

**INTERNATIONAL  
CHEMISTRY QUIZ**

# Coordinator Guide

**Australia, New Zealand, Pacific Islands  
Peru, Columbia, Argentina, Uruguay**

**A Guideline to Working with the International Chemistry Quiz**

**HOSTED BY**



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# INTRODUCTION

Welcome to the RACI ICQ Coordinator Guide! This concise guide provides coordinators with clear instructions for placing orders, running online and paper-based quizzes, managing results, and troubleshooting. It includes specific details for each process, such as deadlines for orders and platform-specific guidance for online quizzes. The guide also covers result interpretation, troubleshooting common issues, and offers quick answers to frequently asked questions. For further assistance, please contact us [icquiz@raci.org.au](mailto:icquiz@raci.org.au). We encourage coordinators to provide feedback for continuous improvement.



## KEY DATES

**Australia, New Zealand, Pacific Islands  
Peru, Columbia, Argentina, Uruguay**

<b>Quiz Date</b>	<b>4 - 8 August 2025</b>
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<b>Entries Date</b>	
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<b>Registrations open</b>	<b>15 April 2025</b>
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<b>Registrations close</b>	<b>23 July 2025</b>
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<b>Last submission of student answer sheet</b>	<b>8 August 2025</b>
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For the printable quiz option, the school coordinator will need to download the papers and print them independently. We no longer distribute physical papers to schools.  
Please note that the printable quiz will only be available for download from 21 July, 2025.

# CREATE A COORDINATOR ACCOUNT

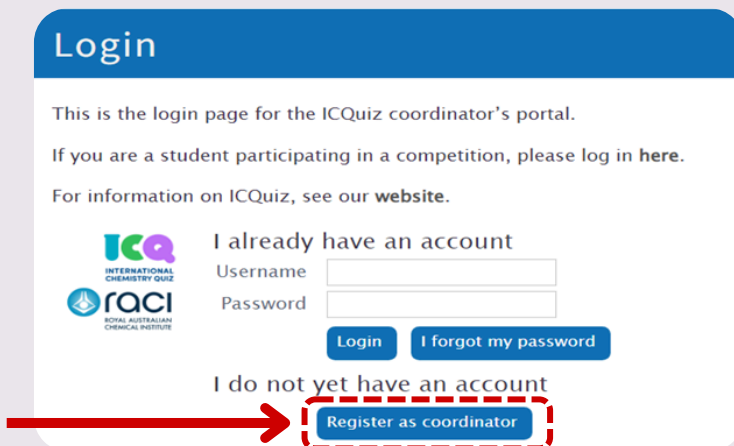
**For existing coordinators**, you can approve new users for your school.

**To register as a coordinator** of our admin portal you must be a teacher or staff member at a registered school. Please ensure you select the correct School in the correct State and Country as this is an international quiz and schools overseas may have the same name.

Please visit the ICQ Admin Portal

[Visit ICQ Admin Portal Here](#)

Select **Register as coordinator** button



The screenshot shows the 'Login' page for the ICQuiz coordinator's portal. It includes instructions for students and a link to the website. There are two main sections: 'I already have an account' with fields for Username and Password, and 'I do not yet have an account' with a 'Register as coordinator' button. A red arrow points to the 'Register as coordinator' button, which is also enclosed in a red dashed box.

Please note that your account requires manual approval by the RACI ICQ Coordinator. We appreciate your patience during this process, and kindly allow 1-3 business days for the approval to take place.

**If you can't find your school in our admin portal**, please fill out the [Request Form](#) or email us at [icquiz@raci.org.au](mailto:icquiz@raci.org.au) to request adding a new school.

**Note:** Competition updates and information will be emailed to the coordinator who placed the order. If the coordinator is not running the competition, they will need to forward any communications from us to the competition coordinator.

# PLACING AN ORDER

- 1 After logging in to the [ICQ Admin Portal](#) please **review all the details** to ensure accuracy. If the school is not the one you are associated with, please notify us by emailing [icquiz@raci.org.au](mailto:icquiz@raci.org.au)

(organizers)

Identifier

School name (organizers)

School type Primary School

School Group Australian-based

Address

Address 1 21 Vale Street

Address 2

Zip code 3051

City North Melbourne

State Victoria

Shipping Address

Address 1 21 Vale Street

Address 2

Zip code 3051

City Mamungkumpurangkuntunya

Edit

- 2 Select **Order** from the side menu and click **New** to create a new order.

Edit

Privacy and consent

Download Student List (online quiz)

Coordinators

Export files

Orders

OMR Download

OMR Upload

Answer Upload

Statistics

Teacher guides and Datasheets

Orders

Hi Teachers!

Please start your order by clicking **NEW** and select either Online or Paper format for the quiz order.

Once you have paid for your order, you can view and download the tax invoice receipt.

Status (Anything)

Recent only ☐

New

- 3 You will see a list of packages. In the **Quantity** section, please input the number of students you intend to register. It is crucial to **double-check** the correctness of the package details, including the competition, division/year level, format (online or paper).

New order

Please input the number of students you would like to register. It is crucial to double-check the correctness of the package details, including division/year level, format (online or paper), and whether you are purchasing as a bundle.

The category for the divisions:

- Junior Division 1 (Ages 12 – 13 / Year 7)
- Junior Division 2 (Ages 13 – 14 / Year 8)
- Intermediate 1 (Ages 14 – 15 / Year 9)
- Intermediate 2 (Ages 15 – 16 / Year 10)
- Senior (Ages 16 – 17 / Year 11)
- Final (Ages 17 – 18 / Year 12)

Package	Quantity	Rate	Tax	Available from	Available until
2024 JNR Division 1 (yr 7) ONLINE	2	7.00 AUD	GST	18-12-2023	19-12-2023
2024 JNR Division 1 (yr7) PAPER Format	3	7.00 AUD	GST	18-12-2023	19-12-2023

1 – 2

Continue Cancel

- 4 If you would like the invoice to be sent to the school finance department please click **Edit** and tick **Finance email**.
- 5 Please tick and download our **T&C** and **privacy policy** before Place order.  
Click **Cancel** if you want to go back to previous page to make changes for the order.

