



PRIME MINISTER'S **SPELLING BEE**

Teacher Checklist



To do before competing

- **Register** the students in your class according to their grade (Years 3-4 green; Years 5-6 orange; Years 7-8 red).
- **Send** the digital Consent Form from your teacher dashboard or print the form found in the Resource Hub to the students' parent/guardian for signing.
- **Once** you have received the signed Consent Form, go to the Teacher Dashboard and check the box next to the student's name to confirm a signed Consent Form has been received.

To do during competition

- **By** registering an account and adding students to their class, teachers agree that students will be supervised and will complete each round of the Competition in accordance with the Competition rules.
- **Everything** you need to know for setting up the Bee is explained [HERE](#).
- **Check** that students will be using a suitable browser for the game to work. A table of preferred browsers is listed under [HOW IT WORKS](#) section on the Spelling Bee.
- **Decide** when each student will sit the Bee. It can be all at once, or in smaller groups. It is up to each teacher how they arrange it. Remember: it is best if all students wear headphones when completing the Bee. When students are ready to start, give them their individual code to input under STUDENT SIGN-IN
- **Print** out the Participation certificate from the Spelling Bee Teacher dashboard, fill in, and hand to your students who took part.
- **Check** your email and Teacher dashboard for notification of those students who have progressed to finals.
- **For** more details about How the Competition Works, read the [HOW IT WORKS](#) section on the homepage or the Full Terms and Conditions (link at bottom of Spelling Bee homepage).



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To do before competition continued



IMPORTANT

Individual entrants are not permitted to use additional aids or resources including physical or online dictionaries, Google or other search engine tools, spelling or grammar plug-ins, word lists, mobile phones, tablets, or any other device or object that could be construed as having potential to give spelling advice.



Entrants must not have any inked or printed writing on the palms of their hands or visible part of their body that could be construed as having the potential to provide spelling advice when they participate.



Entrants must not have help from other students or teachers during any part of the Competition.