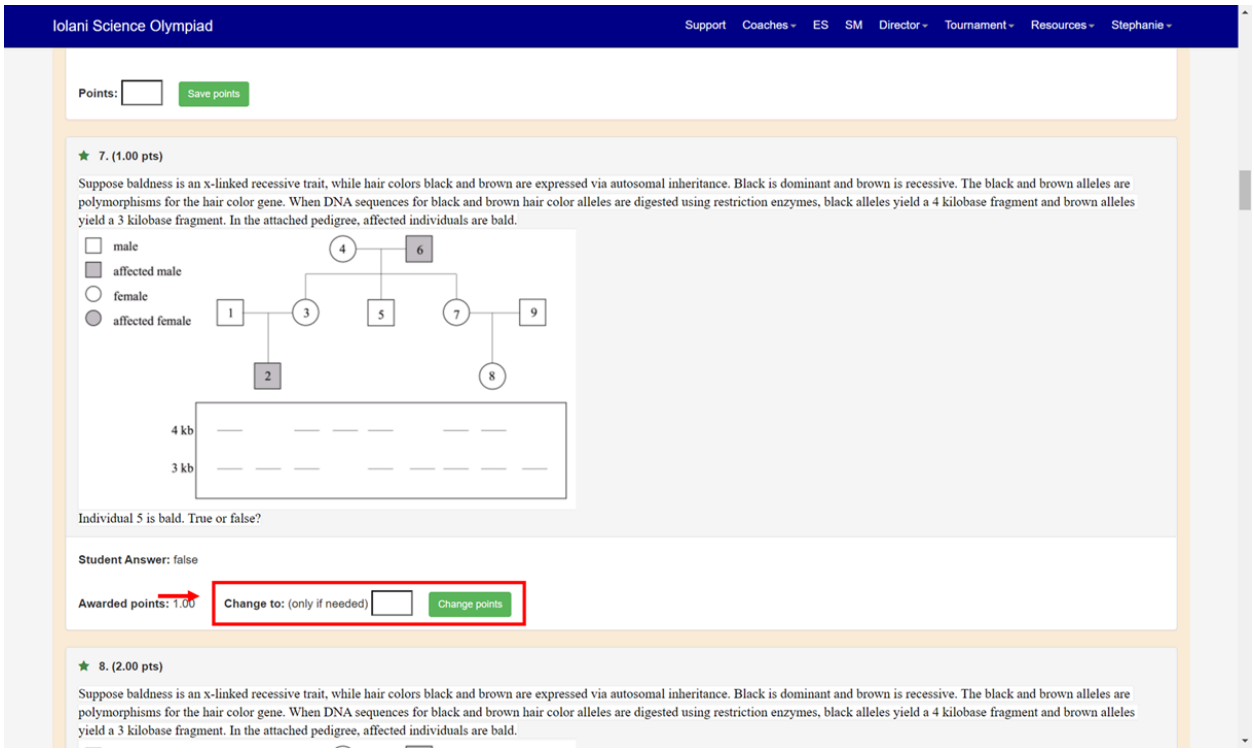


***NOTE: Some teams are having issues with answers being saved so some may have durations past the 50 min limit (please don't DQ these tests) or say "Time extended" under the "Ending status" heading (please wait for these to finish instead of closing the time)**

