



CARIBOU CONTESTS

Caribou Contests: Math Competition Supervision Instructions

Follow the instructions given below to start the exam.

In case you will be absent on contest day, we recommend leaving a copy of this guide with your school administration as well as a list of your participating students (their first and last names), their access codes, and your Coordinator login credentials.

For more detailed information, sign in as Coordinator and consult the Contest Coordinator Instructions on the Coordinator Home Page or [click here](#).

1. Go to <https://cariboutests.com/>

2. Click “START CONTEST” to enter the competition.

(Alternatively, in the left-hand menu select Contests > Start the Contest)

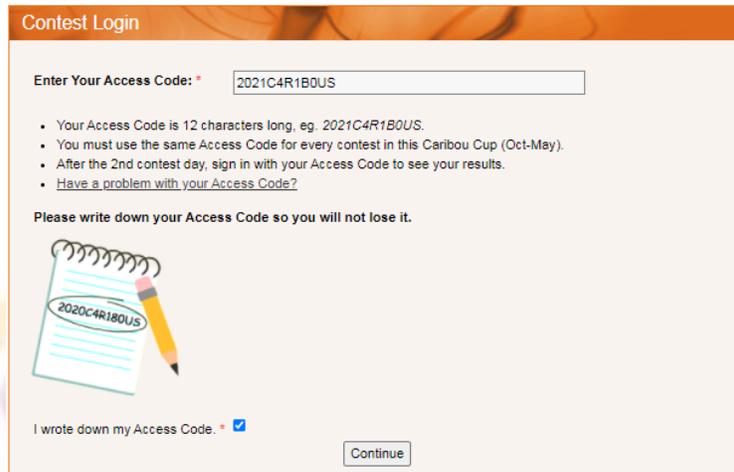
The screenshot shows the Caribou Contests website interface. At the top, there is a navigation bar with links: Home, Contests, Shop, Prepare, Results, Students, Parents, Coordinators, Help/FAQ, Sign Out, Contact Us, Admin, and Super Admin. A large red button labeled "START THE CONTEST" is prominently displayed in the top right corner. Below the navigation bar, a sidebar menu is visible with "Start the Contest" highlighted. The main content area features the heading "It's Caribou Contest Day!" and provides instructions for starting the contest, including details about the contest time window and the need for an access code. Another "START THE CONTEST" button is visible at the bottom of the page.

Before beginning, the student must choose the language. To write the contest in English, click on ‘English’.

Select a language to take the test in

English	Français	فارسی	中文
українська	ᲒᲣ	Tiếng Việt	Other

3. The student must then log in before starting the contest. The student must first enter their individual access code.



The image shows a 'Contest Login' form. At the top, it says 'Contest Login'. Below that, there is a text input field labeled 'Enter Your Access Code: *' with the value '2021C4R1B0US' entered. Below the input field, there are three bullet points: 'Your Access Code is 12 characters long, eg. 2021C4R1B0US.', 'You must use the same Access Code for every contest in this Caribou Cup (Oct-May).', and 'After the 2nd contest day, sign in with your Access Code to see your results.' There is also a link: 'Have a problem with your Access Code?'. Below the bullet points, it says 'Please write down your Access Code so you will not lose it.' There is an illustration of a notepad with '2020C4R1B0US' written on it and a pencil. At the bottom, there is a checkbox labeled 'I wrote down my Access Code. *' which is checked. There is a 'Continue' button at the bottom right.

Students will use the same access code throughout one school year.

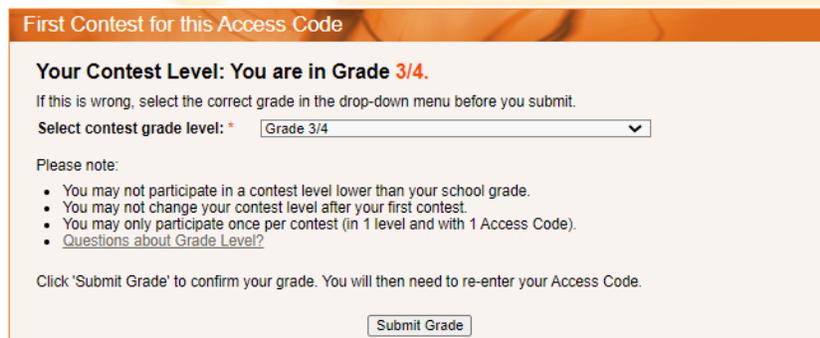
Students must use their access code for this Caribou Cup year; the first 4 digits are the second year in the current Cup (eg. for 2018-2019 they began with 2019).

