



# ACADEMIC CHALLENGE

## 2025 Academic Challenge Host's Guide

School of Extended Learning  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920

[academic\\_challenge@eiu.edu](mailto:academic_challenge@eiu.edu)  
[https://castle.eiu.edu/academic\\_challenge](https://castle.eiu.edu/academic_challenge)

## Table of Contents

The Academic Challenge.....	3
<b>IMPORTANT 2025 COMPETITION UPDATES.....</b>	<b>4</b>
2025 Fees .....	4
Important Dates.....	5
Getting Started .....	6
Host Responsibilities.....	8
Preparing for the Competition .....	10
Calculator & Testing Rules.....	11
Participation Categories and Divisions .....	12
Advancement .....	13
Scoring .....	14
Exam Proctor Guidelines .....	16
Instructions for ACES Scoring Excel Workbook.....	18
Awards Ceremony .....	20
General Information.....	22
Frequently Asked Questions.....	23

## **The Academic Challenge**

Academic Challenge is a test-based competition hosted by The School of Extended Learning at Eastern Illinois University. Offered to high school students, subjects tested are biology, chemistry, computer science, engineering graphics, English, mathematics, and physics. More than 40 community colleges and universities in Illinois and Missouri provide sites for the tests. The tests, presented in a multiple-choice format, are designed to challenge the brightest high school students. Each student will have 40 minutes to complete tests that range in length from 30 to 80 questions.

The test material is drawn from high school senior and college freshman curricula to present a bridge between secondary and higher education. Tests are written by teams of faculty members at colleges and universities across the United States. Each team produces sets of tests that increase in level of difficulty in a progression from regional to sectional and state finals.

This guide is for the use of the Academic Challenge host sites. Additional information concerning the Academic Challenge program is available on the Academic Challenge website at the link below:

[https://castle.eiu.edu/academic\\_challenge/](https://castle.eiu.edu/academic_challenge/)

### **Guiding Philosophy of the Academic Challenge**

The goal of Academic Challenge is to acquaint high school students with the course content and the level of competition they will experience upon entering a science or engineering curriculum at the college or university level.

### **2025 Competition Dates**

**Regional Testing Window:** February 1-15, 2025

**Sectional Testing Window:** March 1-15, 2025

**State Testing Window:** April 14-17, 2025

## IMPORTANT 2025 COMPETITION UPDATES

1. All competitions will be held in person at locations organized by The School of Extended Learning. Remote competitions will only be considered due to inclement weather or other extenuating circumstances leading to the cancellation of an in-person event. We cannot offer online exam options to individuals unable to attend an in-person event. Online exams will only be offered if no in-person event is available.
2. The way in which individual medals are awarded to competitors whose raw scores tie for 1<sup>st</sup> through 5<sup>th</sup> place has been slightly altered from previous years. Please see p. 15 for more details. Please note, the change to how awards are distributed in the case of a tie *does not* affect the way individuals advance from competition to competition.
3. Roster changes must be submitted within the coach's site *no later* than 2 weeks before the scheduled competition window (i.e, February 1, March 1, April 14). Site hosts cannot accommodate last-minute substitutions or roster changes on the day of the competition. This is to help ensure a more accurate scoring process and the timely distribution of awards.
4. Starting in 2025, all team ribbons will be replaced with team certificates.
5. All team trophies, individual medals, and team certificates will be shipped to the in-person competition hosts. All awards will be distributed by those hosts. Any teams who win awards (i.e., individual medals, team trophies and certificates) *must* stay for the ceremony on the day of the competition to receive their awards. Winning teams who leave before they are recognized at the ceremony may request to have their awards shipped to them for an additional fee of \$50 per trophy, \$20 per 14 medals, and \$5 per 14 certificates. The School of Extended Learning will forward shipping invoices to the coach's school district. This additional shipping fee *does not* apply to schools that are forced to participate in a remote competition or have extenuating circumstances as determined by the site host.
6. JV students *may only* attend regional and sectional competitions. Many host spaces are limited. It is at the discretion of the regional and sectional hosts whether to allow JV participants. Please verify with the hosts before bringing JV participants.
7. Emails are sent to all coaches whose schools participated in the 2024 competition. If a school *did not* participate in 2024, or if a school has a new coach, they must send an email to [academic\\_challenge@eiu.edu](mailto:academic_challenge@eiu.edu) to request their school be registered for the competition, that they have a new coach, or that they have not received a password to the coach's site.