**Order details**

Purchase order

School (organizers), North Melbourne

Coordinator Claire Salmon

**Finance email**

☒ education@raci.org.au **Edit**

**Packages**

Package	Accounts	Quantity	Rate	Price	Tax
2024 Online					
2024 JNR Division 1 (yr 7) ONLINE	5	5	6.30 AUD	31.50 AUD	GST
2024 JNR Division 2 (yr 8) ONLINE	10	10	6.30 AUD	63.00 AUD	GST
2024 INT Division 1 (yr9) ONLINE	15	15	6.30 AUD	94.50 AUD	GST
<b>Total price</b>	<b>189.00 AUD</b>				

**Instructions**

how coordinator instructions

**Terms**

Terms accepted ☐ Download terms

Accept privacy policy ☐ Download privacy policy

**Place order** **Back** **Cancel**

- 6 You will receive a confirmation email once you place the order. You can choose to pay with credit card or pay with an invoice. (student accounts will only be created once it been paid)
- 7 To pay with a credit card, click **Pay with Paypal**.

**Payment actions**

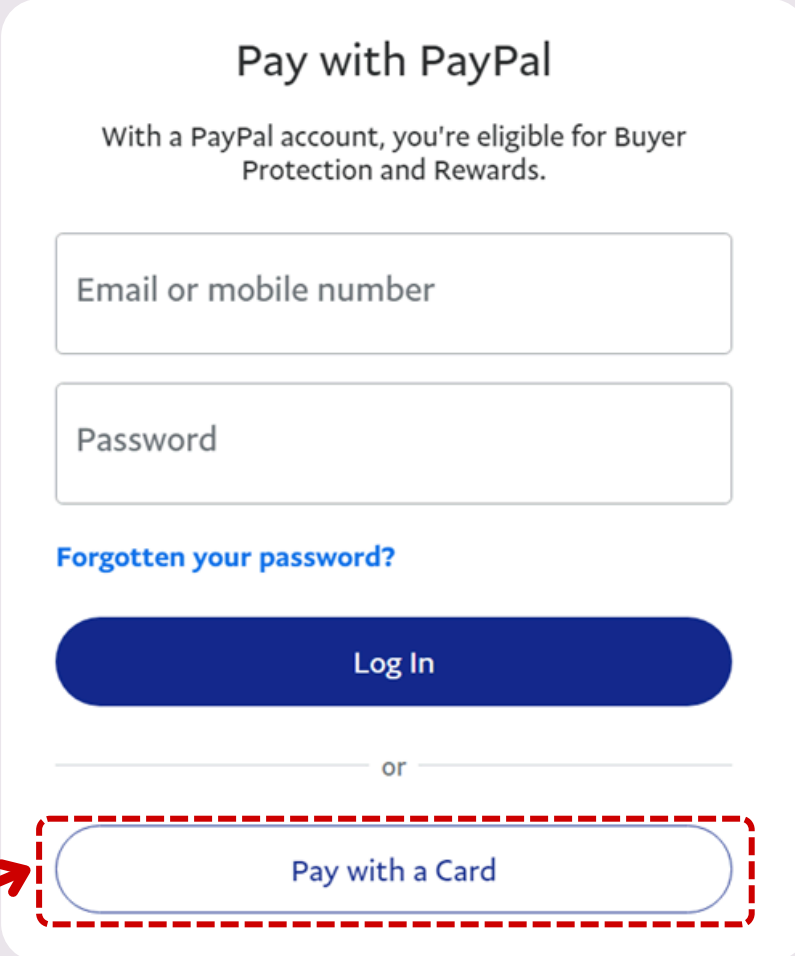
**Pay with PayPal**

**Order lines**

Check your order and continue to make a payment and secure places in the ICQ competition.

Quantity	Package	Rate	Tax
1	2024 JNR Division 1 (yr 7) ONLINE	6.00 AUD	10.00% - GST
1	2024 JNR Division 2 (yr 8) ONLINE	6.00 AUD	10.00% - GST
1	2024 INT Division 1 (yr9) ONLINE	6.00 AUD	10.00% - GST

- Clicking pay with a card will open a new PayPal window, you do not need to sign in. You can choose to **Pay with a card** without a PayPal account.



The image shows the 'Pay with PayPal' login interface. It has a title 'Pay with PayPal' and a subtitle 'With a PayPal account, you're eligible for Buyer Protection and Rewards.' Below this are two input fields: 'Email or mobile number' and 'Password'. A link 'Forgotten your password?' is positioned below the password field. A large blue 'Log In' button is centered below the inputs. Below the button is a horizontal line with the word 'or' in the center. At the bottom is a button labeled 'Pay with a Card', which is highlighted with a red dashed border and a red arrow pointing to it from the left.

Pay with PayPal

With a PayPal account, you're eligible for Buyer Protection and Rewards.

