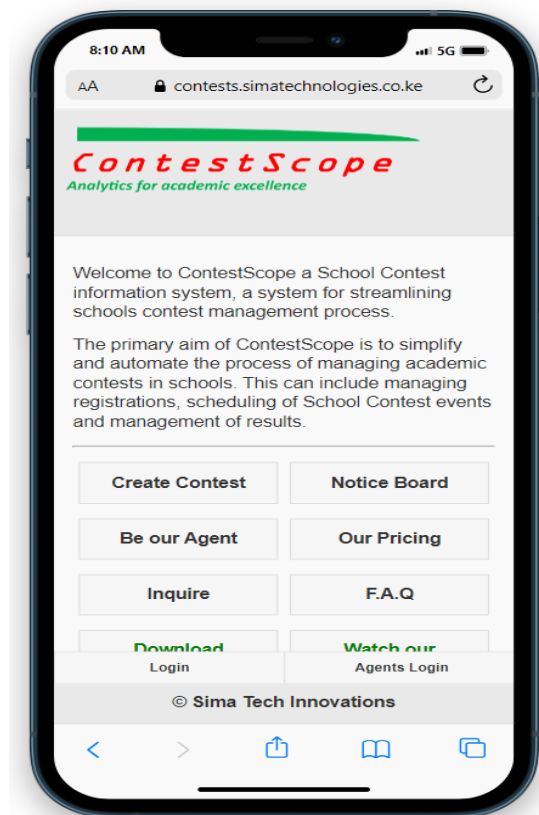




GETTING STARTED WITH CONTESTSCOPE

AN INTRODUCTION FOR SCHOOL CONTEST ADMINISTRATORS



PREFACE

Welcome to the School Contest Administration Guide for Contestscope Software. This guide is designed to provide comprehensive instructions and insights into effectively managing and analyzing school contests using the Contestscope platform. Whether you are a seasoned educator or a novice in contest administration, this guide will equip you with the necessary tools and knowledge to ensure a smooth and efficient contest experience.

Contestscope was developed to address the challenges faced by schools in organizing and analyzing contests. It aims to streamline the process, enhance accuracy, and provide valuable insights through robust data analysis.

This guide will walk you through the features, functionalities, and best practices for utilizing Contestscope to its full potential.

ACKNOWLEDGMENTS

I would like to express my deepest gratitude to my wife, Mary, for her unwavering support and encouragement during the system design and analysis phases. Her patience, understanding, and belief in my vision were invaluable in bringing Contestscope to life.

I am also profoundly grateful to Mr. Thuo, Monica Mwangi, the Head of Mathematics at Githunguri Girls, and Gaichanjiru High School for their support and trust in me. Their willingness to allow me to analyze the contests in their schools ensured that my software was robust and effective. Their feedback and collaboration were crucial in refining Contestscope, making it a reliable tool for educators.

Thank you all for your contributions and support. This guide is a testament to our collective efforts and dedication to improving the educational experience for students and teachers alike.

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SPECIAL INSTRUCTIONS ON ADMINISTERING OF SCHOOL CONTESTS

Contest Rooms Preparation

1. Room Allocation:

Assign rooms according to the subjects being contested.

Ensure each room is clearly labeled with the subject name.

2. Seating Arrangement:

Arrange desks and chairs to accommodate all participants comfortably.

Ensure there is enough space between teams to prevent any form of communication during the contest.

3. Stationery and Supplies:

Provide necessary stationery like pens, pencils, erasers, and additional paper.

Ensure each room has a clock visible to all participants.

4. Supervision:

Assign invigilators to each room who will oversee the contest, ensuring adherence to rules and maintaining discipline.

5. Instructions for Participants:

Clearly display contest rules and time limits.

Provide instructions on how participants should answer questions.

Instructions for Teachers administering contests

1. Preparing Envelopes:

Pack scripts for each team in envelopes labeled with the team's name and subject and the names participants of the team.

Marks collection score sheet should be attached on top of the envelope.

2. Distribution of Envelopes

Ensure each teacher collects the correct envelopes for their assigned room.

Double-check the labels to avoid any mix-up.

3. During the Contest:

Distribute the envelopes to the respective teams at the start of the contest.

Instruct teams to not open the envelopes until given the signal to start.

4. Collecting Scripts

At the end of the contest, collect all scripts and place them back into the envelopes.

Ensure the marks collection score sheet is filled out correctly with the team's scores.

