

Checklist: Preparing for the contest

For the mixed (print/project) version of the test

A mixed version of the contest is also available: you download the questions and audio, then print or project them for your class, and your students answer on a printed sheet that you upload afterwards. Here are the key points to keep in mind so that everything runs smoothly.

Preparation

- ☐ If **necessary**, book a room with the school administration — some teachers may simply run the contest in their normal classroom.
- ☐ You'll get access to the **contest questions and the audio files** in your teacher account **two weeks before the contest start date**. You can download them there and **print the questionnaires and answer sheets** for every registered student. If you'd like to **project** the questions for the whole class rather than printing them, make sure you test this in your classroom ahead of time.
- ☐ Make sure you have a way to **play the audio** to the whole class. **Test your equipment well ahead of time**.
- ☐ **Let your students know about PLAY**, our free training app (practice is optional), and hand them the [Advice to students](#) sheet with our tips to prepare.

On the day of the contest

- ☐ Explain the rules to your students beforehand: the test is **strictly individual**, with **no assistance** and no dictionary or Internet for answers. Any breach means **disqualification**.
- ☐ Give each student a **printed questionnaire and answer sheet** (or run the session with the questions projected), and play the audio for the whole class at the right moment. Students have **45 minutes**, same as the online version.
- ☐ Collect all the answer sheets at the end of the session.

After the contest

- ☐ **Upload the completed answer sheets** to your teacher account as soon as possible, so your students' results can be calculated.
- ☐ **Provisional results**: available in the teacher account once processed. Spot an issue? Report it from your account, or check the [FAQ on thebigchallenge.com](#).

The Big Challenge team