Email or mobile number

Password

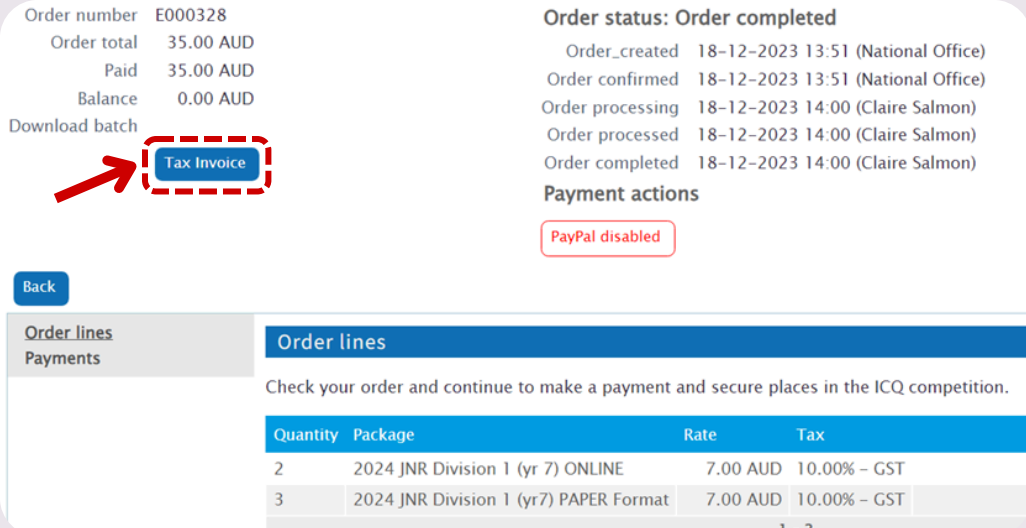
[Forgotten your password?](#)

Log In

or

Pay with a Card

- 9 PayPal will email you a receipt however you can **download a tax invoice**



The image shows a PayPal order confirmation page. On the left, it lists order details: Order number E000328, Order total 35.00 AUD, Paid 35.00 AUD, Balance 0.00 AUD, and a 'Download batch' link. A red dashed box and arrow highlight a 'Tax Invoice' button. On the right, the 'Order status' is 'Order completed' with a timeline of events from 18-12-2023 13:51 to 14:00. Below this is a 'Payment actions' section with a 'PayPal disabled' button. At the bottom, there's a 'Back' button and a table of 'Order lines'. The table has columns for Quantity, Package, Rate, and Tax, showing two items for a total of 1 - 2.

Order number E000328

Order total 35.00 AUD

Paid 35.00 AUD

Balance 0.00 AUD

Download batch

Tax Invoice

Order status: Order completed

Order\_created 18-12-2023 13:51 (National Office)

Order confirmed 18-12-2023 13:51 (National Office)

Order processing 18-12-2023 14:00 (Claire Salmon)

Order processed 18-12-2023 14:00 (Claire Salmon)

Order completed 18-12-2023 14:00 (Claire Salmon)

Payment actions

PayPal disabled

Back

Order lines

Check your order and continue to make a payment and secure places in the ICQ competition.

Quantity	Package	Rate	Tax
2	2024 JNR Division 1 (yr 7) ONLINE	7.00 AUD	10.00% - GST
3	2024 JNR Division 1 (yr7) PAPER Format	7.00 AUD	10.00% - GST

1 - 2

# Coordinator Guide

## Online Quiz

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# ACCESS ONLINE STUDENTS LOG IN DETAILS

## Download Student List

Log in to the [ICQ Admin Portal](#) and click **Download Student List** on the left hand side menu. The display will show a list of usernames to be assigned to participating students.



## Username and Passwords

Students must be registered individually in the competition system and assigned a unique username and password.

This can be done by:

- Option 1 : The coordinator entering student details into the system prior to competition day.
- Option 2 : The student entering their own details on competition day.

Both options require the coordinator to download a list of usernames prior to the competition and give them to supervisors to give to students.

### Option 1 :

#### Entering Student Details Prior to Competition Day

1. Use the filter function to filter the Grade you would like to enter.  
(see grades in page 9)
2. Click **Edit Filtered**.
3. In your spreadsheet have separate column with students first name and last name.
4. Select the information you would like to copy over and paste it into the first name of the table.

Then click **Save** when finished.

The screenshot shows a form with fields for Name, Username, Grade (set to 107), and Participated (set to Choose). Below the form is a checkbox for 'Show only my students' and a 'Reset filter fields' button. A table below shows student details with columns: Name, Username, Grade, Gender, Created by, 2024 RACI ICQuiz, and Edit. The table contains two rows: Twst001 and Twst002, both with Grade 107 and Gender unknown. The 'Edit filtered' button is highlighted with a red dashed box and a red arrow points to it.

Name	Username	Grade	Gender	Created by	2024 RACI ICQuiz	Edit
Twst001		107	unknown	Claire Salmon	Not participated	Edit
Twst002		107	unknown	Claire Salmon	Not participated	Edit

The screenshot shows a spreadsheet with columns A and B. Column A has a header 'First Name' and column B has a header 'Last Name'. The data rows are: Row 2: xxx, zzz; Row 3: yyy, xxx. A red arrow points from this table to the 'Bulk edit' form below.

	A	B
1	First Name	Last Name
2	xxx	zzz
3	yyy	xxx
4		

**Copy and Paste**

The screenshot shows the 'Bulk edit' form with a 'Save' button highlighted by a red dashed box. Below the buttons is a table with columns: Username, First name, and Last name. The table contains two rows: Twst001 and Twst002. The 'Last name' column for Twst002 is highlighted with a blue border.

Username	First name	Last name
Twst001	xxx	zzz
Twst002	yyy	xxx

5. Scroll to the bottom of the page and use the **Export HTML** to download the list of usernames and passwords.
6. repeat for each grade.
7. Give them to the supervisors on the day so they can distribute them to the students on competition day

#### Student usernames and passwords

*To access auto-generated usernames and passwords, download student details.*

*Scroll to the bottom of the page and use the Export HTML to get a list of usernames and passwords. This will present a document that you can print to see all your student logins.*

Export CSV

Export XLS

Export HTML

## Option 2 :

### The student entering their own details on competition day.

1. Use the filter function to filter the **Grade**. (see grades in page 9)
2. Scroll to the bottom of the page and use the **Export HTML** to download the list of usernames and passwords. This will generate a list with 33 usernames and passwords per A4 page.
3. Repeat for each grade.
4. Give them to the supervisors on the day so they can distribute them to the students on competition day.