5. Returning Envelopes:

Return the envelopes to the central collection point promptly.

Confirm that all envelopes have been returned and are correctly labeled.

Additional Tips

Pre-Contest Briefing:

Conduct a briefing session for all teachers and invigilators to ensure everyone understands their roles and responsibilities.

Signage:

-Use clear signage to direct participants to their respective rooms.

Emergency Protocols:

-Brief all teachers on emergency protocols and ensure first aid kits are available in case of any incidents.

By following these instructions, you can ensure a smooth and organized contest environment, allowing both participants and teachers to focus on the competition itself.

INTRODUCTION TO CONTESTSCOPE

ContestScope is an innovative web application designed to bring excitement and engagement to your contests and competitions. ContestScope is here to help with streamlining the entire school contest process, from planning and promotion to participant management and winner selection.

With ContestScope, you can effortlessly create and manage various types of contests, attracting

participants from schools. Our user-friendly interface ensures a seamless experience for both organizers and participants, making it easy to navigate through the app's features.

As an organizer, you'll have complete control over your contest settings, including entry requirements and judging criteria.

ContestScope encourages healthy competition and community building, fostering a vibrant and dynamic academic environment.

Our analytics and reporting tools provide valuable insights into your contests, allowing you to monitor participant engagement, evaluate the success of your promotional efforts, and make data-driven decisions. With ContestScope, you can maximize the impact of your contests and ensure a fair and transparent outcome.

We are thrilled to have you on board and look forward to supporting your journey in creating memorable contests that captivate audiences. Let's bring your vision to life with ContestScope!

THE URL AND HOME PAGE

This web app can be accessed at <http://contests.simatechnologies.co.ke/> using google chrome, ms edge or internet explorer or using a smartphone browsers. The system is built to run well on desktop, tablets and smartphone.

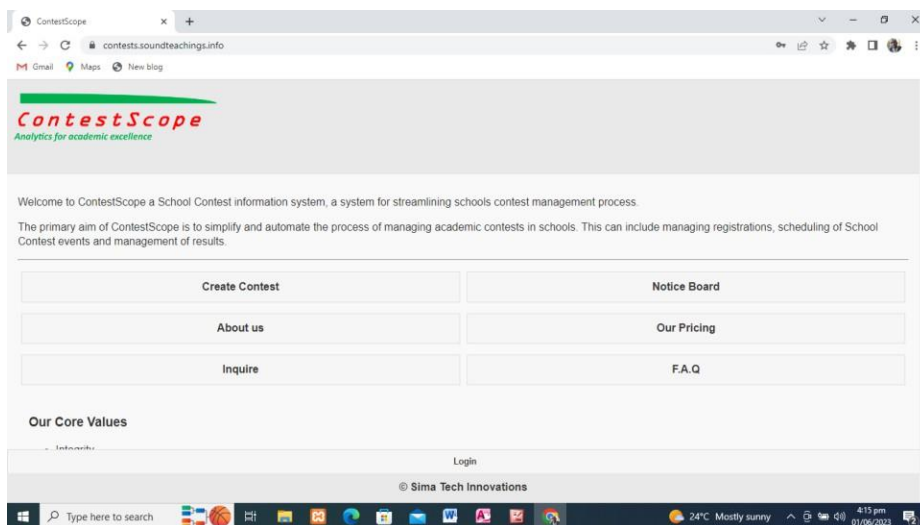


Figure 2: Home page on desktop

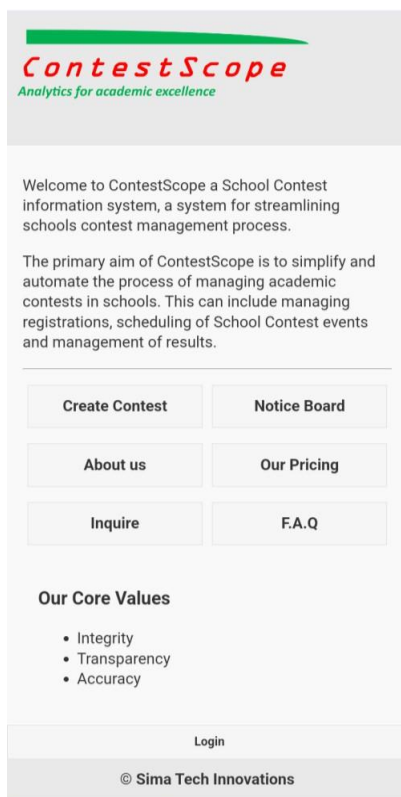


Figure 3: Home on Mobile

ADMINISTRATORS

1. Contest Admin

This is the user who creates an instance of a contest. He/She may be the subject Head, Head of Department or any other teacher mandated to do so.

