

# 2024 Australian Science Olympiad Exam

## Administration Guide

Thank you for registering your students into the 2024 Australian Science Olympiad Exams. This document will provide you with the information needed to successfully run the exam in your school.

If your school participated in the Junior Science Olympiad exam this year, this process will be familiar to you.

This year, 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, we require AI software to be blocked** by your network before the exams, if possible. Please read through our IT documentation that was attached in the same email as this guide to ensure your network complies

If you have any questions regarding the guide or the Australian Science Olympiad exam, please contact us at [asi@asi.edu.au](mailto: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 – AUSTRALIAN SCIENCE OLYMPIAD	
<b>Exam length</b>	2 hours. The exam will time out when time is up.
<b>Format</b>	Online exam. Normal exam supervision and conditions apply.
<b>Exam dates</b>	<ul style="list-style-type: none"> <li>• <b>Physics – Monday 29 July 2024</b></li> <li>• <b>Biology – Tuesday 30 July 2024</b></li> <li>• <b>Earth and Environmental Science – Wednesday 31 July 2024</b></li> <li>• <b>Chemistry – Thursday 1 August 2024</b></li> </ul> <p>All students from the same cohort must sit the exam <u>at the same time</u> on the same day, unless prior arrangements have been made. Alternate sitting dates are available and must be approved by ASI.</p>
<b>Exam Times</b>	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

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	before you are ready to run the exam. Students only have <b>ONE</b> attempt at the exam. It cannot be re-set.
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## Part I - Before Exam

### 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 12pm, Friday 26 July 2024.

**SELF-REGISTRATION PROCESS** – approx. 15 minutes, to be completed at least 24 hours before the exam 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 school issued 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.

#### 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 Strait Islander status (yes, no, not sure).

**Note: If sharing students' phone number is not preferable, 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 Summer School

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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**SELF-REGISTRATION EMAIL TEMPLATE TO STUDENTS** – Please change the information in red font before sending out the email to students.

*This email is a guide only, please amend as required.*

Dear [student],

Please create your account, using the steps below on the Australian Science Olympiad exam website to access the exam on (your school sitting date).

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 email address as your username.**
5. Our school’s name is – **school name in the exam database.**
6. Our school code is – **XXXXX.**
7. You will receive an email from [noreply@asoexams.elearn.net.au](mailto: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

### KEY INFORMATION (emailed to registering teachers)

- Exam URL – <https://asoexams.edu.au>
- **ASOE Self enrolment key** – Students will need this key to access the exam. Please note that the enrolment key is discipline specific.

We will email this to the registering teacher on:

- **Physics – Friday 26 July 2024**
- **Biology – Monday 29 July 2024**
- **Earth and Environmental Science – Tuesday 30 July 2024**
- **Chemistry – Wednesday 31 July 2024**

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](mailto:asi@asi.edu.au).

### IMPORTANT INFORMATION

The exam will appear on the scheduled day. **Students should NOT enter the Australian 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 discipline specific exam i.e. *2024 Biology Olympiad Exam*
3. Students will be prompted to fill in the Self enrolment key that they have received from you.

▼ Self enrolment (Student)

Enrolment key

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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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