#### Student usernames and passwords

*To access auto-generated usernames and passwords, download student details.*

*Scroll to the bottom of the page and use the Export HTML to get a list of usernames and passwords. This will present a document that you can print to see all your student logins.*

Export CSV

Export XLS

Export HTML



**Note:** Each division has a different username prefix. Please make sure the log in detail is for the correct division. The username example JNRDIV1 the abbreviation for Junior Division 1.

- Junior Division 1 (Ages 12 – 13 / Year 7) **Grade 107**
- Junior Division 2 (Ages 13 – 14 / Year 8) **Grade 108**
- Intermediate 1 (Ages 14 – 15 / Year 9) **Grade 109**
- Intermediate 2 (Ages 15 – 16 / Year 10) **Grade 110**
- Senior (Ages 16 – 17 / Year 11) **Grade 111**
- Final (Ages 17 – 18 / Year 12) **Grade 112**

<https://icquiz-raci.org>

Username: JNRDIV1001  
Password: P856338  
Year level: 307

Username: JNRDIV1002  
Password: P749998  
Year level: 307

Username: JNRDIV1003  
Password: P815929  
Year level: 307

**DO NOT** use the student login details for your student accounts to test access to the quiz. As soon as you login with the details and hit **start** it will “start” the Quiz for those accounts, and when the time runs out (one hour after login to the quiz) it will automatically mark as complete.

## Print Documents In Advance for the Students

Log in to the [ICQ Admin Portal](#) and click **Documents** on the left side of the menu and click **ICQ Data Sheet**. You can find a list of all the documents available.

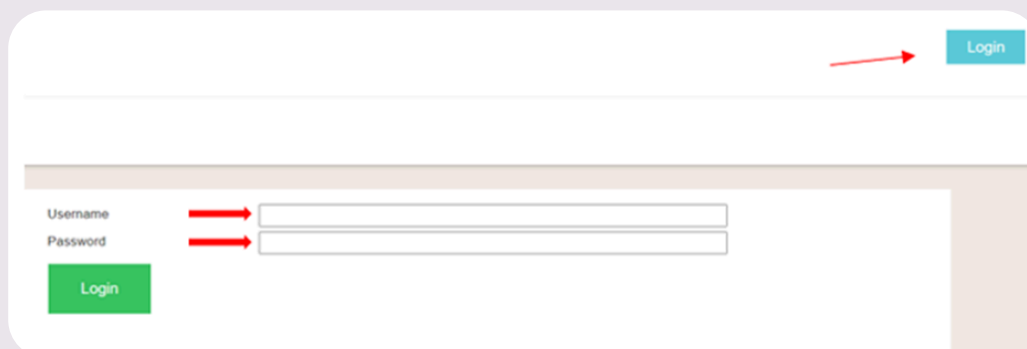
# STUDENTS ACCESS TO THE QUIZ

## Before the Competition Start Time

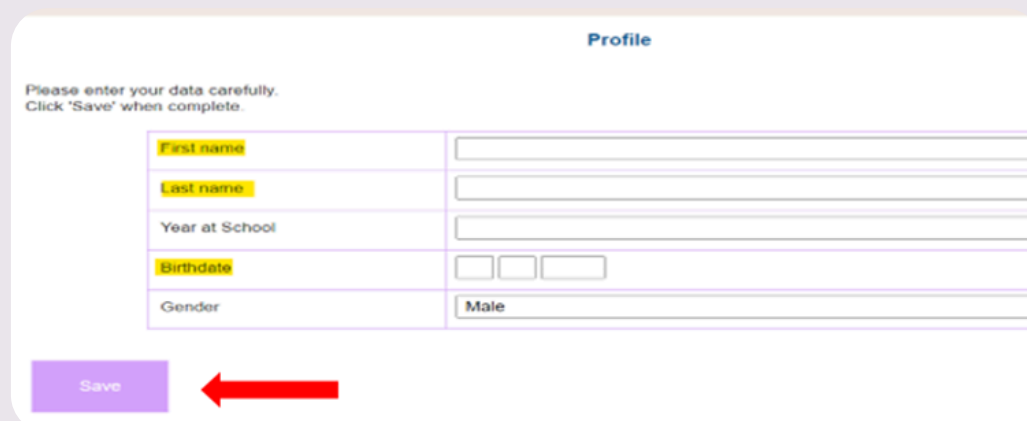
- Check the setup of the room. Ensure desks are arranged so that no student can see the computer screen or desk of another student.
- Arrange the usernames and passwords for student allocation. If the coordinator has already entered the student details into the system, their passwords will be individually allocated.
- Write the URL of the student competition portal on the whiteboard  
<https://icquiz-raci.org/>

## Helping Students Access the Competition Portal

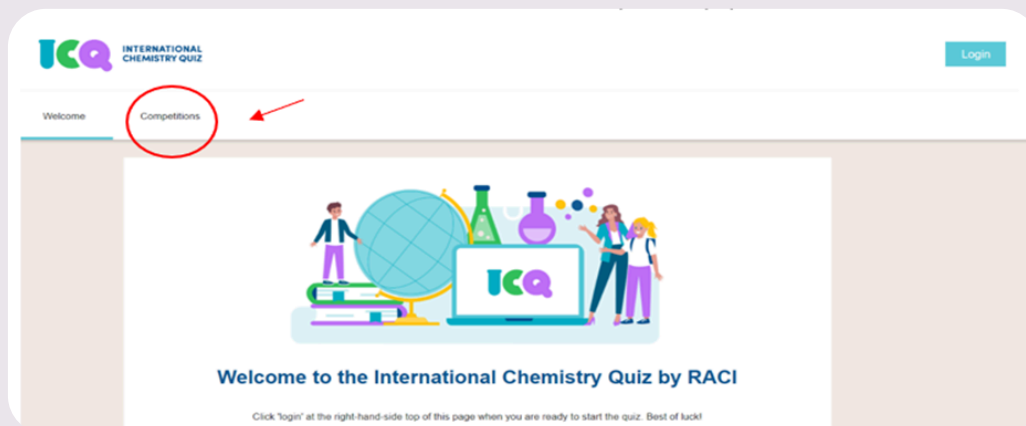
- 1 Open their browsers and go to the student competition portal URL:  
<https://icquiz-raci.org/>
- 2 Log in using the username and password provided.