The role of Admin is as follows:

- Creating a contest, setting all the parameters such as subjects, 'Out of' and the number of participants per class.
- Nomination of registrars.
- Nomination of scores Editors.

2. Registrar

Basically the department of registrar deals with Registration of schools, Registration of teams/set and registration of the participants. This department avails school number and team number as generated by the system. This numbers enable the administration and marking of the tests to be easy and fair.

3. Scores Editor

After registration and marking, the score editors will key in the scores from the marking centre,

the scores will have been written in a system generated score collection sheets.

Creating a New Contest

The diagram illustrates the process of creating a new contest. It starts with the ContestScope home page, which features a 'Create Contest' button. A blue arrow points from this button to a second screen titled 'Create your School Contest event'. This second screen contains a form for entering event details, including School Name, Your Contact (telephone and email), Contest Description, and Date. The form also includes 'Submit Details' and 'Reset' buttons. A blue arrow points from the 'Create Contest' button on the home page to the 'Create your School Contest event' form.

ContestScope
Analytics for academic excellence

Welcome to ContestScope a School Contest Information system, a system for streamlining schools contest management process.

The primary aim of ContestScope is to simplify and automate the process of managing academic contests in schools. This can include managing registrations, scheduling of School Contest events and management of results.

Create Contest **Notice Board**

About us **Our Pricing**

Inquire **F.A.Q**

Our Core Values

- Integrity
- Transparency
- Accuracy

Login

© Sima Tech Innovations

Create your School Contest event

Fill your Event Details in the form below and submit to us. We will reach out to you for more details before publishing your event

School Name:

Your Contact:

Email:

Contest Description:

Date:

Submit Details **Reset**

Back **Home**

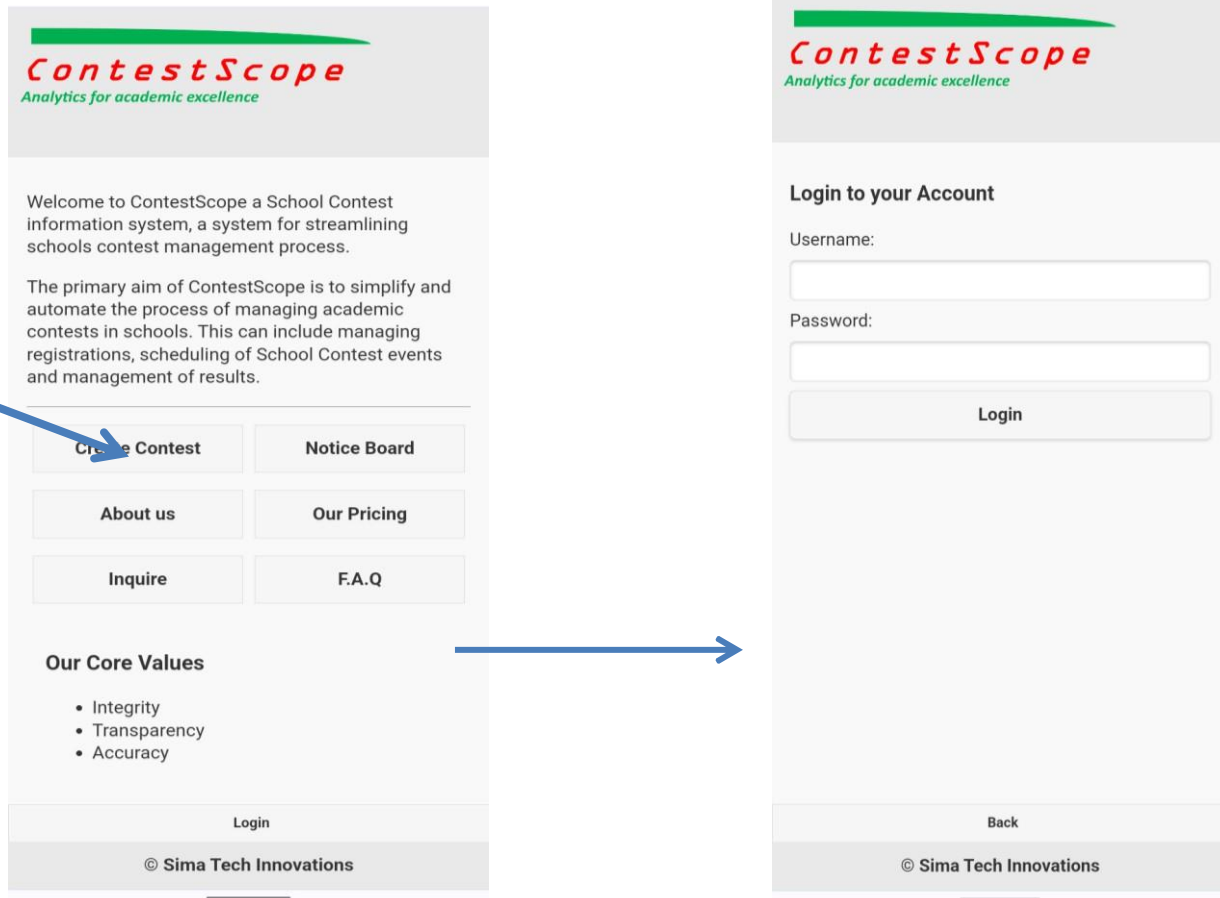
© Sima Tech Innovations

Creation of a new contest can be initiated on the home page button clicking Create Contest button on the home page (shown above). This will send a message to the System admin, who will be able to

activate the contest and create the account for the Contest admin. Once the account is created the Login credentials are pushed to the contest admin via a short Message Service to the telephone number he/ she nominates.

Logging In

The login button is location at the lowest part of the home page.

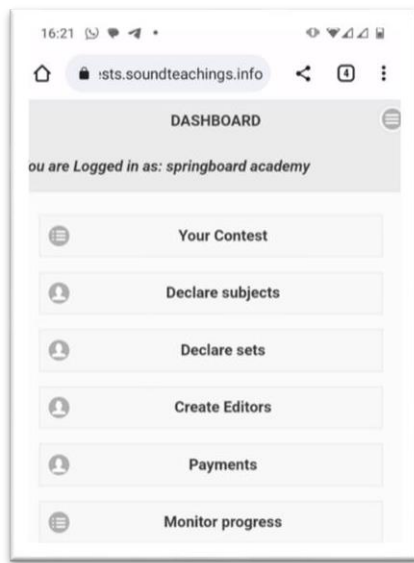


Contest admin will be require to use the credentials sent via SMS for a successful login. The users are advised to change the password to secure their accounts.

Dashboard Overview

After successful Login the Contest admin will be directed to a Dashboard interface similar to the following.

On the dashboard the user can Declare subjects, declare the composition of a team/set, create/nominates Registrar and scores editor. The login credentials will be sent to the new nominees phone via SMS....



The Role of Contest Admin

1. Managing Subjects

Contest admin can be in a position to declare subjects of the contest. The system can support single-subject contest or multi-subject contest

 A screenshot of the 'Set parameters' screen in the mobile application. The top status bar shows the time as 16:21. The browser address bar displays 'sts.soundteachings.info'. The main header is 'Set parameters'. Below the header, a message states 'Add at least one subject'. A form field for 'Subject Name:' contains a dropdown menu with the text 'Select Subject' and a downward arrow. Below the form field is a 'Save details' button. At the bottom, a section titled 'Declared Subjects' contains a list of subjects:

#	Subject Name
1	Chemistry
2	Physics
3	Biology

2. Contest Settings

It is important to declare the composition of a set in a contest ie number of participants in every class.

The system will also require out of parameters like 50, 70 etc this will aid in analysis of marks for example 50/70 for a test out of 70. Sometime the out of marks can vary from class to class.

Create Set

You are required to declare the number of participants per form per subject. If you are not intending to present any students in a particular Form enter number as 0.

Form 4

Form 3

Form 2

Form 1

Out of

Save details

You have the following setting for your Contest Sets:

14 participants comprising of the following:

1. Number in Form 4: 6

2. Number in Form 3: 4

Main Menu

Back

Logout

The role of Registrar

1. Registration of schools

A School register for the contest by name and by category. Categories ranges from National, Extra county, County, sub County to Private.

Once a school is registered, a unique identifier (code) of that school in that contest is generated. Eg N/01 for the first National School, where N is the first letter of the word National. The second County school would be given a code C/02.