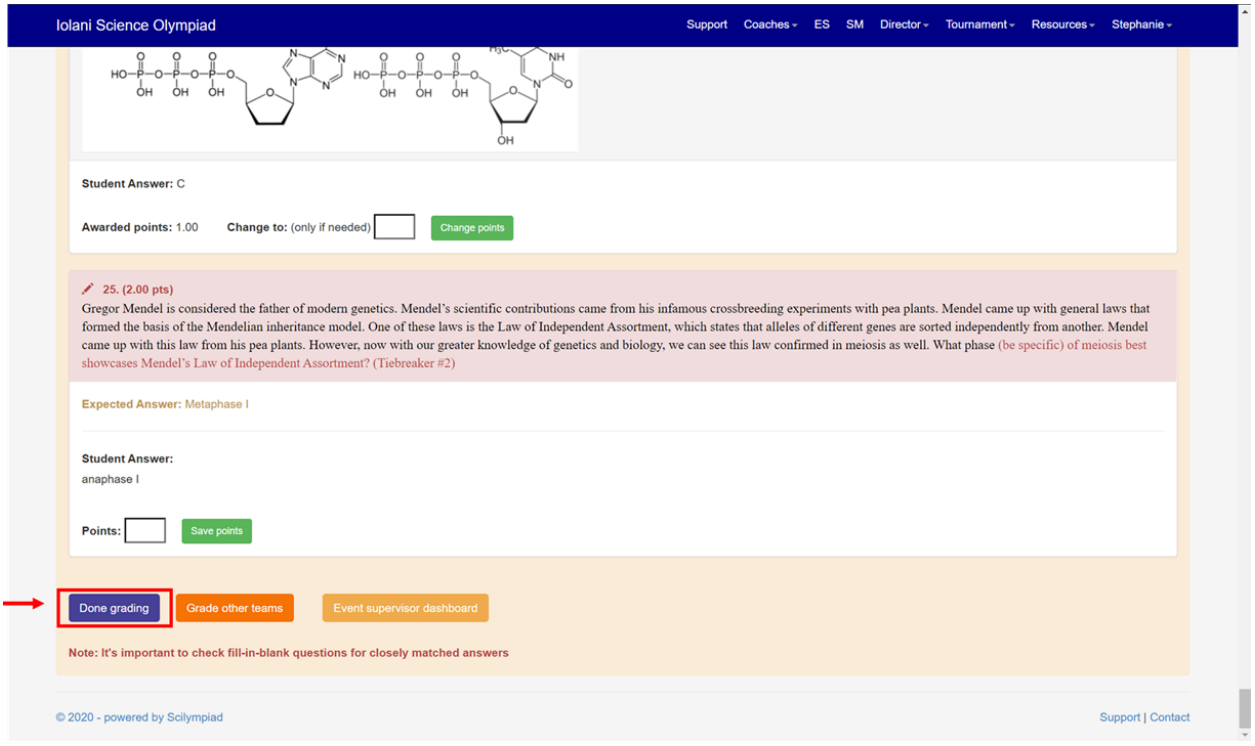
4. Input the appropriate amount of points for each question in the box next to "Points" then click the "Save points" button.



5. Sometimes the autograded questions are incorrect. If this is the case, you have the option to change the points automatically given. Enter the actual points earned in the box next to “Change to: (only if needed)” then click the “Change points” button.



6. Once you've graded all the questions, be sure to press the "Done grading" button

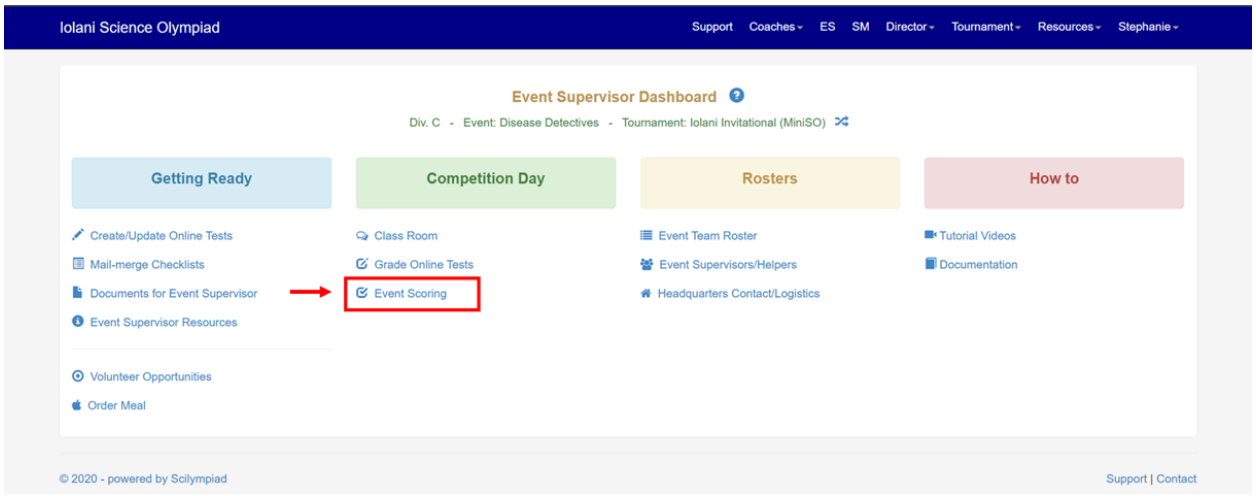


Scoring Event:

Once you've graded all the tests (teams are allowed to take tests until 11/29 12PM HST/2PM PST/3PM MST/4PM CST/5PM EST)

1. Go to the Event Supervisor Dashboard.

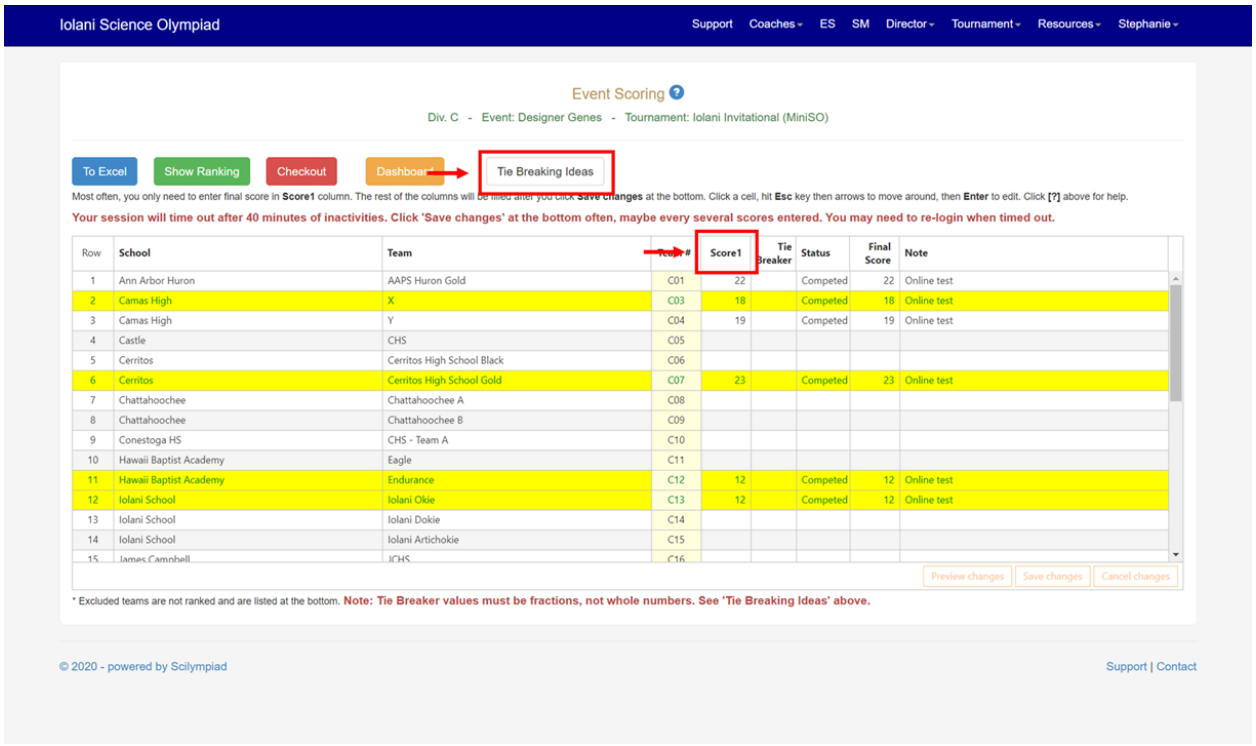
2. Click "Event Scoring" under "Competition Day"