2025 Fees
Varsity and At-Large—\$25 per student
Junior Varsity (JV)—\$8 per student

Link for coaches to pay team fees: <https://tinyurl.com/25payaces>

## Important Dates

- September 2 Registration opens on website: [https://castle.eiu.edu/academic\\_challenge/](https://castle.eiu.edu/academic_challenge/)
- December 1 Deadline for competing schools and home-schooled individuals to register
- December 15 Registration fees due: <https://tinyrul.com/25payaces>
- February 1-15 Regional competition window\*
- February 26 Regional tests, answer keys, and solution sets available on website
- March 1-15 Sectional competition window\*
- March 25 Sectional tests, answer keys, and solution sets available on website
- April 14-17 State competition window\*
- May 3 State tests, answer keys, and solution sets available on website.

\*Roster changes must be submitted *no later* than 2 weeks before competition window

# Getting Started

## Forming Teams

Coaches determine who should participate on their team. Some coaches have try-outs, some ask for referrals from Science and Math teachers, and some schools might use whoever expresses interest in competing.

## Scheduling Competitions

As a site host, you may choose to schedule your competition at any day or time within the competition window (see p. 5 for dates). Coaches are responsible for transportation to your site. We understand that extenuating circumstances may arise, but coaches *may not* schedule alternative testing dates or arrange for online testing if they are unable to attend your competition.

You do not need to provide meals to the students unless you have the funding and choose to do so. However, since this is a great recruitment opportunity for your institution, you may choose to provide campus tours before or after testing.

## Registering Teams

Once coaches form their teams, they are responsible for registering their students within the coach portal of the Academic Challenge website:

[https://castle.eiu.edu/academic\\_challenge/](https://castle.eiu.edu/academic_challenge/)

Initial team registration must be made by December 1<sup>st</sup>. For the accuracy of scoring and timeliness of awards distribution, coaches submit roster changes *no later* than 2 weeks from the competition date. For more information on the registration process, go to the section titled “Participation Categories.”

## Academic Challenge Website

The website can be located here: [https://castle.eiu.edu/academic\\_challenge/](https://castle.eiu.edu/academic_challenge/)

Usernames are provided by The School of Extended Learning. If you do not yet have a username, please email [academic\\_challenge@eiu.edu](mailto:academic_challenge@eiu.edu).

1. To log into the Academic Challenge site
  - a. Input username (email address associated with your account) by clicking on COACHES or SITE HOSTS tab
  - b. Input password or reset password using FORGOT PASSWORD? link
2. To update your account information
  - a. Click on PROFILE from dashboard
  - b. Select EDIT PROFILE to update name, contact information, or shipping information
  - c. Click SUBMIT to save
3. To change your password

- a. Log into the Academic Challenge site as a coach or host
  - b. Select CHANGE PASSWORD tab
4. To pay your team fees
  - a. Log into the Academic Challenge site as a coach
  - b. Select HOW TO MAKE PAYMENTS from the dashboard
5. To input and save a varsity, at-large, or JV roster
  - a. Log into the Academic Challenge site as a coach
  - b. Click on ROSTER from dashboard
  - c. Click EDIT on each new line to add a student's name and exam choices
  - d. Click SUBMIT to save
6. To remove a student from a varsity, at-large, or JV roster
  - a. Log into the Academic Challenge site as a coach
  - b. Click on ROSTER from dashboard
  - c. Click REMOVE next to a student's name
  - d. Click YES, I AGREE to save
7. To access the schedule of competitions
  - a. Log into the Academic Challenge site as a coach or host
  - b. Select SCHEDULE tab
8. To download rosters in a .csv format
  - a. Log into the Academic Challenge site as a host
  - b. Select either REGIONAL HOST or SECTIONAL HOST from the dashboard
  - c. Click DOWNLOAD ALL
9. To access competition results
  - a. Log into the Academic Challenge site as a coach or host
  - b. Select RESULTS tab
10. To access archive of tests and topic distributions
  - a. Log into the Academic Challenge site as a coach or host
  - b. Select EXAM ARCHIVE tab