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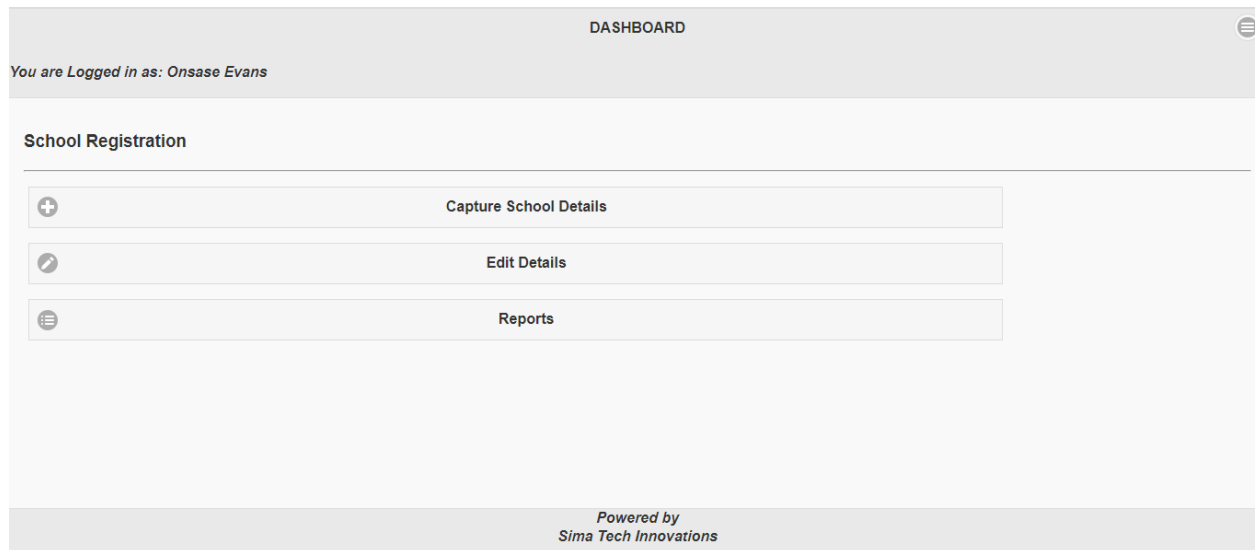


Figure 4: registrar dashboard

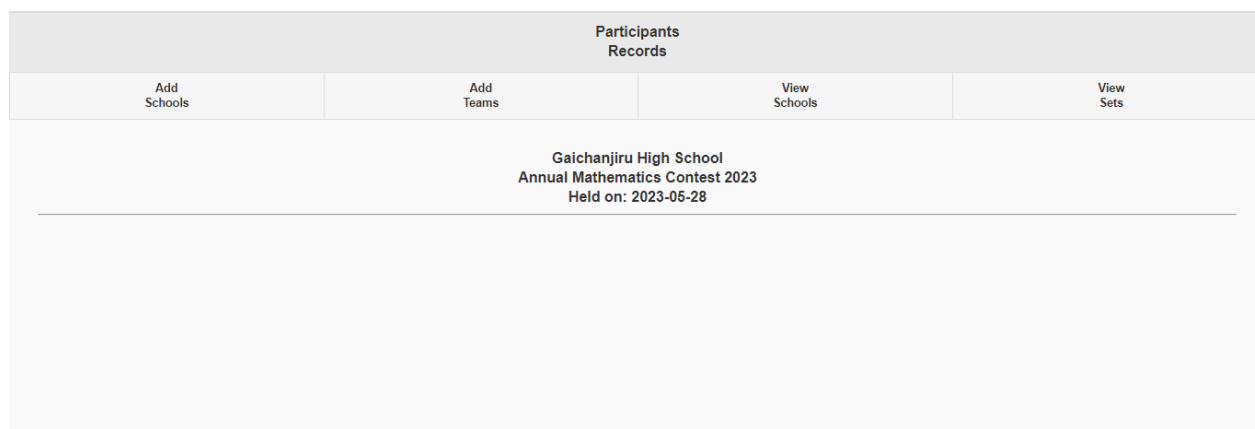


Figure 5: Registrar actions

Once the Registrar login. He/she will have options to register schools, create sets and populate sets with the participants. There is option to view school registred and the sets/team created.

