2024 Junior Science Olympiad Exam

Administration Guide

Thank you for registering your students into the 2024 Junior Science Olympiad Exams. This document will provide you with the information needed to successfully run the exam in your school. Unlike Big Science Competition, there is no teacher dashboard for the Junior Science Olympiad Exams.

This year, we change the exam login process. **We will not send an email to students with their login details. Instead, students will need to self-register as per the instructions in this Guide.**

We have divided this guide into two-parts: Before Exam and During Exam. Please take your time to read through both guides thoroughly.

To maintain the Olympiad exam integrity with AI websites easily accessible these days, please also read through our IT documentation that was attached in the same email as this Guide.

If you have any questions regarding the guide or the Junior Science Olympiad exam, please contact us at asi@asi.edu.au or call us at 02 6125 6228. During the exam week, our support hours are 7 AM – 6 PM AEST.

KEY INFO – JUNIOR SCIENCE OLYMPIAD	
Exam length	2 hours. The exam will time out when time is up.
Format	Online exam consisting of multiple choice/select an answer question. Normal exam supervision and conditions apply.
Exam dates	**Wednesday 12 June**: for Years 9 & 10 students **Friday 14 June**: for Years 7 & 8 students All students from the same cohort must sit the exam at the same time on the same day, unless prior arrangements have been made. Alternate sitting dates are available and must be approved by ASI.
Exam Times	The exam will be open and accessible between 7am and 6pm (AEST). The exam you are registered for will appear on the scheduled day. Ensure students DO NOT access the exam before you are ready to run the exam. Students only have **ONE** attempt at the exam. It cannot be re-set.

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KEY INFORMATION
Your unique school code, school name (in the exam database), and the exam URL will be emailed to the registered teachers. Please contact us if this information has not been provided to you by <u>Tuesday, 11 June 2024, midday.</u>

SELF-REGISTRATION PROCESS – approx. 15 minutes, <u>to be done at least 24 hours</u> before sitting day.
- Please distribute both exam URL and your school code to your students and instruct them to register themselves on the exam site. **Please advise students to use their email address as their username**.   - To ensure students have their login details ready on the exam day, **we strongly recommend sharing all information to students by the latest 24 hours before your school's Exam sitting time.**   - Teachers are welcome and encouraged to try the self-registration.   - If required, we have prepared a generic email template for you to use when sending this information to your students. The template is available on the next page.

Additional information collected on the exam site	First name, surname, school, gender (male, female, transgender, non-binary/non-conforming, prefer not to respond), email address, contact phone number, school year, month and year of birth, Australian Citizenship status (yes, no, not sure), Aboriginal/Torres Islander status (yes, no, not sure).
	Note: If sharing students' phone number is not preferrable, please fill in the school contact number.
	This information will be used two ways:
	1. To create a unique profile to sit the exam.
	2. To contact students who have been selected to attend the Spring School or join the JSO Academy or JSO Training Squad.
	This information will be removed from the exam site once the exam period is over and stored on ASI's secure network. Please see our Privacy Policy here: https://www.asi.edu.au/privacy-policy/

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Dear [student],

Please create your account in the Junior Science Olympiad exam website to access the exam on (your school sitting date). The steps are:

1. Go to the exam URL: https://asoexams.edu.au

2. Click on "Login" on the top right.

3. Scroll down until the "Create New Account" button is visible.

4. Fill in your details. **Please use your school email address as your username.**

5. Our school name is – **school name in the exam database.**

6. Our school code is – **XXXXX.**

7. You will receive an email confirmation from noreply@asoexams.elearn.net.au to confirm your account in your email address. Please check your spam/junk folder if you do not receive it in your inbox.

8. The username and password that you created are the login details for the exam. Please ensure that you keep this information somewhere safe.

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Part II - During Exam

- **Exam URL – https://asoexams.edu.au**

- **JSO Self enrolment key** – Students will need this key to access the exam. We will email this to the registering teacher on:

  Tuesday 11 June 2024 for Years 9 & 10

  Thursday 13 June 2024 for Years 7 & 8

To reduce the risk of collusion, please only share this key to the students at the exam sitting time, in the classroom/exam venue.

If you don't receive these keys please check your junk folder, then email asi@asi.edu.au.

IMPORTANT INFORMATION

The exam will appear on the scheduled day **(12 and 14 June 2024)**. **Students should NOT enter the Junior Science Olympiad Exam before their sitting time.** Students only have **ONE** attempt at the exam, and it cannot be re-set.

HOW TO ACCESS THE EXAM?

Note: Please ensure your students have received an email from you to create an account in the exam's website prior to this part. *Please refer to Part I- Before Exam for guidance*.

1. Students will login with the username and password they created at self-registration.

2. After logging in, click the JSO2024 Years 9 and 10 exam or JSO2024 Years 7 and 8 exam.

3. Students will be prompted to fill in the JSO Self enrolment key that they have received from you.

   ﹀ Self enrolment (Student)

   Enrolment key [   ]

   [ENROL ME]

4. After this process, students will be able to access the exam. Please inform the students to read through the instructions carefully before they start the exam. The 2-hour timer will **only** start when students click on "Start Attempt" button.

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