## Host Responsibilities

### Required

To host an Academic Challenge regional or sectional competition, hosting schools must:

1. Schedule their competition within the allotted window of time (see p. 5 for dates)
2. Maintain contact with coaches participating in host's region (see pp. 6-7 for instructions on how to view coach contact information and team rosters)
  - a. Communicate important dates and times with coaches
  - b. If possible, send competition reminders to coaches
  - c. Address questions from coaches and/or forward questions to [academic\\_challenge@eiu.edu](mailto:academic_challenge@eiu.edu)
3. Provide enough physical space to host approximately 100-150 students (i.e., Varsity, At-Large, and JV for regional competitions; Varsity and At-Large for sectional competitions)
  - a. The number of students will vary depending on host's region (see pp. 6-7 for instructions on how to view coach contact information and team rosters)
  - b. If possible, provide a separate space for coaches to gather during the exams
4. Provide volunteers for check-in and exam proctoring (see p. 16 for exam proctor guidelines)
  - a. You may utilize coaches for exam proctoring if necessary
  - b. The School of Extended Learning provides printed exam booklets to each host school
5. Score the exams (see p. 14 for how scores are calculated)
  - a. Host schools must have access to a test scoring machine/scanner (e.g., Scantron, Apperson) or application, paper exam cards compatible with the machine or application, and software that compiles raw exam data
  - b. Score raw exam data (see p. 18 for instructions on how to use the Excel workbook)
6. Host awards ceremony (see p. 20 for how awards are distributed)
  - a. The School of Extended Learning purchases and provides awards to each host school
7. Provide raw and calculated scores, as well as advancement data, to The School of Extended Learning (see p. 13 for how advancement is calculated)
  - a. Host schools that utilize the Excel workbook provided by The School of Extended Learning *do not* need to provide advancement data

### Encouraged

While not required, host schools are encouraged to:

1. Provide physical space for JV students at sectional competitions (see p. 12 for participation categories)
2. Provide extra scratch paper during the exams
  - a. At least one sheet is provided at the back of the exam booklet
3. Provide extra pencils and a pencil sharpener during the exams
4. Market their competition to area schools (see pp. 6-7 for instructions on how to view coach contact information and team rosters)
5. Provide campus tours before or after testing



## **Not Required**

Host schools *are not* required to:

1. Provide meals or refreshments to coaches/teams
2. Purchase awards
3. Print exam booklets
4. Provide calculators to students
5. Provide alternative testing dates or online testing options to coaches/teams

## **Preparing for the Competition**

Below are some important details to help coaches prepare for the Academic Challenge:

### **Exam Archive**

The exam archive contains a selection of academic challenge exams, answer keys, and solutions from the previous 5 years of competition. Access is open from the link on the Academic Challenge website.

The only purpose of these tests is for practicing for Academic Challenge. They may not be distributed outside of academic challenge teams for any other use. If asked, please inform your coaches of this policy. UIUC holds the copyright on exams up through 2018, and we use them for the stated purpose with their permission. EIU holds the copyright on exams published after 2018.

### **Topic Distributions**

Topic distributions for the exams are published on the Academic Challenge site as they become available from the exam authors. To access these documents, click on the “Exam Topics” link under the COACHES dropdown menu.

## Calculator & Testing Rules

Calculator usage at all levels of the Academic Challenge competition will follow the guidelines used in the ACT, SAT, and PARCC. As in past years, calculators are allowed on the math, physics, and chemistry tests only.

### **General calculator rules:**

- Examinees must bring their own calculators and may not share calculators.
- Only one calculator per student is allowed.
- Each competitor is responsible for their own calculator.
- Testing site staff will not have extra batteries or calculators.
- An acceptable calculator includes any four-function, scientific, or graphing calculator, as long as it doesn't have any of the prohibited features (see **prohibited** list below).

