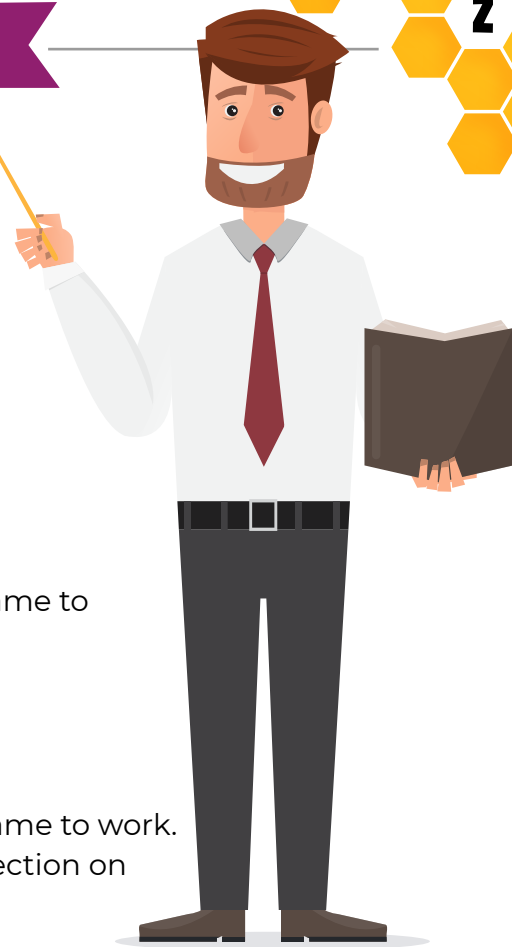


## Teacher Checklist



### To do before competing

- **Register** the students in your class according to their grade (Years 3-4 green; Years 5-6 orange; Years 7-8 red).
- **Send** the Consent Form (found in the Resources Hub) to the students' parent/guardian for signing.
- **Once** you have received the signed Consent Form, go to the Teacher Dashboard and check the box next to the student's name to confirm a signed Consent Form has been received.

### To do once the competition opens on March 15

- **Check** that students will be using a suitable browser for the game to work. A table of preferred browsers is listed under HOW IT WORKS section on the Spelling Bee.
- **Decide** when each student will sit the Bee. It can be all at once, or in smaller groups. It is up to each teacher how they arrange it.
- **Remember:** it is best if all students wear headphones when completing the Bee. When students are ready to start, give them their individual code to input under **STUDENT SIGN-IN**
- **Once** the student has finished the Bee, teachers must **VERIFY** the student completed the Bee under the Terms and Conditions of the Competition and did not cheat by using any devices or tools to assist their spelling. This verification must take place before the close of the Competition round.
- **Print** out the Participation certificate from the Spelling Bee Teacher dashboard, fill in, and hand to your students who took part.
- **Check** your email and Teacher dashboard for notification of those students who have progressed to finals.
- **For more details** about How the Competition Works, read **THE HOW IT WORKS** section on the homepage or the Full Terms and Conditions (link at bottom of Spelling Bee homepage).