If a student has logged in or written a contest this year already, they must enter the same access code.

If this is the first time the student has signed in this year, they can use any unused access code unless you have manually assigned one to their name already.

Please Note: If a student's code is not full-year valid, they will not be able to start the November or later contests. The Caribou Coordinator should have verified this before the contest by using "Manage & Print Access Codes" and if necessary by making a purchase in the [Online Shop](#). It is possible to purchase access even on contest days.

If this is the first contest written with this access code, the student will be asked to confirm their contest grade level and enter their access code again.



The image shows a 'First Contest for this Access Code' form. At the top, it says 'First Contest for this Access Code'. Below that, it says 'Your Contest Level: You are in Grade 3/4.' Below that, it says 'If this is wrong, select the correct grade in the drop-down menu before you submit.' There is a dropdown menu labeled 'Select contest grade level: *' with 'Grade 3/4' selected. Below the dropdown menu, it says 'Please note:' followed by three bullet points: 'You may not participate in a contest level lower than your school grade.', 'You may not change your contest level after your first contest.', and 'You may only participate once per contest (in 1 level and with 1 Access Code).' There is also a link: 'Questions about Grade Level?'. Below the bullet points, it says 'Click 'Submit Grade' to confirm your grade. You will then need to re-enter your Access Code.' There is a 'Submit Grade' button at the bottom.

4. Then the student will be prompted to enter their first and last name and agree to contest rules before continuing.

Contest Login

Your Access Code: 2022C4R1B0US

First Name *: Carrie

Last Name *: Boux

School: Caribou Virtual School
Language: English
Contest: Caribou_Oct_13_2021_Grade_3_4

Contest Rules

- You have 50 minutes to complete this test.
- Calculators are not permitted (online or otherwise). We recommend pencil and paper.
- Cell phones, other webpages, other applications and any other communication devices are not permitted.
- You must not talk about the contest content until the results are announced.
- You are to write the test by yourself.

I agree to these rules. *

Important Instructions

- To navigate, use the Next Arrow and Question Links. Do not use your browser's Back Button.
- Your test will end after 50 minutes. If your computer or browser crashes, you can log in to resume your test.
- If you lose time due to technical problems, your Caribou Coordinator (teacher) can help you.
- If you finish early, you can end your test. You will not be able to resume the test if you do this.

[Start the Contest](#)

Please Note: The system is not case sensitive, but the spelling must match the first and last name registered for this access code. For example, if the student is registered as John Doe, he can't sign in as Johnny Doe, but he can sign in as John DOE.

Caribou Coordinators can view/verify/change these on the page “Manage & Print Access Codes”:

Coordinator Homepage

Coordinators ▾ Help / FAQ ▾ Sign Out

- My Homepage
- Edit My Account
- Manage & Print Access Codes**
- Get Access Codes
- My School Contest Results
- My School Caribou Cup Results
- Redeem Voucher Codes
- Contest Coordinator Instructions
- Contest Checklist
- Contest Day Guide

Contest Day Tools

Available on Contest Days

- Contest Day Guide
- Shift My Contest Time Window
- Increase Test Time
- Remove a Test Entry

My Students & Access Codes

- Information on Access Codes
- Purchase More Access Codes
- Redeem Voucher Codes
- Manage & Print Access Codes**
- Get Access Codes
- Move a Student to My Account
- Merge Two Student Accounts

You can obtain a list of all the students and their access codes by selecting their Grade and the option ‘Print Names and Codes’. You can also modify a student’s name if necessary by selecting ‘Edit Names and Credits’.

Manage & Print Access Codes

Select the Year and Grade, then one of Edit or Print before clicking 'Submit'.

[Click for detailed instructions.](#)

- Print Names and Codes:** Generate a list of students and their Access Codes
- Edit Names and Math Credits:** View and modify Access Code validity and student account information

Manage & Print Access Codes

Year *: 2020/2021

Grade *: 3/4

Edit/Print *: **Please select an option**

- Please select an option
- Edit names and math credits
- Print names and codes

5. Once the contest questions are opened, the student has 50 minutes to complete the test. There is a timer in the upper left corner so the student can see the time remaining.

Questions and options appear in random order so it is normal that two students do not have exactly the same test.

6. When a student makes a selection, that selection is saved and submitted automatically. The message “You have answered this question.” appears by the Next Arrow.