### **The following calculators and types of calculators are prohibited:**

- Calculators with built-in computer algebra systems. Calculators in this category include:
  - ◆ Texas Instruments: All model numbers that begin with TI-89 or TI-92, and the TI-Nspire CAS (the non-CAS TI-Nspire is permitted)
  - ◆ Hewlett-Packard: HP 48GII and all model numbers that begin with HP 40G, HP 49G, and HP 50G
  - ◆ Casio: Algebra fx 2.0, fx-CP400 (ClassPad 400), ClassPad 300, ClassPad 330, and all model numbers that begin with CFX-9970G
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices (Sharp EL 9600 is permitted)
- Calculators built into cell phones or other wireless communication devices
- Calculators with a typewriter keypad (QWERTY format)
- Calculators with paper tape and/or that make noise
- Calculators that can communicate wirelessly with other calculators
- Calculators that have power cords

### **Competitors will be dismissed from the test and their answer sheets not scored if they are found:**

- using unauthorized calculators;
- using the calculator's memory to store any test materials;
- using any device to share information at any time during the tests or during break (All electronic devices, including cellular phones and pagers, must be turned off from the time the competitor is admitted to test until dismissed after testing concludes.);
- removing any part of a test book or any notes relating to the test from the test room;
- creating a disturbance or allowing an alarm, pager, or phone to sound in the testing room.

## Participation Categories and Divisions

Schools may enter one team of varsity competitors (minimum of 6, maximum of 14), at-large competitors (maximum of 14), and junior varsity (JV) competitors (maximum of 14).

### Divisions

Much like sporting events, competing teams are placed in divisions determined by school enrollment data (for Illinois-based teams, this enrollment data is obtained from [Illinois High School Association](#) (IHSA)). These divisions are Division 300 (enrollment less than or equal to 300 students), Division 700 (enrollment less than or equal to 700 students), Division 1500 (enrollment less than or equal to 1500 students), and Division Unlimited (enrollment greater than 1500 students). For the state competition *only*, Division 300 is further defined by boundaried (public) and non-boundaried (private, home) schools.

### Varsity Team

The varsity team is composed of between 6 and 14 students who must be registered as full-time students at the school. Teams may substitute or replace members from the regional to sectional and/or sectional to state finals competition *up to* two weeks before the competition window. A team may also drop members as long as they still have at least 6 members, but the number of team members cannot be increased beyond the number registered at the regional level. Exchange students enrolled as full-time students are eligible for the team and the competition **provided they are not over 18 and have not graduated from secondary school in their home country**.

### At-Large Competitors

This category is for full-time students who compete as individuals and are not on a school team. This includes situations where a school competes with fewer than 6 varsity students as well as situations where a school competes with individuals in addition to a team. Homeschooled students are eligible to compete as at-large competitors in the division of their local public school. Coaches may bring a maximum of 14 at-large competitors.

### Junior Varsity (JV)

JV participants compete only at regional and sectional sites that allow them to participate. JV participants choose which tests they take and compete for practice purposes only, thus their answer sheets do not have to be scored. JV participants are not eligible for awards or advancement. JV participants are not allowed at state finals. **Note:** Academic Challenge coaches must contact their competition site to determine if JV participants are allowed. Not all regional or sectional sites allow JV participants. Site hosts typically determine whether they will host JV participants by the capacity of the site facility. Coaches may bring a maximum of 14 JV participants.

## Advancement

### Team Advancement

The number of teams advancing (regional to sectional or sectional to state finals) is determined by the following rule. Within each division if there are:

Number of Teams	Number to Advance
1 – 2	All teams advance
3 – 7	2
8 – 12	3
13 – 16	4
17 or more	5

### Individual Advancement from the Regional to Sectional Competitions

Individual competitors (either at-large competitors or members of teams) will qualify to advance if they attain a subject score equal to or better than the second highest score for that subject in their division. There is no limit on the number of individual competitors that may advance. For example, if two students tie with the first highest score and three tie with the second highest score, all five students will qualify to advance. These advancement rules also apply to individual members of teams whose team does not advance.

*Note:* Although the individuals with the three highest scores in a subject and within a division receive medals, only the top two qualify to advance. Students who qualify to advance in only one subject are still allowed to take two exams of their choice at the next competition. For example, if a student advances for their biology score at the regional competition, they may take two exams of their choice at the sectional competition.