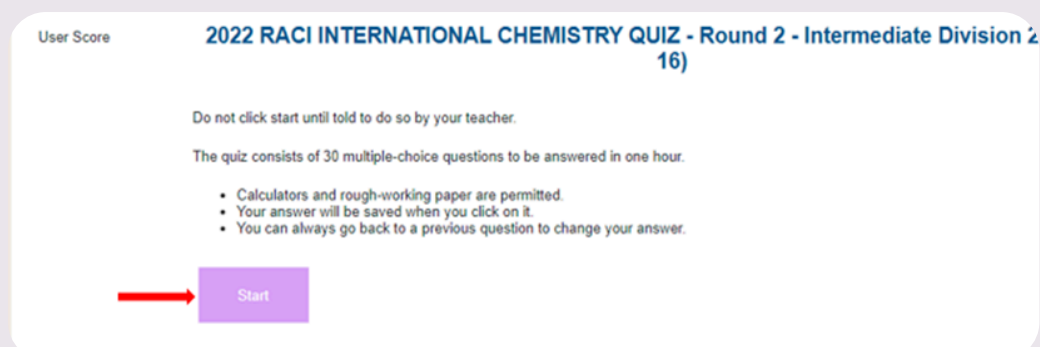
- 3 Follow the prompts to fill out their details including first name, last name and year level and click **Save** or check that their name is displaying correctly if it has already been entered by the coordinator



- 4 Click the **COMPETITIONS** tab to select the competition paper for their division, please make sure students conduct the correct division

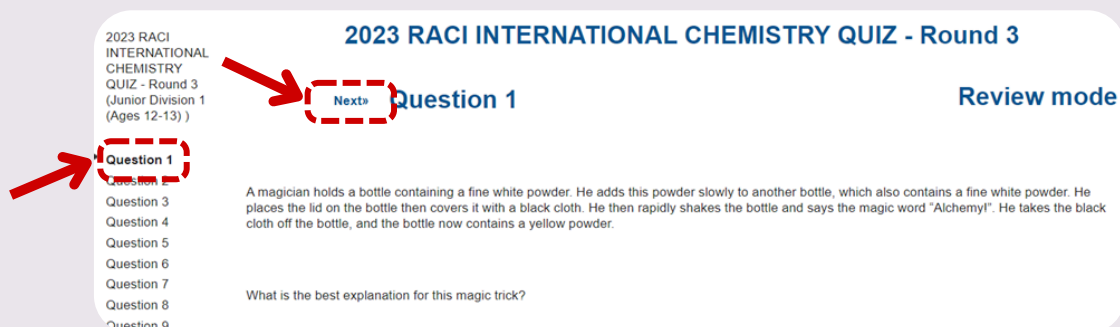


- 5 All students have the competition start page on their screen with no other tabs or windows open. When they click the **START** button, the 1 hr (60 min) Quiz will commence.

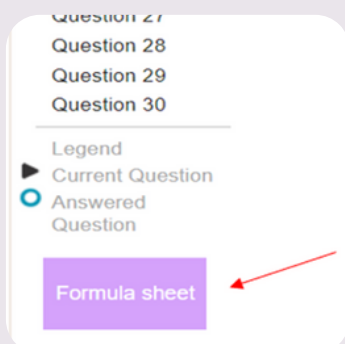


# QUIZ PAGE EXAMPLE

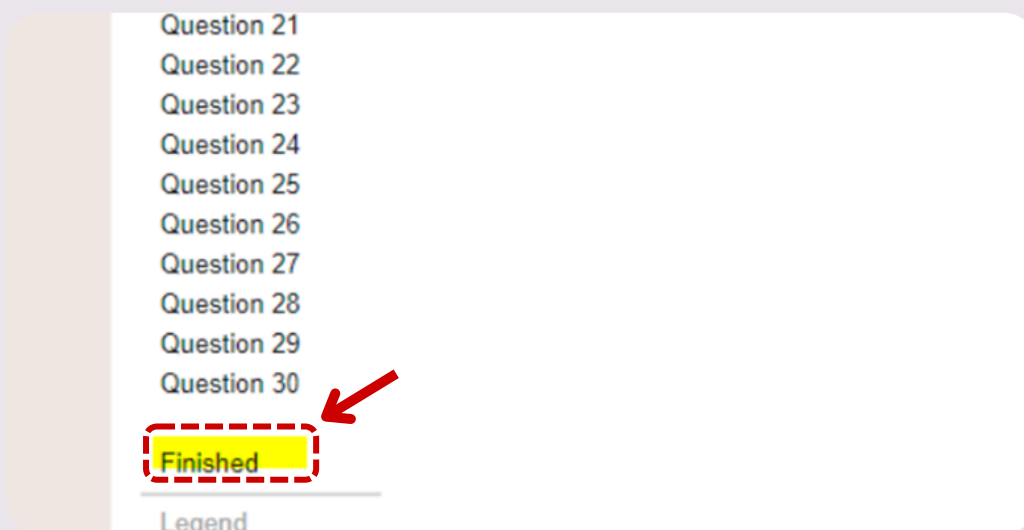
- 1 Students click **Question 1** to start and click **NEXT**. Remaining time will be on the right-hand side.



- 2 The students can access all pre-approved documents data sheets and periodic tables for the quiz from the button seen at the bottom left of their screen called **FORMULA SHEET**.



- 3 To end the quiz the student can click the button **FINISHED**. Once students click finished they wont be able to start again.



## Troubleshooting

All our competitions have been tested on standard browsers and devices (not mobile phones). All your students should need is a standard device with access to the internet. Use the following guide to assist with trouble shooting.

