

# University of Toronto National Biology Competition

## Instructions for Proctors

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### 1. Before Exam Day

- **Make a note of your proctor key:** The competition coordinator/proctor should log in to <https://bioexplorerchallenge.com/school>, click on “Competition Registrations” at the top of the page followed by “My Competition Registrations” on the left of the screen. You can find your proctor key for the specific competition you are entering here.

**Do not share this key with anyone** (other than the main exam proctor if that is not yourself).

The screenshot shows the 'Bio Explorer Challenge' website. The main navigation bar includes 'Competition Registrations' and 'Registered Students'. Below the navigation, there is a search bar and a table of registered competitions. The table has columns for 'Competition Title', 'School Seats', 'Student Key', 'Proctor Key', and 'Date'. The 'Proctor Key' for the 'Demo 2024 Competition' is circled in pink.

Competition Title	School Seats	Student Key	Proctor Key	Date
Demo 2024 Competition	3	jjy0ma0sBh5gXq6iEPaaTX73Ao	E8znKPGUs_dhwqSdLVX_7ZjuHxw	Mon Apr 6

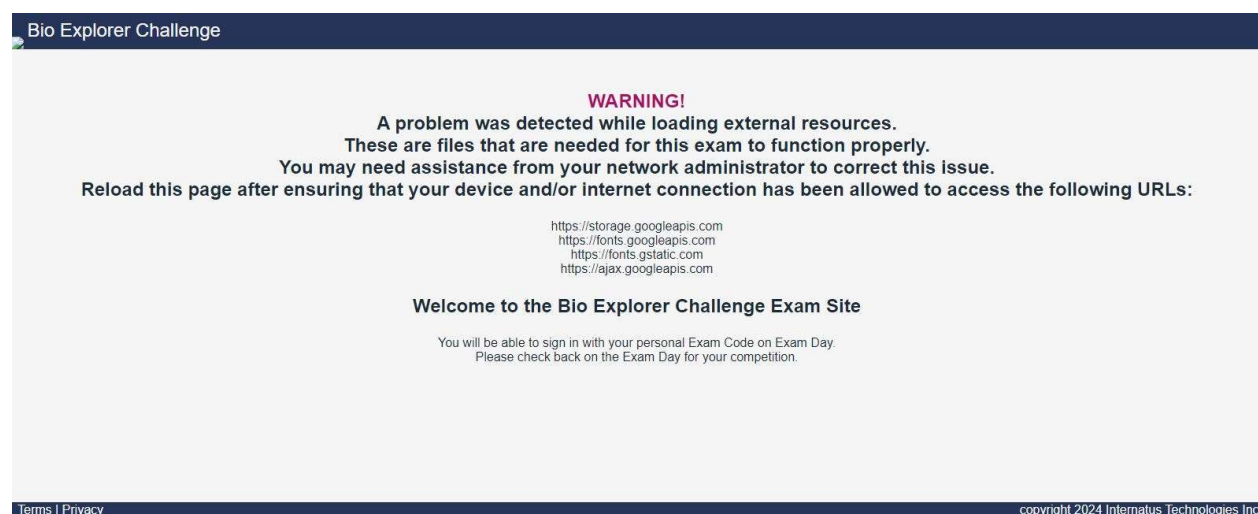
- **Create a list of registered students and their exam codes (Do not distribute student codes until just prior to the exam – more instructions in the next section):** The competition coordinator/proctor should log in to <https://bioexplorerchallenge.com/school>, click on “Registered Students” at the top of the page followed by “My Students” on the left of the screen. Then click the “Download CSV” button on the top right of the screen. This will produce an excel file where you can delete all other columns except “Student Name”, “Student Email” and “Student Exam Code.”

The screenshot shows the 'Registered Students' page. The main navigation bar includes 'Competition Registrations' and 'Registered Students'. Below the navigation, there is a search bar and a table of registered students. The table has columns for 'Competition Title', 'Student Name', 'Student Email', 'Student Exam Code', 'Score Final', 'Submission ID', 'School ID', 'Competition ID', and 'Student ID'. The 'Download CSV' button is circled in pink, and the 'Student Name', 'Student Email', and 'Student Exam Code' columns are also circled in pink.