Participants Records			
Add Schools	Add Teams	View Schools	View Sets
Gaichanjiru High School Annual Mathematics Contest 2023 Held on: 2023-05-28			
School Registration School Name School Category Select category  Save details			

Figure 6: School Registration interface

2. Creation of teams/sets

This is accessed by clicking on add team tab.

Participants Records			
Add Schools	Add Teams	View Schools	View Sets
Gaichanjiru High School Annual Mathematics Contest 2023 Held on: 2023-05-28			

These will bring the following interface.

[Home](#)
[About](#)
[Contact](#)

Participants Records			
Add Schools	Add Teams	View Schools	View Sets
Gaichanjiru High School Annual Mathematics Contest 2023 Held on: 2023-05-28			
Capture members of a Set School Select School Subject Select Subject Save details			

Figure 7: Sets/teams creation interface

On clicking view set tab, the system will display all the teams registered as shown below:

[Gmail](#)
[Maps](#)
[New blog](#)

88	E/11/02	Mathematics	GITUGI GIRLS	Group Full: View
89	E/11/03	Mathematics	GITUGI GIRLS	Group Full: View
90	E/11/04	Mathematics	GITUGI GIRLS	Group Full: View
91	E/12/01	Mathematics	RUCHU GIRLS	Group Full: View
92	E/12/02	Mathematics	RUCHU GIRLS	Group Full: View
93	E/12/03	Mathematics	RUCHU GIRLS	Group Full: View
94	E/12/04	Mathematics	RUCHU GIRLS	Group Full: View
95	N/01/01	Mathematics	NJIIRI HIGH SCHOOL	0 Add 10 students

[Main Menu](#)
[Back](#)
[Logout](#)

Registrar can be in a position to add participant to a newly created team/set and also view the list of the registered members.

Enter records one by one

Names	Gender	Class	
1.		Gender ▼	class ▼ Save
2.		Gender ▼	class ▼ Save
3.		Gender ▼	class ▼ Save
4.		Gender ▼	class ▼ Save
5.		Gender ▼	class ▼ Save
6.		Gender ▼	class ▼ Save
7.		Gender ▼	class ▼ Save

Main Menu Back Logout

Participant capture interface will provide slots according to the teams setting as declared by the contest admin. **If a team is made up of 6 form 4 and 4 form 3 totalling to 10 there will be ten slots.** As a participant is added these slots reduces by one and so on.

The role of Scores editor

1. Score capture/edit

This fuction can only be accomplished by the scores editor who has been nominated by the contest admin. Here is the admin for the score editor.

You are Logged in as: Mr kabiga

Gaichanjiru High School
Annual Mathematics Contest 2023
Held on: 2023-05-28

Manage Scores

 Capture Marks

Powered by
Sima Tech Innovations

(c) 2023

Figure 8: Score Editor interface

Capture/Edit Scores					
Extra county					
E/01/01:Gaichanjiru High School					
class					
Score/60					
1.	John Thuo Njeri	4	56.0	Edit	
2.	Josemartin Njuguna	4	27.0	Edit	
3.	Kelvin Chege Muthoni	4	12.0	Edit	
4.	Joseph Wambugu Maina	4	33.0	Edit	
5.	Wallace Eliud Gitau	3	17.0	Edit	
6.	Simon Mbaruku	3	6.0	Edit	
Main Menu		Back		Logout	

Figure 9:Score Capture/Edit interface

Further roles of contest admin

1. Progress monitoring

The contest admin can be able to monitor the progress of the contest event in terms of percentage.



Gaichanjiru High School
Annual Mathematics Contest 2023

PROGRESS SUMMARY

100.0% complete

You data capture is complete. Your pay is now calculated as follows:

Ksh.3410

Payment

Ensure you have Ksh 3410 in your Mpesa Account

Enter your Mpesa Number:

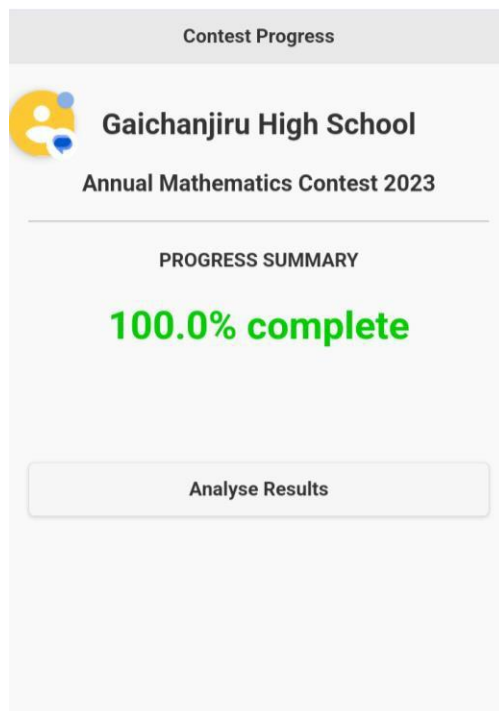
The progress will start from 0.0% before capturing of marks and proceed until it reaches 100.0% when all scores are captured.