Problem	Possible Cause	Solution(s)
Can't access student competition portal	Website is not listed as safe under access permissions	Have IT check that firewall is not blocking site Have user add URL to safe site list for their browser
Questions not viewing correctly	Browser settings Security Software or Virus Protection	Try another browser or reset browser settings to default Disable script filtering and/or software firewall for the duration of the competition.
Freezing or slow to load images	Low internet speed	Reset Wi-Fi connection Try another connection, e.g. LAN Reschedule sitting in smaller groups to reduce load
Device malfunction	Various	Move student to another device and log in again Note this can only be done while timer is in progress
Internet failure affecting all students	Force majeure	Contact RACI to request time extension.

Contact RACI if you have tried these solutions and are still having technical difficulties.

[Teacher Administration Portal](#)

[Student Competition Portal](#)

[Phone](#)

[Email](#)

# Coordinator Guide

## Printable Quiz

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# PRINTED PAPER QUIZ

If your school choose to do printed version of the ICQ competition. Coordinator will be required to download and print the paper and OMR answer sheets form the ICQ Admin Portal, distributing them to students.

Following the competition, coordinators must **Scan** and **Upload** the OMR answer sheets into the portal before the specified deadline.

## Download Printable Quiz

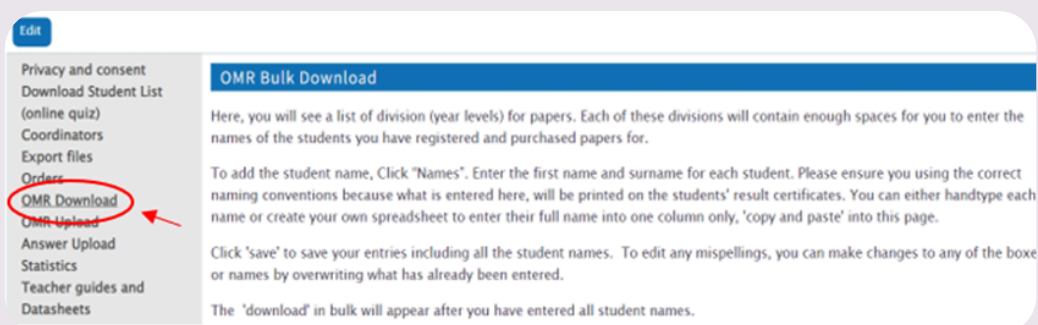
You can access the quiz papers via the ICQ Admin Portal two weeks prior to the Quiz start date. Simply click on the **Teacher Guides and Documents** section and click **2024 Papers** to download and print the year level you have purchased.

Folder	Teacher's guide and Documents
No folder	ICQ 2024 Final Division (Year 12).pdf
2024 Papers	ICQ 2024 Intermediate Division 1 (Year 9).pdf
ICQ Data Sheets	ICQ 2024 Intermediate Division 2 (Year 10).pdf

## Generate the OMR Answer Sheet

Before the competition, the coordinator is required to generate and download the student answer sheets, printing one copy of each sheet for every student.

- 1 Select **OMR Download** from the left-hand side menu.



**OMR Bulk Download**


Here, you will see a list of division (year levels) for papers. Each of these divisions will contain enough spaces for you to enter the names of the students you have registered and purchased papers for.

To add the student name, Click "Names". Enter the first name and surname for each student. Please ensure you using the correct naming conventions because what is entered here, will be printed on the students' result certificates. You can either handtype each name or create your own spreadsheet to enter their full name into one column only, 'copy and paste' into this page.

Click 'save' to save your entries including all the student names. To edit any misspellings, you can make changes to any of the boxes or names by overwriting what has already been entered.

The 'download' in bulk will appear after you have entered all student names.

- 2 In the **OMR Document** section, you will see the name of the divisions you have ordered. Make sure those are correct. On the right of the Names button, it will tell you how many answer sheets have not yet had names allocated.



**OMR Bulk Download**

Show coordinator instructions

**OMR Document**

Final (ages 17-18) English	Names	Download	Quick	15 OMR Documents
Senior (ages 16-17) English	Names	Download	Quick	23 OMR Documents / 2 without name

1 - 2

3 Click on the **Names** button under **OMR Document**. You can enter the students' details individually or by a bulk upload from a spreadsheet.

- Entering student names individually: Fill in the First name, Last name, after you have added the student's names into the table click **Save**.

82 R4 Final (ages 17-18) English
Show coordinator instructions
Name R4 Final (ages 17-18) English
School (organizers)
Save Cancel

ID	First name	Last name	Group	OMRDocument ex...
56062	xxx	xxx	55	
56063			55	

- Entering student details by bulk upload: In your spreadsheet select the information you would like to copy over and paste it into the first box of the table. It will infill the data you selected. Then click **Save** when finished.

	A	B
1	First Name	Last Name
2	xxx	zzz
3	yyy	xxx
4		



**Copy and Paste**

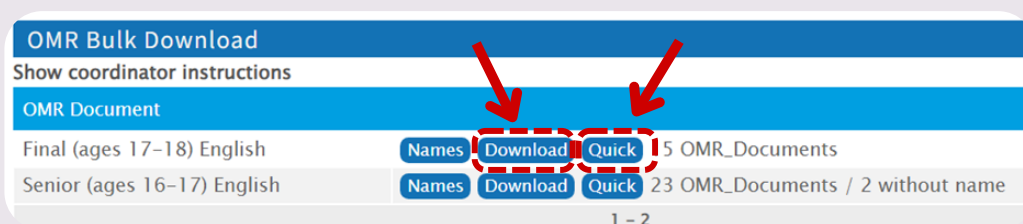
82 R4 Final (ages 17-18) English
Show coordinator instructions
Name R4 Final (ages 17-18) English
School (organizers)
Save Cancel

ID	First name	Last name	Group	OMRDocument ex...
56062	xxx	zzz	55	
56063	yyy	xxx	55	

## Printing out the OMR Answer Sheet

### Bulk download

- 1 Select **OMR Download** from the left-hand side menu.
- 2 Select the appropriate division and click **Download**. Use the **Quick** button for downloads of less than 250 pages.
- 3 Print a single copy of the answer sheet file. Make sure you have your printer set for single-sided printing and A4 size paper.