Competition Title	Student Name	Student Email	Student Exam Code	Score Final	Submission ID	School ID	Competition ID	Student ID
Demo 2024 Competition	Test Person		2D76ZF	-	5835936407486464	6443421279453184	4622987512774656	177IQzghbd
Demo 2024 Competition	Tara McDonnell		C4ZKTD	-	6673583040364544	6443421279453184	4622987512774656	f53yPOevf

- **Technical Requirements:**
  - a) Ensure all students will have access to a computer that runs any one of the following browsers: Chrome, Firefox, Edge or Safari. Ensure each exam device only has a single display screen attached. At most 1 monitor or 1 built-in laptop display can be connected to each device. Additional monitors must be unplugged from the device.
  - b) **Ensure the following site is whitelisted** by your school's internet security protocol and that it works on a student computer: <https://bioexplorerchallenge.com/exam>
    - a. If this link does not work, please contact your school IT staff immediately (Please let them know the above sites are required to be whitelisted; bioexplorerchallenge.com, googleapis.com (allow all subdomains), gstatic.com (allow all subdomains)).
  - c) Complete this survey to confirm you have performed the above steps.

An image of the error message you may see is below:



## 2. Exam day

### 2.1 Getting Started

#### ~1 hour before the exam:

Ensure the exam room is adequately prepared: As the Competition Coordinator in your school, your role in establishing optimal test conditions is of the utmost importance. Since classrooms may be used as exam rooms, please be sure that no charts, posters, etc., of a biological nature are evident. Make every effort to avoid disturbances. Turn off intercoms and place an “Exam in Progress” sign on the exam room door.

#### ~ 15min before the exam:

Proctor Login: Once the global exam window opens (10am ET, April 18 2024), you can use the link <https://bioexplorerchallenge.com/proctor>. This will bring you to the login page shown below. Here you must select the competition and enter your proctor key (from the section above). Prior to the exam window you will not be able to login.

The screenshot shows the login page for the Bio Explorer Challenge Proctor Site. At the top, it says "Welcome to the Bio Explorer Challenge Proctor Site". Below this, there is a dropdown menu labeled "Select a competition to sign in for:" with the text "-- Select a Competition --". Underneath is a text input field labeled "Enter your Proctor Key:". A small line of text below the input field reads: "By registering your school for the NBC, and signing in as a Proctor, you acknowledge that you agree to follow the procedures described in this Terms or Service." The main content area is titled "Exam Preparation" and contains several bullet points: "- The Competition Office will not refund the registration fee for students who fail to write the exam. Please contact us at nbc.csb@utoronto.ca if you or your students encounter technical issues while registering for the competition." "- Students in grades 9-12 attending an accredited in-person school are classified as official contestants and are eligible for individual awards and the team competition. Students in their first year of CEGEP in Quebec are also eligible." "- All participating students in your school must write the exam as one group. The exam must begin on April 18. Students who finish the exam early can leave only after 50 minutes have passed since the exam started." "- The multiple-choice questions on the exam are confidential. No one should examine any questions except the participants in the competition while they take the exam, nor should anyone copy these questions or make notes about them at any time during the exam." "- It is assumed that in almost all cases you (the Competition Coordinator) will be the person proctoring the exam. If this is not possible, you should select a responsible adult who is a member of the staff of your school. If students will be writing the exam in more than one room, then a proctor is required for each room. If more than 30 students will be writing in one room, then you should have an additional proctor to assist you. An assistant should also be available to accompany students to the washroom." "- Since classrooms may be used as exam rooms, please be sure that no charts, posters, etc., of a biological nature are evident. If the room is not equipped with a wall clock that is clearly visible to all students, the time remaining should be posted at regular intervals." Below the "Exam Preparation" section is another section titled "Exam Security and Misconduct". At the bottom of the page is a blue button labeled "SIGN IN".

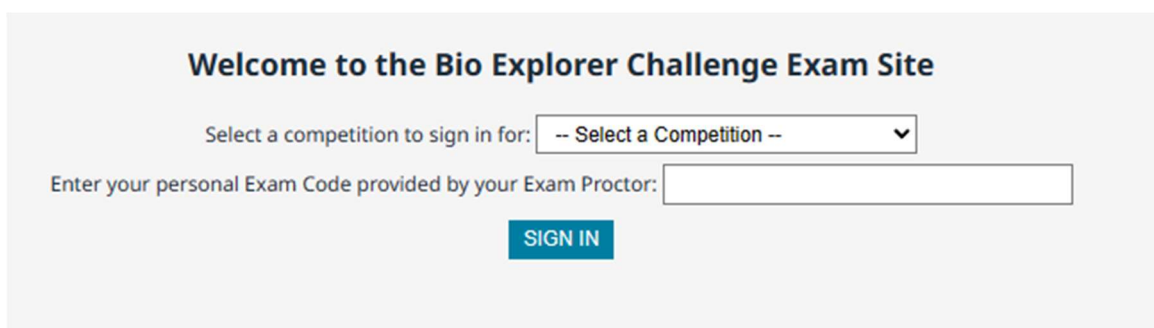
Once you login, you will be taken to the proctor page which will resemble the one below. Read all the instructions on the page to remind you. These steps are replicated below for you to read before exam day.