### Individual Advancement from the Sectional to the State Final Competition

Individual competitors (either at-large competitors or members of teams that do not advance) will qualify to advance as individuals if they attain a subject score equal to or better than second highest score for that subject in their division, **or** if they meet or exceed the Automatic Qualifying Scores for State Finals Competition listed on the following page.

All advancement criteria are applied strictly within divisions.

The team scoring calculation will not be applied to a group of competitors that have registered as at-large competitors from a single school.

## Automatic Qualifying Scores for State Finals Competition

<b>Subject</b>	<b>Division</b>	<b>Qualifying Scores</b>
Biology	300	32
	700	33
	1500	36
	Unlimited	37
Chemistry	300	33
	700	36
	1500	37
	Unlimited	38
Computer Science	300	24
	700	23
	1500	23
	Unlimited	25
Engineering Graphics	300	22
	700	25
	1500	24
	Unlimited	28
English	300	67
	700	63
	1500	69
	Unlimited	68
Math	300	21
	700	23
	1500	20
	Unlimited	25
Physics	300	23
	700	19
	1500	26
	Unlimited	26

## Scoring

### Team Scores

Team scores are calculated in a manner that attempts to weight each subject equally and limit the number of scores that count in any given subject to provide some equity between smaller and larger schools within a given division.

The **raw score** for an individual given exam is the total number of correct responses given by the student on an exam. There is no penalty for incorrect responses. The **team subject raw score** for a given subject is the sum of the two greatest individual raw scores earned by team members in that subject. If there is only one score in that subject, that will be the team subject raw score for that subject.

To equalize the contribution of the various subjects with varying numbers of questions and varying difficulties, a **normalized team subject score** is calculated. The greatest team subject raw score from all the teams participating in a school's division at the competition is determined. Each team subject raw score is multiplied by 100 and divided by the greatest team subject raw score to obtain the normalized team subject score for that particular subject.

$$\text{normalized team subject score} = \frac{100 \times \text{team subject raw score}}{\text{greatest team subject raw score}}$$

This results in a maximum normalized team score of 100 in each subject. The **total team score** is the sum of the team's normalized subject team scores in the subjects English, chemistry, and mathematics, and the team's two greatest scores in the remaining four subjects computer science, engineering graphics, biology, and physics.

Teams are ranked within their divisions by the total team score.

Example calculation of a total teams score:

Student	Biology	Chemistry	Computer Science	Engineering Graphics	English	Math	Physics
Student 1	32	28					
Student 2			25			18	
Student 3		31					15
Student 4				23	64		
Student 5	27						
Student 6						22	17
Student 7			28		68		
Student 8	21		16				
Student 9		22				24	
Student 10	33				59		

Team Subject Raw Score	$32 + 33 = 65$	$28 + 31 = 59$	$25 + 28 = 53$	23 (Only one score)	$64 + 68 = 132$	$22 + 24 = 46$	$15 + 17 = 32$
Highest Team Subject Raw Score in Division	72	64	58	38	140	46	34
Normalized Team Subject Score	$\frac{65}{72} \times 100 = 90.28$	$\frac{59}{64} \times 100 = 92.19$	$\frac{53}{58} \times 100 = 91.38$	$\frac{23}{38} \times 100 = 60.53$	$\frac{132}{140} \times 100 = 94.29$	$\frac{46}{46} \times 100 = 100.0$	$\frac{32}{34} \times 100 = 94.12$

The team score will be the sum of the normalized team subject scores in English, chemistry, and mathematics added to the scores from computer science and physics.

$$\text{Team Score} = 94.29 + 92.19 + 100.00 + 91.38 + 94.12 = 471.98$$

### Individual Scores

Individual scores are the raw test scores on each exam. These test scores are used to determine awards and advancement for each subject in each division.

### Scoring Spreadsheet

For your convenience, we have created an Excel scoring workbook that will help you calculate individual and teams scores for your awards ceremony. Instructions for using this work book follow in the next section.