**Note:** You can also print out individual answer sheets by scrolling down and searching by the student's name.

## Student OMR Answer Sheet

Each answer sheet will feature the name of the competition, division, and year level at the top of the page, as exemplified below. Additionally, it will display the student's name as entered the admin portal.

It is important to note that an individual Answer Sheet should be printed for each student, as the QR code and corner markers store essential information such as the student's name, school, and their division (year level).

Please refrain from placing holes through the corner markers or the QR code, as this may impede the marking of the Answer Sheet. These details are vital, as they will be printed on the certificates.

Additionally, ensure accurate entry of student names against the correct school and the designated year level or division.



## R3 2023 ICQ Junior 1 Answer Sheet

Bennie

This Answer Sheet is ONLY for the student named.

Do not write/ scribble over the QR code or corners.

Do not start writing on the Answer Sheet until your teacher instructs you to start the Quiz.

Use a pencil to mark one response bubble.

To change your answer, rub out your first mark completely, and make a new mark with your pencil.



ArZxrXEX:1

	A	B	C	D
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Before the Competition Start Time

- Check that you have the following material provided by the coordinator: Quiz papers, answer sheets.
- Check the setup of the room. Ensure desks are arranged so that no student can see the desk of another student.
- There is a clock or timer in clear view by all students.
- There is an adequate supply of pencils and scrap paper.
- Locate a safe place to store students' mobile phones during the competition.

## Instructions for the Competition Day

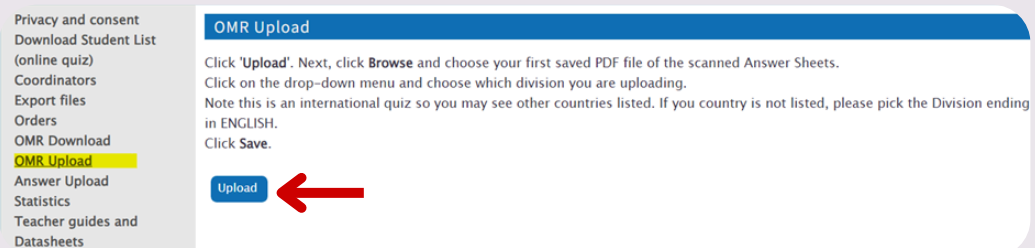
- Ensure the accurate count of ICQ papers.
- If entrants are located across different venues, organize ICQ Papers and Answer Sheets into appropriate bundle sizes for room supervisors.
- Distribute instructions for the ICQ competition to all supervisors, including guidance for students using the new OMR Answer Sheet.
- Request students to use a dark pencil (2B lead pencils) on the Answer Sheet.
- Emphasize that any changes in answers can be erased, and a new answer marked with the pencil.
- Advise against marking more than one option for each question; specifically, participants should not put a cross through any answer. Always erase incorrect answers.
- Caution against writing or scribbling over the QR code.

## Scan and Upload OMR Answer Sheet

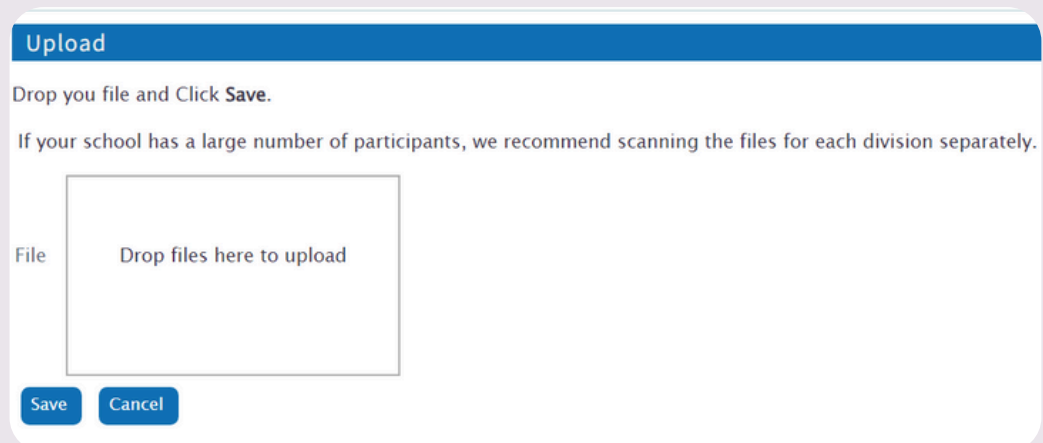
Following the competition, the coordinator is required to scan and upload the completed answer sheets by the specified date. Before scanning, it's crucial to ensure that student responses are filled in neatly to guarantee readability by our system. Any extraneous scribbling outside the answer bubbles may impact the processing of results.

- Scan your answer sheets to PDF format using your printer/scanner.
- If your school has a large number of participants, we recommend scanning the files for each division separately.
- Open your scanned PDF and review the file to ensure it has scanned correctly.
- Upload to the ICQ Admin Portal by the specified date.

- 1 Select **OMR Upload** from the left side menu and click **Upload**



- 2 Drop the files to upload. Then click **Save**.



# Coordinator Guide

## After The Competition

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# AFTER THE COMPETITION

After student responses have been submitted, they are processed by our competition system to determine results and awards.

This involves the following steps:

- Processing – quality checks of student answer sheets, grading of responses to determine raw scores, integrity checks.
- Resulting – creating cut-off scores and finalising results (overall score plus award category)
- Awarding – generating and releasing electronic certificates, associated documents.