The screenshot shows the "Welcome to the Bio Explorer Challenge Proctor Dashboard". At the top, it says "Welcome to the Bio Explorer Challenge Proctor Dashboard". Below this, there is a section titled "ATTENTION:" with the following text: "To ensure your students get the full Exam Duration, start your school's exam at least 75 minutes before the Competition End Time: Tue Apr 30 2024 16:45:00 GMT-0400 (Eastern Daylight Time) At which time the competition will officially be over and ALL Proctors and Students will lose access to this exam." Below this, there is a text input field for the Proctor Key and a blue button labeled "REFRESH". The next section is titled "Step 1:" and contains the following text: "Please hand out each student's unique Exam Code. If needed, you can use the below Print Exam Codes button to get a print friendly list of all your Student's Exam Codes along with their Names and Emails. It is recommended to stack and cut the printed page(s) into individual slips that can be handed to each Student." Below this is a blue button labeled "PRINT EXAM CODES". The next section is titled "Step 2:" and contains the following text: "Please read and ensure that you and your Students follow our Exam Rules & Instructions." Below this is a blue button labeled "EXAM RULES & INSTRUCTIONS".

## ~10min before the exam:

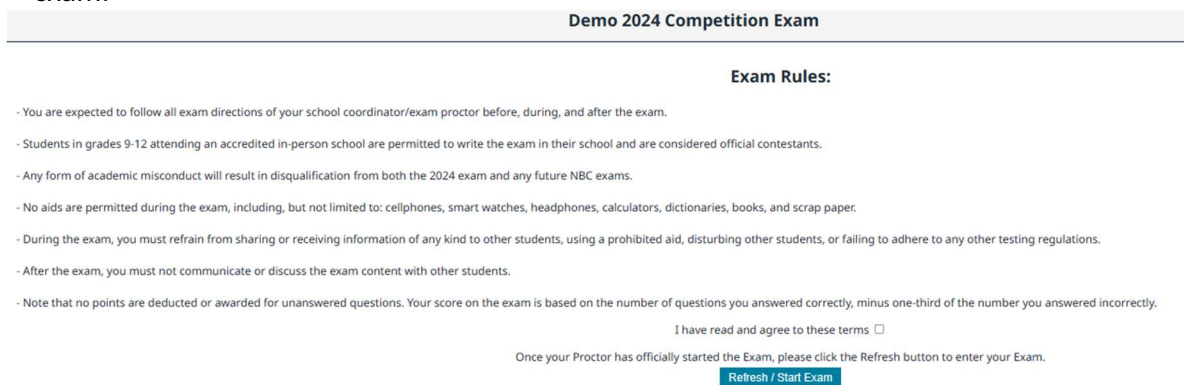
### Letting students into the room:

1. Admit to the exam only registered students for whom you have complete sets of exam materials. If you are administering an exam to a student not known to you, confirm his or her identity by requesting a photo ID. Use more than one room if necessary, with at least one proctor in charge of each additional room. *Seating recommendations:* Allow at least 1.5 metres between students. Seat them directly behind but not directly beside each other. Students should be randomly assigned to seats within the exam room and should all face the same direction. Students should not be permitted to select their own seats.
2. Once students are seated, direct them to the exam site, which will resemble the image below: <https://bioexplorerchallenge.com/exam>



The screenshot shows the login page for the Bio Explorer Challenge Exam Site. At the top, it says "Welcome to the Bio Explorer Challenge Exam Site". Below that, there is a dropdown menu labeled "Select a competition to sign in for:" with the option "-- Select a Competition --". Underneath the dropdown is a text input field labeled "Enter your personal Exam Code provided by your Exam Proctor:". Below the input field is a blue button labeled "SIGN IN".