## Exam Proctor Guidelines

### 20 minutes before exam start time:

1. Say a few words of welcome to everyone
2. Ask everyone to take their seat
3. Direct coaches to pass out exam booklets and answer sheets to their teams
4. Remind students to double-check the answer sheets to ensure they display the correct student name and exam name (if anyone has an incorrect exam booklet or answer sheet, please correct now)

### 5 minutes before exam start time:

1. Read instructions from exam booklet coversheet to students
  - a. Key points:
    - i. Each exam period is 40 minutes
    - ii. Proctors will keep time for students and warn them when there is 20, 10, 5, and 1 minute left on the exam (this is very important as students are trained to leave unknown questions blank until they receive this warning)
    - iii. Be sure ovals on answer sheet are completely filled in
    - iv. Students should not mark anything on the answer sheets other than responses to questions
    - v. When changing answers, completely erase incorrect bubble (most machines will register two answers to a single question if the bubble is not completely erased)
    - vi. Only use a #2 pencil to mark answers (most machines will not register marks made with pen)
2. Remind students of other key points:
  - a. Approved calculators are only allowed for math, chemistry, and physics exams
  - b. Scratch paper is provided at the back of the exam booklet
  - c. Turn off or silence all electronic devices
  - d. The only items allowed on the table are exam booklets and answer sheets, pencils, and calculators (place all other items, including drinks, on the floor during the exam)
  - e. Students may not use print material or electronic devices during the 40-minute exam period (if students finish the test early, they must wait until the end of the 40-minute period before putting anything else on the table)
  - f. Students may not speak to one another during the exam period (proctors may misinterpret this as cheating)
  - g. Students may not leave the room during the 40-minute exam period (if a student needs a bathroom break, they should raise their hand to alert a proctor)
  - h. Proctors reserve the right to remove students believed of cheating

**1 minute before exam start time:**

1. Ask coaches to leave the room (remind them that they will collect their students' exam booklets and answer sheets and bring them to the front of the room after the exam has concluded)
2. Prepare students for exam start time (you may count down 3, 2, 1, for example)

**During the exam:**

1. Keep time for the 40-minute exam period
2. Assist any students who raise their hand to use the bathroom, address an incorrect exam booklet or answer sheet, etc. (do not assist students with exam questions)
3. Walk the room to ensure students are not breaking rules
4. Warn students when there is 20, 10, 5 and 1 minute left on the exam

**After the exam:**

1. At the end of 40 minutes, ask students to put their pencils down and flip over their exam booklet
2. As coaches enter the room, please ask them to collect their team's exam booklets and answer sheets
3. Ask coaches to separate answer sheets from exam books
4. Ask coaches to stack exam booklets at the front of the room
5. Announce that students may now take their scheduled break and remind them of the next exam start time

## Instructions for ACES Scoring Excel Workbook

The Excel workbook will calculate the individual exam scores from the data entered into the ENTRY spreadsheet. It also ranks the individual responses for each exam in each division to calculate and rank the team scores.

1. Open the Regional Results workbook.
  - a. It should open to the ENTRY spreadsheet. If not, click on the ENTRY tab at the bottom of the workbook window.
2. Paste the following information into the workbook into the correct columns. There are two different methods listed below:
  - a. **Method 1: ENTER STUDENT ITEM RESPONSES**—If you have raw scans of student response entries, enter them into the columns beginning with column J (i.e., Q1, Q2, Q3, etc.) along with the student’s ID in column B (if you cannot find the student’s ID, use the ROSTER spreadsheet within the scoring workbook). It is *vitally* important that you input the correct exam code into column H. *Do not* make any entry into column A which contains the formula for calculating the students’ exam scores from the item responses.
    - i. **Exam codes**
      - Biology: 1
      - Chemistry: 2
      - Computer Science: 3
      - Engineering Graphics: 4
      - English: 5
      - Math: 6
      - Physics: 7
  - b. **Method 2: ENTER EXAM SCORES**—If you have already calculated the overall exam scores, you may enter those into column A. *Do not* paste in the individual item responses. You will still need to paste in the student’s ID in column B (if you cannot find the student’s ID, use the ROSTER spreadsheet within the scoring workbook). It is *vitally* important that you input the correct exam code into column H (see 2A above).