The time frames for completing the steps mentioned may vary. Paper entries take longer to process, as grading can only be done once teachers submit student answer sheets.

## Processing

Printed answer sheets undergo quality checks by our system. It identifies issues like low-quality printing, low-resolution scanning, scribbling on QR codes, or unclear/multiple responses to a question. Duplicate answer sheets, where more than one student uses the same sheet with the same QR code, are flagged. Our team manually reviews and rectifies these issues, ensuring accurate recording of student responses. Occasionally, we may contact you to confirm details or request a rescan.

## Resulting

After recording responses, the system automatically grades them, generating raw scores for each student. Cut-off scores for award categories are determined by comparing results within the same level and region. Cut-offs vary yearly based on competition difficulty.

## Awarding

A student's result includes a raw score and an award category. Every participating student receives a certificate displaying their name, school, year level, competition division, and award. For detailed scoring and award criteria, refer to the school report.

## Download Results and Certificates

- 1 Select **Results and Certificates** from the left-hand side menu

Edit

Privacy and consent  
Download Student List (online quiz)  
**Results and Certificates**  
Orders  
OMR Download  
OMR Upload  
Answer Upload  
Statistics  
Teacher guides and Datasheets

**Results and Certificates**

To find the Certificates and School Reports.

Please click on the competition name below to find a list of documents for your students.

Under the title "School Report" you will find the

- A summary to be given to the school principal.

Under the title "Certificates (multipage pdf)"

- The first pdf lets you download all the certificates for the whole school.
- Click on the division, and download a pdf for each division of students.

Under the title "Results"

- 2 Under the **Name** section select the competition

- **School Report** – you will find the summary to be given to the school principal.
- **Certificates (multipage pdf)** – The first pdf lets you download all the certificates for the whole school. Click on the division and download a pdf for each division of students.
- **Results** – This shows the scores and achievement level for each student, along with their responses to each question. The questions are all awarded one point, and the total is out of 30 points.

Name	Competition: 2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 3
Student exports	School Report
2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 3	Melbourne Grammar School 2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 3 School Report.html
	Results
	2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 3 Results.xlsx
	Senior Division (ages 16–17) Results.xlsx
	Junior Division 1 (Ages 12–13) Results.xlsx
	Certificates (Multipage PDF)
	Melbourne Grammar School Certificates.pdf
	Senior Division (ages 16–17) Certificates.pdf
	Junior Division 1 (Ages 12–13) Certificates.pdf

= Not visible for coordinators

## Changing Student Details

- 1 Log in as a coordinator at [ICQ Admin Portal](#)
- 2 Click on **Download Student List**
- 3 Search in the **Name** or **Username** field, enter student's name or username
- 4 Click **Edit** and pop-up edit student screen will appear. Fill in the correct name corresponding to the username
- 5 Click **Save**. Double check the details. If they are correct click **Back to list** to edit more student names or exit the page

Once all the student names have been correctly recorded, you can proceed to re-download the certificates. This will ensure that the certificates now reflect the updated and accurate student names.

Edit

Privacy and consent  
Download Student List (online quiz)  
Coordinators  
Export files  
Orders  
OMR Download  
OMR Upload  
Answer Upload  
Statistics  
Teacher guides and Datasheets

Download Student List (online quiz)

If you are doing the quiz online, a list of auto-generated use

Underneath this list are three export file icons, one creates a

We recommend using the HTML version because it is the mo

Click on the 'Export HTML' button to download the sheet. Th

download willdisplay a webpage. There will be no First name

competition portal to include these details.

Tip: If you print this webpage (Ctrl+P), you can then cut thes

sided.

It's important that teachers ensure students fill out their names correctly, as this information appears on the certificates

After the competition, we will update you when you are able to access your students' results.

Name
Username
usr class
usr grade
Participated

Choose

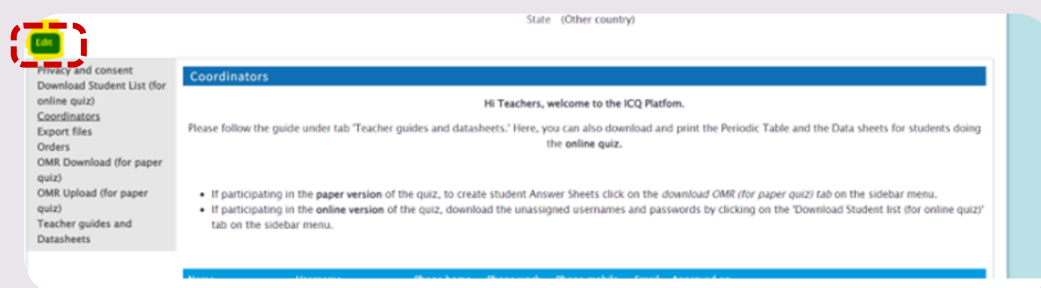
Show only my students
☐
Reset filter fields

Name	Username	usr grade	usr class	Extra time	Gender	Created by	2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 1	2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 2	2023 RACI INTERNATIONAL CHEMISTRY QUIZ – Round 3
				0			Not participated	Not participated	Participated

1 - 1

## Changing School Name

- 1 Logging in as a coordinator for your school at [ICQ Admin Portal](#)
- 2 Click on the **Edit** button
- 3 From there, you can make changes to your school's name. If you'd like to use a shorter school name on the certificates, simply enter the desired name in the second box provided below.



Second box for shorter name for shorter name below

A form with two input boxes for the school name. The first box is labeled 'School name' and is empty. The second box is also labeled 'School name' and is highlighted in yellow. A red arrow points from the yellow box to the first box. Below the second box, the text 'on testimonials' is visible.

Once you've made the necessary name changes and saved them, please click **Results and Certificates** to re-download the school report and certificates for the selected round with the updated school name.



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### National Office

1/21 Vale Street, North Melbourne  
Victoria 3051, Australia

### Phone

+61 3 90203477

### Web

[raci.org.au](http://raci.org.au)