3. You can now distribute each student's unique exam code and have them enter the site. Once logged in, they will be taken to waiting room where they will remain until you start the exam:



The screenshot shows the "Demo 2024 Competition Exam" page. At the top, it says "Demo 2024 Competition Exam". Below that, there is a section titled "Exam Rules:" with a list of rules. The rules are: "You are expected to follow all exam directions of your school coordinator/exam proctor before, during, and after the exam.", "Students in grades 9-12 attending an accredited in-person school are permitted to write the exam in their school and are considered official contestants.", "Any form of academic misconduct will result in disqualification from both the 2024 exam and any future NBC exams.", "No aids are permitted during the exam, including, but not limited to: cellphones, smart watches, headphones, calculators, dictionaries, books, and scrap paper.", "During the exam, you must refrain from sharing or receiving information of any kind to other students, using a prohibited aid, disturbing other students, or failing to adhere to any other testing regulations.", "After the exam, you must not communicate or discuss the exam content with other students.", "Note that no points are deducted or awarded for unanswered questions. Your score on the exam is based on the number of questions you answered correctly, minus one-third of the number you answered incorrectly." Below the rules, there is a checkbox labeled "I have read and agree to these terms". Below the checkbox, there is a line of text: "Once your Proctor has officially started the Exam, please click the Refresh button to enter your Exam." Below the text is a blue button labeled "Refresh / Start Exam".

4. Scroll to the bottom of your proctor page to find a table of registered students, which also contains a column displaying "Sign In Time." Click the "Refresh" button embedded in the page to get an updated record of student logins. **Make sure all students in the room have successfully logged in. Warning: use the refresh button embedded in the page. If you click your browser's refresh button, it will log you out and you will have to log back in.**
5. **Before starting the exam, please read aloud the following instructions verbatim. Doing so will ensure that students in all participating schools receive the same information.**

**When ellipses (...) appear in the text, pause to allow time for the students to follow the instructions. (these instructions are also on the proctor page):**

*If you have any books, dictionaries, scratch paper, notes, rulers, cellphones, or calculators with you, put them under your chair now.... Place any bags and backpacks that are not already at the front of the room on the floor beneath your chair. Please do not open them until the exam is over.... Eating and drinking are not permitted. Please raise your hand during the exam if you need to go to the washroom, or if you need to leave the room for any emergency, including illness, or if you finish the exam early.*

*Important reminder about how your exam score is calculated: Your score on the exam is based on the number of questions you answered correctly minus one-third of the number you answered incorrectly. It is improbable that guessing will improve your score (it is more likely to lower your score). No points are deducted if you select the “I don’t know the answer” option. However, if you are not sure of the correct answer but have some knowledge of the question and are able to eliminate one or more of the answer choices, then your chance of getting the right answer is improved, and it may be advantageous to answer such a question.*

6. Once you are satisfied that all students have logged in and you are ready to start the exam, you can click “Start exam.” **Once this button is pressed, the timer will begin and cannot be reversed – therefore, only click this button when you are completely prepared to start the exam!**

You will then be able to view the start and end time of your exam.

**Exam Started**

Please inform your students to begin their exams. All Students must complete submitting their answers by the Exam End Time or Competition End Time, whichever is sooner.

**Exam Start Time:** Mon Apr 08 2024 13:30:20 GMT-0400 (Eastern Daylight Time)

**Exam End Time:** Wed May 08 2024 15:40:20 GMT-0400 (Eastern Daylight Time)

[REFRESH](#)

7. Advise the students to refresh their page (using the embedded refresh button, not the browser refresh button). This will take them to the exam:

**Demo 2024 Competition Exam**

[Refresh Page](#)

**End Time:**  
Wed May 08 2024  
15:40:20 GMT-0400  
(Eastern Daylight  
Time)

**Welcome to the Demo 2024 Competition Exam**

Important reminder about how your exam score is calculated:

1. All questions are worth 1 point each.
2. No points are deducted or awarded for unanswered questions.
3. Your score on the exam is based on the number of questions you answered correctly minus one-third of the number you answered incorrectly.

**Note:**  
It is improbable that guessing will improve your score (it is more likely to lower your score). However, if you are not sure of the correct answer but have some knowledge of the question and are able to eliminate one or more of the answer choices, then your chance of getting the right answer is improved, and it may be advantageous to answer such a question.

To get started, please pick a question from the left hand menu.  
Make sure to submit all of your answers before the End Time shown in the top right hand corner.  
Good Luck!