**Note:** Columns B and H cannot have text format specification (i.e., formatted text). They both must have numbers as cell entries for the calculations to be successful. We have had instances where hosts have included formatted text in those columns.\*

Scoring will complete if the only columns in the B through H range that are completed are column B (ID) and column H (EXAM CODE). The other information is pulled from the data table on the ROSTER spreadsheet (accessible by clicking the ROSTER tab at the bottom of the page). If you have entered item response results, the score column will complete with the exam scores in column A.

**\*Troubleshooting:** If the column width is wide enough, text will appear left justified. Numbers are right justified. If column B or column H is left justified in the cell, reformat those columns to be numbers.

3. The ranked individual scores and team scores are separated by division and appear on the spreadsheets within tabs 300, 700, 1500, and UNLIMITED. They *do not* complete automatically. You will need to REFRESH ALL pivot tables twice for the rank scoring tables to be completed. The first refresh will complete the individual result tables, and the second refresh will complete the team table. The tables are arranged on each division page with the individual subject results on the seven left tables and the team results on the rightmost table. To REFRESH ALL, click on the DATA tab at the top of the Excel workbook, then click REFRESH ALL twice.

**Note:** Under some circumstances, you may see some result table entries with student ID codes beginning with 999. Please just ignore those as those belong to placeholder entries to help maintain the pivot table structure before you enter your data.

# Awards Ceremony

## Regional Competitions

### *Team Plaques*

The three top-scoring teams in each division will be awarded 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place plaques on-site during the ceremony at the end of the competition. In case of ties, duplicate plaques will be shipped to the winning schools from The School of Extended Learning.

In the special case where only one school is competing in a division, no team plaques will be awarded. However, the individual competitors on the team will still be eligible for individual medals. Please note that even though the school is not eligible for a team plaque, they will automatically advance.

### *Team Certificates*

Each varsity competitor on a winning team will be given a certificate to commemorate their team's accomplishment. Winning teams will receive 14 certificates to accompany their 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place plaque.

### *Individual Medals*

Varsity team members and at-large competitors are eligible to receive individual medals during the ceremony at the end of the competition. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place medals will be awarded on-site to individuals who receive the first, second, and third highest raw scores on each respective subject test within a division. In case of ties, the number of ties in each higher place will determine the number of awards in each lower place. For example:

Biology Raw Scores	Chemistry Raw Scores	Math Raw Scores
40—1 <sup>st</sup> Place	32—1 <sup>st</sup> Place	27—1 <sup>st</sup> Place
40—1 <sup>st</sup> Place	26—2 <sup>nd</sup> Place	23—2 <sup>nd</sup> Place
38—3 <sup>rd</sup> Place	26—2 <sup>nd</sup> Place	23—3 <sup>rd</sup> Place
36—No award	24—No award	23—3 <sup>rd</sup> Place
34—No award	24—No award	23—3 <sup>rd</sup> Place
		19—No award
		19—No award

In the above example, Biology had two scores tie for a 1<sup>st</sup> place award, which eliminated 2<sup>nd</sup> place awards, allowing the next lowest score to qualify for a 3<sup>rd</sup> place award. Chemistry had a two-way tie for a 2<sup>nd</sup> place award, which eliminated 3<sup>rd</sup> place awards. Math had a three-way tie for a 3<sup>rd</sup> place award, and because there is no 4<sup>th</sup> or 5<sup>th</sup> place award at the Regional Competition level, no awards were eliminated.

Please note, the way in which awards are distributed in the case of a tie *does not* affect individual advancement from competition to competition.

## Sectional Competitions

### *Team Trophies*

The three top-scoring teams in each division will be awarded 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophies on-site during the ceremony at the end of the competition. In case of ties, duplicate trophies will be shipped to the winning schools from The School of Extended Learning.

### *Team Certificates*

Each varsity competitor on a winning team will be given a certificate to commemorate their team's accomplishment. Winning teams will receive 14 ribbons to accompany their 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place trophy.