2. Payment

At 100% progress, the invoice will be generated, and payment form displayed the payment can be made via Mpesa mobile money payment gateway. The admin will be required to enter his Mpesa Number and press pay button.

Payment is initiated by the system where the contest admin will receive a prompt from Mpesa to enter the pin.

After receiving Payment confirmation SMS, A refresh of the browser will display the following if at all the payment was successful.



3. Analysis

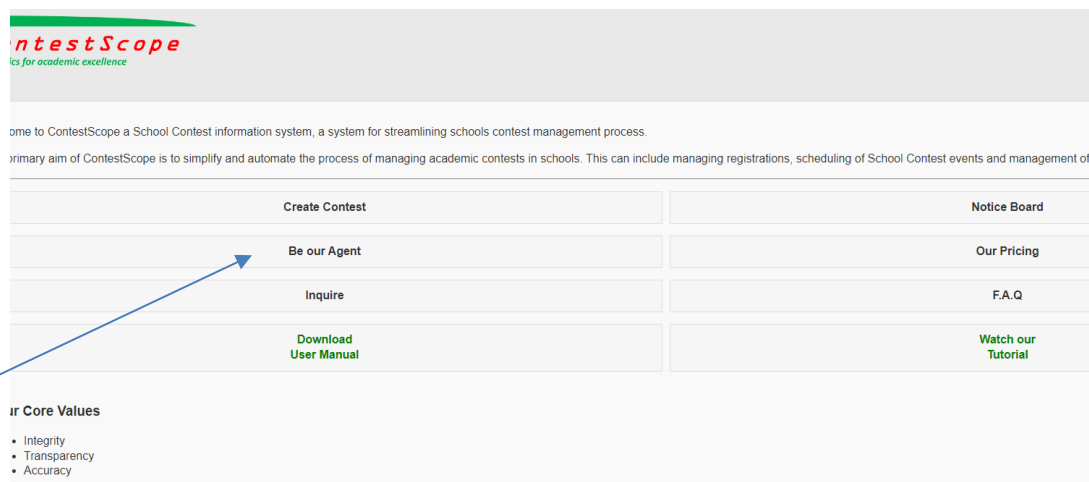
Once the analyse button is clicked. The system will generate printable merit lists.

CONTESTSCOPE AGENCY

ContestScope is a cutting-edge software tool designed to revolutionize contest analysis in schools. By providing detailed insights and analytics, ContestScope empowers educators to track student performance, identify strengths and weaknesses, and tailor their teaching strategies for optimal results. The platform's user-friendly interface and robust data capabilities make it an indispensable resource for schools committed to fostering academic excellence and nurturing talent.

To expand the reach of ContestScope, we are launching an agency model that invites teachers to join us as agents. This initiative allows educators to promote ContestScope's services within their networks, earning a commission for every successful subscription they secure. By participating in this venture, teachers not only gain a valuable income opportunity but also play a pivotal role in enhancing educational outcomes through advanced contest analysis. This collaborative approach aims to build a community of passionate educators dedicated to leveraging technology for the betterment of student achievement.

A teacher can apply to be an agent by clicking the button shown.



The screenshot displays the ContestScope website interface. At the top, the logo reads "ntestScope" with the tagline "ics for academic excellence". Below the header, a paragraph describes the system as a tool for streamlining school contest management. A navigation menu contains several links: "Create Contest", "Notice Board", "Be our Agent", "Our Pricing", "Inquire", "F.A.Q", "Download User Manual", and "Watch our Tutorial". A blue arrow points to the "Be our Agent" link. At the bottom left, the "Our Core Values" section lists "Integrity", "Transparency", and "Accuracy".

Create Contest	Notice Board
Be our Agent	Our Pricing
Inquire	F.A.Q
Download User Manual	Watch our Tutorial

Our Core Values

- Integrity
- Transparency
- Accuracy