## 2.2 During the exam:

### Key Proctor Steps:

- During the exam, a student may leave the exam room to use a washroom only if accompanied by a proctor. They should either hit the “refresh page” button, log out, or click on the summary page so that other students may not look at their exam. A proctor must be present in the exam room at all times.
- During the exam, frequently walk among the aisles to guard against any misconduct. Please do not read, eat, correct papers, engage in conversation, or perform any activity that is not related to exam administration.
- Do not supply students with any additional information. Do not explain answers.
- Students who finish the exam early must remain seated in the exam room until the exam ends.** No student should leave the exam room early! (Once a student has the exam code they could log in from somewhere else before the exam has concluded).

### Exam Layout:

An example layout is shown below.

- The start and end time for the exam are displayed in the top left and top right of the screen, respectively.
- The questions are displayed one the left-hand side. A checkmark indicates the student has submitted an answer for that question, while an empty check box means they have not yet answered that question. NOTE: question order is randomised for each student to prevent academic misconduct.
- Students click on a question name on the left, which brings up that question. Next they select an appropriate answer and click submit. NOTE: students can come back at any time to change and resubmit their answer for any question until the exam has concluded.

The screenshot displays the 'Bio Explorer Challenge' exam interface. At the top, the title 'Bio Explorer Challenge' is on the left, and 'Yin Chen' is on the right. Below the title, the 'Start Time' is 'Mon Apr 08 2024 13:30:20 GMT-0400 (Eastern Daylight Time)' and the 'End Time' is 'Wed May 08 2024 15:40:20 GMT-0400 (Eastern Daylight Time)'. The main header is 'Demo 2024 Competition Exam' with a 'Refresh Page' button. On the left, a list of questions is shown with checkboxes: Question 3 (checked), Question 4 (checked), Question 5 (checked), Question 12 (unchecked), Question 2 (checked), Question 6 (checked), Question 7 (checked), Question 1 (checked), Question 8 (checked), Question 10 (checked), and Summary (unchecked). The main content area shows 'Question 3' with the text: 'A farmer is having a problem getting her tomato seeds to germinate. Which strategy has the best chance to help the seeds germinate?'. Below this are four radio button options: 'Increase carbon dioxide concentrations', 'Increase the intensity of blue light', 'Dehydrate the seeds', and 'Apply gibberellins ANSWER'. The 'Apply gibberellins ANSWER' option is selected. Below the options is a text input field containing 'Apply auxin'. At the bottom of the question area is a 'Submit' button and the text 'Selection Saved'.

### Completing the exam:

- **Students must select an answer for every question.** There is an “I don’t know” option that can be selected to ensure that the check mark appears for that question, without losing marks for choosing the wrong answer
- If a student accidentally closes the browser, refreshes using the browser refresh button, or logs out, they can re-enter the exam page by going back to the link (<https://bioexplorerchallenge.com/exam>) and entering their student code. Any submitted answers will be saved.
- **Once a student reaches the end of the exam, they can click “summary” below the last question which will show one of two options; depending on whether they have submitted an answer for every questions. Once students have answered every question, they do not need to do anything else other than logout. All answers will be saved.**
- **Once your exam end time is reached (or the global exam windows closes, whichever is sooner), all students will be automatically logged out and will not be able to re-enter the exam.**

### **3. Exam Security & Misconduct**

The scores of all students can be comparable only if the exams are administered in a uniform manner with uniform instructions. No student should experience an advantage or disadvantage of any kind. It is your responsibility to ensure that exam security measures are taken to assure that all students are given the same opportunity to demonstrate their abilities and to prevent some students from gaining an unfair advantage over others because of testing irregularities or improper conduct. A breach of security at your school might result in the invalidation of exam scores for individual students or for the entire school. The Competition Office reserves the right to cancel any exam score if a student engages in misconduct, if there is an irregularity in the administration of the exam, or if the Competition Office believes there is reason to question a score’s validity.

After you have issued a warning, you may dismiss a student from the exam who persists in violating instructions or procedures, such as: giving or receiving information of any kind, using a prohibited aid, disturbing other students, looking through the question paper before the exam begins, working longer than the time permitted for the exam, or refusing to adhere to any other testing regulations. Report any irregularities regarding security or misconduct to us. If you suspect a student of misconduct, also report their name.

### **4. Results & Awards**

Results will be released by mid-late May. School administrators will be notified once grades are released. Students will be able to see their grade and any awards received using their login <https://bioexplorerchallenge.com/student> and the school NBC administrator will be able to see all student results using their login <https://bioexplorerchallenge.com/school>.