### *Individual Medals*

Varsity team members and at-large competitors are eligible to receive individual medals during the ceremony at the end of the competition. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place medals will be awarded on-site to individuals who receive the first, second, and third highest raw scores on each respective subject test within a division. In case of ties, the number of ties in each higher place will determine the number of awards in each lower place. For example:

Biology Raw Scores	Chemistry Raw Scores	Math Raw Scores
40—1 <sup>st</sup> Place	32—1 <sup>st</sup> Place	27—1 <sup>st</sup> Place
40—1 <sup>st</sup> Place	26—2 <sup>nd</sup> Place	23—2 <sup>nd</sup> Place
38—3 <sup>rd</sup> Place	26—2 <sup>nd</sup> Place	23—3 <sup>rd</sup> Place
36—No award	24—No award	23—3 <sup>rd</sup> Place
34—No award	24—No award	23—3 <sup>rd</sup> Place
		19—No award
		19—No award

In the above example, Biology had two scores tie for a 1<sup>st</sup> place award, which eliminated 2<sup>nd</sup> place awards, allowing the next lowest score to qualify for a 3<sup>rd</sup> place award. Chemistry had a two-way tie for a 2<sup>nd</sup> place award, which eliminated 3<sup>rd</sup> place awards. Math had a three-way tie for a 3<sup>rd</sup> place award, and because there is no 4<sup>th</sup> or 5<sup>th</sup> place award at the Sectional Competition level, no awards were eliminated.

Please note, the way in which awards are distributed in the case of a tie *does not* affect individual advancement from competition to competition.

## **General Information**

### **Translation Dictionaries**

Foreign Exchange students are allowed to use non-electronic translation dictionaries for tests other than the English test. Permission must be obtained from The School of Extended Learning prior to the first competition. A representative from The School of Extended Learning will notify each site coordinator in advance that the student will be bringing a dictionary to the test. Electronic translation dictionaries are not allowed in the testing room.

### **Individual Accommodations**

Coaches may request reasonable testing accommodations for their students who have a documented disability and 504 Plan. Please contact The School of Extended Learning with any accommodation requests.

### **Individual Advancers – Reinforcement of Existing Rules**

Individual competitors (either at-large competitors or members of teams) will qualify to advance if they attain a subject score equal to or better than the second-place score for that subject in their division. This qualification for advancement attaches to the specific competitor and therefore at-large competitors who advance to the next level, or individual members of teams who advance when their team does not advance, cannot be replaced by other students.

### **Wild Card Advancement**

There will be a wild card playoff for both the regional and sectional competitions. One team from each division will advance as the wild card winner at both the regional and sectional levels. The winners will be determined by The School of Extended Learning at the end of each level of competition.

## Frequently Asked Questions

### 1. Can I replace a student?

#### *Regional Competitions*

If you are aware a teammate cannot make it prior to the roster being locked two weeks before the competition window, you can go into your coach's site and make the replacement there. If there is an emergency (i.e., illness, accident, other serious, extenuating circumstance) the day of competition, you can have the replacement student attend, but they *must* take the tests that the original student had signed up for. No exceptions to this policy will be made.

#### *Sectional and State Competitions*

At-large competitors who advance to the next level, or individual members of teams who advance when their team does not advance, *cannot* be replaced by other students. Team members, however, can be replaced by other students prior to the roster being locked two weeks before the competition window. If there is an emergency (i.e., illness, accident, other serious, extenuating circumstance) the day of competition, you can have the replacement student attend, but they *must* take the tests that the original student had signed up for. No exceptions to this policy will be made.

### 2. When will results be posted?

Exam results and advancement documents will be posted on the website within 7 days of the last competition at a given level. You can find them at:  
[https://castle.eiu.edu/academic\\_challenge/results.php](https://castle.eiu.edu/academic_challenge/results.php).

### 3. What do I do if a student wants to challenge a question on the test?

Have the student make note of the test subject and question during the exam. After the exam, let the site coordinator know of the question. They will then contact a representative from The School of Extended Learning for guidance. No discrepancies will be handled the day of competition as Extended Learning may need to collaborate with the authors for a fair solution or clarification on the question.

### 4. During competitions, what are my job duties?

Coaches will make certain their students are prepared and on-time for exams. Coaches may be required to serve as exam proctors at some competition sites.



## **5. Who do I contact with questions?**

You should contact the site coordinator for questions about an upcoming competition. For other questions, contact The School of Extended Learning at [academic\\_challenge@iu.edu](mailto:academic_challenge@iu.edu)