Grade 3/4 Mathematics Contest 16-10-2019

Question 6 of 12 (4 points)

If six days ago was a Tuesday, what day will it be eight days from now?

- a. Sunday
- b. Monday
- c. Tuesday
- d. Wednesday
- e. Thursday
- f. Friday
- g. Saturday

Time left: 58:51
complete: 1/12

Question ▾

End Test

You have answered this question.

If the student wishes to change their answer, they must simply select their new answer.

The student can try the interactive question as many times as they need until contest time runs out. When the interactive question is completed, it is submitted automatically.

You won! Congratulations! Your answer will be submitted automatically.

OK

Students cannot retry an interactive question they have already solved.

Question 12 of 12 (5 points)

You have answered this interactive question correctly and cannot try again.
You will receive full points for this question.

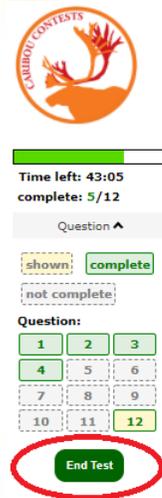
7. To keep the contest fair, it is prohibited for students to interact during the exam, to do research on the internet, and to use a calculator. Students may use a pencil and paper for rough work.



8. To end the contest, the student must click “End test”. If time runs out, the test ends automatically.

Before ending the contest, the student should make sure they’ve submitted their answers for all the questions. A bad internet connection can stop a student’s selections from being saved.

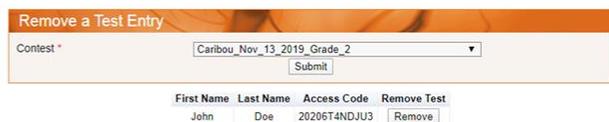
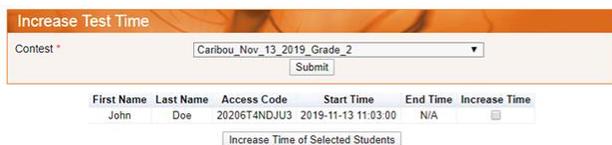
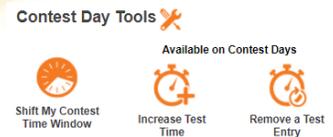
Even if the student does not manually end the test, all their selections are saved and will be submitted automatically when the 50 minutes run out, or after 30 minutes of inactivity.



9. If there is a technical malfunction, don’t panic. Log in as Coordinator and choose the solution which best fits your situation on the Coordinator Homepage in the section ‘Contest Day Tools’:

1) Give more time: Select ‘Increase Test Time’, tick the student’s box, and click on ‘Increase Time of Selected Students’ to provide an additional 5 minutes.

2) Cancel the test entry : Select ‘Remove a Test Entry’ to cancel the student's test so they can start over. The student should then log back in to the contest.



10. For immediate assistance, visit the Help page (<https://cariboutests.com/faq.php>) where the grand majority of common questions and concerns are answered.

Caribou Help / FAQ

ENHANCED BY Google

Please check this tree of Frequently Asked Questions to see if your question has already been answered. If not, use the Contact Us Form to send an email. It will be at the bottom of the list of questions.

Help Tree → For Caribou Contacts (Teachers) → Running the Contest / Problems on Contest Day → Questions about Time

Questions & Answers:

- Why does the homepage show "Start the Contest"?
- How long does it take to run a contest? Does it have to be at a certain time?
- Do all students participating in a school have to write the contest at the same time?
- When exactly are the 50 minutes for the contest used up?
- Does each student have 50 minutes on each of the two days of the contest?
- Are the 50 minutes consecutive or can they be split up?
- Can extra time be given if there is a technical problem?

For slower assistance with problems not dealt with on the Help page, contact the Caribou Team.

Please only contact us if your question is not answered on the Help page as we are inundated with requests on Contest Day and our response time is slow.

Email us: https://cariboutests.com/contact_us.php
admin@cariboutests.com

11. Contest results will be available in the evening after the end of the contest (~ 8:00PM EST)

Coordinators and students can log in to see their results, print certificates, and view written solutions if these have been purchased.

To view their results, students will need to sign in (with their first name, last name, and access code).

Caribou Coordinators can also sign in to view their students' results in each contest, their ranks in the Caribou Cup, and more.

As always, thank you for your hard work as a Caribou Contest Coordinator! We hope you find this guide useful and that your students enjoy the contest.

-Your Caribou Team

