

2024 Kiwi Spelling Bee



Information for Coordinators

1. Forward/distribute the 'letter to parents/caregivers', for completion.
2. Please ensure that you have sufficient time to collect entry forms and enrol your students before registration close off on **2nd August 2024**. Please note **NO** registrations will be accepted after this date.
3. To register your school groups, please go to the CAM website and click the link [Log-in Here](#) under the 'Kiwi Spelling Bee' heading.
4. Log in and agree to terms and conditions. Add the appropriate competition, then enter students' details for the competition.
5. When **ALL** students are entered submit the file. Only submit when **ALL** students are entered. Once submitted you will not be able to make any further changes to the student list. Entries close on **2nd August 2024**.
6. You will be provided with a unique username and password for each registered student closer to the date of the competitions. Download the students' usernames, passwords and URL. Cut into strips ready to distribute to students on the test date.
7. Students will need to have their own **headphones/air buds** to listen to audios throughout the competition.
8. The Spelling Bee will be live from **9th September – 27th September 2024** and students have 45 minutes to complete each competition.
9. CAM will provide the school with results for each student during Term 4.
10. Your school will be invoiced based on the number of results supplied.
11. Certificates will be provided for all participating students. Individual student reports will be available for distribution to parents/caregivers. Top students in each competition will receive a prize.
12. It is the school's responsibility to ensure that students have the correct equipment, fully charged, and allow enough time to participate in the competitions. Second attempts are not provided except under exceptional circumstances (i.e. unplanned fire drill or an internet issue which would affect all participants in one sitting).
13. Please contact cam@canterbury.ac.nz or phone: (03) 3693779 if you require any further information.