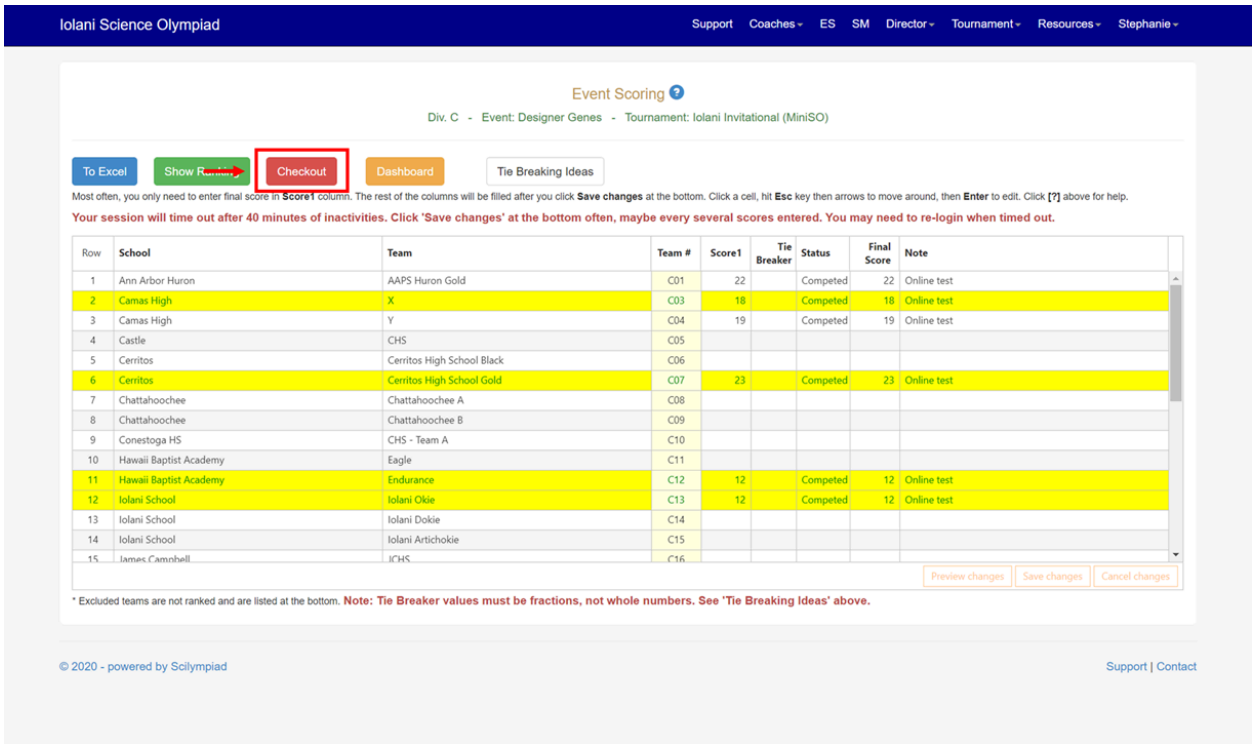
3. Any highlighted teams have ties that need to be resolved!

