



# Competitions Process Information Guide

Dear Teacher in-charge,

*Greetings from Global Olympiads Academy (G.O.A.)!*

This document is to enable you to conduct the registration, the administration of the contests and after contests processes in a smooth and standardized way. It is recommended that you use the methods prescribed here however if may follow your own processes for registration process. Please go through it properly and if you have any queries, feel free to contact us.

## Some important documents for your reference:

1. Parents/Students Individual Circular
2. School Registration form (Consolidated) – refer to all 3 sheets in it.

## Before Contests:

### Registration Process:

- Cascade the information about the contests to promote it using the Parents/Students Circular using your parents' communication channels (Intranet for Parents/ physical circular). The circular shared by us has an invitation and an individual registration form also. We have provided both editable word document so that you can share a shorter and crisp version also in case you use physical copies of circulars. Please refer to our Registration last dates and ideally you should give a cut-off of at least 2-3 days before this date for parents to submit registration with fees so that you can collate the registration through the class teachers and consolidate.
- Announce the contest on a convenient date for the school during or after school hours within the date range mentioned by us on our website and parents' circular.
- Share a copy of the School Registration form (Excel file) with all your class teachers so that they can keep on collating the registration details and fees for their respective class and record it.
- Fees should be collected in Cash (recommended) or cheques in the name of the school. It is difficult for us to track the payments from individual students considering we will be handling PAN India students and that's why we have individual/private students registering through our website by making payment online.
- Before your cut-off date, collect all the registration fees and the grade-wise registration form and collate the details and make one excel file in the school registration form.
- Please make different consolidated registration lists for different competitions.

### Associations





- Login to our website (register if login not created). Go to the Contests page, select the contest and go to the Register now page. Fill in the school details, Select the no. of students for a particular contest and make the payment online of INR 900 per student using the payment gateway. Please note that the students registering through school are getting a discounted fee of INR 1000 (to be paid by parents to school) as compared to private students who need to pay INR 1200. The school gets a further discount of INR 100 per student which they may retain towards the administrative expenses incurred in registrations and conducting the contest. Once you make the payment online using the payment Gateway or the Bank information provided on the payments page, you will receive a confirmation mail which will also contain a link for preparation material which you can share with the parents. If you want to send a cheque for us, then register without making the payment and then write to us at with the details (attach the consolidated list(s) so that we can make a note of it. Send the cheque to us at the address given below and in our reply acknowledgement mail. Once we receive the payment and it is realized, we will confirm the registrations and send you the confirmation mail with the preparation material link.

## BE A HOST SCHOOL PARTNER

- Schools will also get an option to express their consent if they would like to become a host centre for private students from their city/state over the weekends (Sat/Sun) within the contest date range. They will get INR 200 per student for hosting such candidates which will be paid within 15 days of the contest. We will be contacting such host schools directly or through our Location Co-ordinator partners.

## Contest Day:

- Global Olympiads academy would email or upload the roll nos./ admit cards of the participating students on its website at least a week before the contest
- Global Olympiads Academy will send the Qs papers/Answer sheets and name and roll no. filled attendance sheets to the Teacher in-Charge/Principal a couple of days before the contest
- Make sure that the proctors (invigilators) are briefed about the contest format (Duration, No. of Qs, Question types like open ended or MCQs, the answer sheet format).
- Classrooms or Exam hall is organized properly on the day of the contest. We recommend that students of different grades are mixed and seated together however it is not mandatory.
- Students should be briefed in advance that they need to get pencils of 2B grade or darker shade and use those to fill in the answers.
- Students should be assembled in the exam hall/classroom at least 15 mins before the contest start time so that they can be briefed by the proctors on the exam norms and answer sheet filling process (specially lids from primary grades). Sample filled answer sheets are available under Important documents section of our website.
- Calculators are not allowed in these contests unless mentioned.
- Students need to take permission from the invigilator for going to the washroom.

### Associations





- Any students adopting any unethical practice should be disqualified.
- Proctors to mark the attendance of their classrooms. Schools can use their attendance sheets for different classrooms in their own format also but the name of the student, grade and Index no. (Roll No.) should be clearly captured.

## After Contests

- After the contest, both Qs paper and answer sheets should be collected from the students. The answer sheet should be inserted inside the Qs paper.
- Teacher in Charge to courier/speed post the Qs and answer sheets of all students and also the unused Qs papers with the attendance sheets to us latest by the next working day. Also, the registration form copies should be shared with us for us to maintain a database of students. Our address is given below.

## Results and Awards

- Results are normally declared within 30-45 days and will be published on our website. We will also notify you by e-mail. You may view and cascade it to the students.
- Awards are received by us within a month after the results are declared.
- We would conduct an award giving ceremony for the contests in Mumbai where the students, parents and teacher in-charge/principals of participating schools will be invited. At times, representatives from the organizing body from Singapore/Hong Kong are also present.
- After the Awards ceremony, we will be sending the remaining awards to the respective schools by post or through their representative attending the award ceremony.

## Next Steps:

- Most of these open contests have a Global Round where medal winners from different countries participate and compete for top honours on a global level. eg. SASMO winners can apply for SIMOC and IJMO, TIMO/HKIMO heats winners can appear for TIMO/HKIMO Finals, AIMO Trial winners can apply for AIMO Finals. These competitions are held in Singapore or any other South Asian location like Thailand, Hong Kong, Taiwan, Cambodia etc. where students can opt to register. Students can directly register through our website for such competitions and they have to bear the cost of participation, travel accommodation etc. Schools are expected to cascade the information by referring the winners to our website and also encourage them to compete in these global competitions.

If you have any queries, feel free to contact us on +91-9833916024 or write to us at [info@globalolympiadsacademy.com](mailto:info@globalolympiadsacademy.com).

**Our address: Global Olympiads Academy, A1-505/506, Phase 2, Bhoomi Park, Off Marve Road, Malad West, Mumbai - 400095**

### Associations