**NOTE:

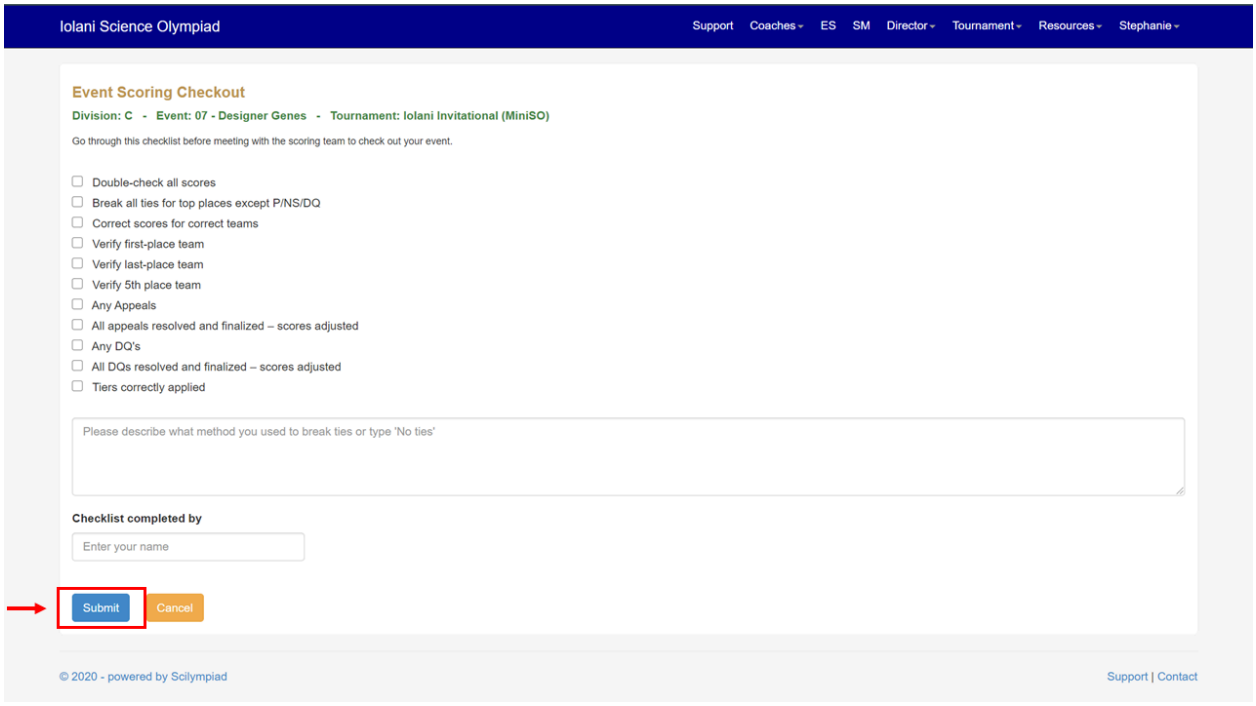
- Tie breaker values must be fractions - if the tied score is 18, the winner of the tie should have their score changed to 18.06 or 18.07 etc. (this can be done by directly editing the box under the "Score1" heading)
- See the "Tie Breaking Ideas" button for how to break ties if you haven't already determined tie breaking questions or if you have more than two tied teams.



4. Once done breaking all the ties go to the “Checkout” button



5. Fill out the Event Scoring Checkout form and hit “Submit” (or else I won’t be able to tally up final results!)


Iolani Science Olympiad
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Tournament
Resources
Stephanie
Event Scoring Checkout
Division: C - Event: 07 - Designer Genes - Tournament: Iolani Invitational (MiniSO)
Go through this checklist before meeting with the scoring team to check out your event.
Double-check all scores
Break all ties for top places except P/NS/DQ
Correct scores for correct teams
Verify first-place team
Verify last-place team
Verify 5th place team
Any Appeals
All appeals resolved and finalized – scores adjusted
Any DQ's
All DQs resolved and finalized – scores adjusted
Tiers correctly applied
Please describe what method you used to break ties or type 'No ties'
Checklist completed by
Enter your name
Submit
Cancel
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Reminders + Important Dates:

Reminders

- Please finish up your exams within the next week and give yourself some time to look over it before 11/28! **We want to avoid mistakes/confusion as much as possible.**
    - Make sure questions are clear and answers are correct.
    - Have another pair of eyes look at it! Preferably those of another expert in the field but feel free to send it to me (stephanie_adaniya@alumni.brown.edu)
- Since the tournament is **asynchronous** and we need to give all teams the same conditions, **please do NOT interact or answer any questions during the 11/28-11/29 test-taking period.**
    - All teams were informed to take the exams as-is and that clarifications/questions from Event Supervisors would not be possible.
    - You are NOT expected to proctor or stay online.
- The National SO organization **does not allow online interaction with students** without an adult volunteer from their school and another volunteer also present.
    - Please avoid situations where you would need to communicate with students directly for the competition.
    - If a situation like this comes up, let me know (stephanie_adaniya@alumni.brown.edu) and I will pass on the information to head coaches to distribute to their students (outside the 11/28-11/29 test-taking period, of course).
- Students are allowed to use an electronic version of all their allowed resources (we are not requiring hard copy cheatsheets/binders/ etc.). **There is no need to investigate students for going outside the scilympiad window while taking tests.**
- Note: To keep things fair for all teams, students were asked to NOT get together in person to take the tests. They may communicate with their event partner(s) in any way, but cannot take tests together in person.

Important Dates

- **By 11/27:** Complete and review your test + answer key.
- **By 11/27:** Make sure your test is **published** (step-by-step instructions for publishing tests can be found under the “Tournament Ready” section of the this google doc
- **By 12/04:** Grade tests and Score event