



## for School STS coordinators and teachers

### 1. Maximum Number of Entries per School Level: Primary Level (F-6) or Secondary Level (7-10)

- Enrolment numbers in a Primary campus include all students enrolled from F to 6, while enrolment numbers in a Secondary campus include students in Years 7 to 10 only.
- Each school campus (ie. F-6 or 7-10) is restricted to a maximum number of entries equal to 5% of the student enrolment at that campus OR 25 entries, whichever is the greater.
- In addition, each campus is allowed to submit a MAXIMUM OF 25 ENTRIES IN ANY ONE DIVISION/SECTION of STS. Thus a campus with an enrolment of 1200 will be entitled to 60 entries, with no more than 25 entries in each division/section. As an example, this campus may submit 60 entries with, say, 25 in Intermediate Research, 15 in Junior Models and 20 in Junior Games. Class projects are not included in these numbers.
- There is a maximum of 8 entries per school for the Class Project. A class project can have up to 35 students per project.
- For STS purposes a campus is a separate location with students permanently enrolled at that location and administered by a campus Principal.
- Primary and Secondary components at the one location are regarded as separate campuses. Separate Entry details must be completed for primary and secondary.

Note that a group entry is TWO students only.

### 2. Open Section (Year 11 and 12)

- STS aims to encourage students to pursue their interests in science by allowing keen students who have personal interests in one of the Sections offered, the opportunity to develop these interests provided they fit into the guidelines of the competition. Students may enter all Sections except Posters and Creative Writing.
- We hope teachers will encourage only those students who are capable of organising their time to fulfil VCE requirements and complete work on personal projects.

### 3. Individual and group entries

- Students can enter an individual project or a group project.
- A group consists of TWO students only, with the exception of the Class Project.
- The Class Project can have up to 35 students per project.

### 4. Schools' responsibilities for judging entries

All schools entering STS must provide 1 Judge per twelve entries (or part thereof). Therefore, even if your school has only one entry, you must still supply one judge. You must nominate judges by the registration closing date.

All Judges from the metropolitan area will be required to select a Section which will be judged at one of three venues on Special Judging Day. You may, however, choose Creative Writing and Experimental Research as your **second** preference.

Teachers who cannot judge on Saturdays due to religious reasons can request to judge Creative Writing or Experimental Research by email to [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au).

Judging on the Special Judging Day requires a commitment of about 5 hours - from 8:00am to 1:00pm.

Judging on the Special Judging Day is usually in pairs. Where possible a primary and secondary judge will be paired together. Judges are expected to evaluate all divisions within a section.

1. Country Judges can select any Division / Section. If posters/photography/videos/games/models/computers are selected, the Judge is committed to attend one of the Special Judging venues on judging day. If research or creative writing is selected, entries for judging will be sent to the judge.
2. If a judge becomes unavailable at the required judging time, it is the school's responsibility to provide replacement judges for those who cannot fulfil their obligation.
3. If a school cannot supply the required number of judges, then the STS Committee will not judge entries from that school.

Students who submit a project into the experimental research and inventions section are automatically entered into the **National BHP Billiton Science and Engineering Awards**. Students who win major bursaries in these sections of STS will be shortlisted for selection as a finalist in this national competition. You must notify STS if you do NOT want your project forwarded to BHP Billiton Awards. For more information go to <http://www.scienceawards.org.au>

## 5. How to enter your students

First, register your school to ACTIVATE your account for the current year. All entry is through the STS web registration system.

The STS registration site will become live on 27 February 2017 at 9.00am. The site will be closed off at 5.00pm on Monday 29 May.

### To get started:

1. Have the following information ready before you start:
  - a. School STS coordinator details (including correct email address)
  - b. List of volunteer judges (1 judge per 12 entries or part thereof) and their two preferences for judging sections.
  - c. Full STS student entry details.  
[Download student and judge proformas from the Science Talent Search website to help collect full details.]
2. Log onto the STS online system web address: [www.stav.vic.edu.au/gui/sts/](http://www.stav.vic.edu.au/gui/sts/)
3. Click on the **“Register here”** link
4. From the drop down list choose your school (check that the campus is correct). Primary and secondary must register as separate campuses.
5. If your school isn't on the list, contact STAV by email: [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au)
6. Enter STS coordinator email address. Ensure you enter the address precisely.
7. Enter a password of your choosing and Login. Record your password somewhere for future reference.
8. Press **“Login”** and the program will generate an email message from which you can access your own area of the STS website. Make a copy of the web address for your records.

### Once you receive your confirmation email:

9. Enter your email address and your password to access and edit the records for your school.
10. Check and update your school details. Choose the **“Update School Details”** link. Ensure you click on the **“Update Details”** button once your changes have been made.
11. Enter appropriate student and judge details. Please check spelling carefully and ensure you enter **all** details requested. STS will not make corrections for student details.
12. Ensure you press both the **“Add Student”** button & the **“Submit”** button or your information **won't be saved**.
13. You can add, edit or remove entries at any time from this point **until the closing date Monday 29 May**.

14. Enter your judges information.
15. You should print your data from the **“View all Entries”** section of the database. Make amendments and correct errors online. The online system **closes permanently** on 29 May. No further changes can be made by you. Changes requested via the STAV Office will incur a fee of \$10 per student.

For more detailed instructions visit the STS website [www.sciencevictoria.com.au/sts.html](http://www.sciencevictoria.com.au/sts.html)

## 6. Payment

Your school will be invoiced via your STS coordinator for the **number of entries in the online database on the closing date**. Entry fees will need to be paid from this date as the administration of the entries will have already occurred from this point on.

## 7. Delivery of entries

- **Metropolitan entries** (within 100km radius of GPO): entries in posters/photography/videos/games/models/class projects/computers **must** be taken by students to the appropriate judging venue on Judging Day. Entries in Research or Creative Writing must be posted (PO Box 109, Coburg VIC 3058) to **arrive** by Friday 21 July or delivered to STAV House, 5 Munro Street, Coburg on Thursday 20 July or Friday 21 July by 4:30pm.
- **Country entries** (outside 100km radius of GPO): entries can be mailed (PO Box 109, Coburg VIC 3058), couriered or hand delivered to STAV House, 5 Munro Street, Coburg during the week starting Monday 17 July. All sent entries must arrive by 4:30pm Friday 21 July. NO Package can be larger than 0.5m x 0.5m x 0.5m or weigh more than 15kg.

**COUNTRY STUDENTS attending Special Judging Day - DO NOT SEND entries to STAV House, Coburg.** Students are required to take their entry with them to the Special Judging Day venue.

Entries delivered to STAV House, Coburg **will not** be transferred to Special Judging Day venues.

## 8. Collection of entries

- Teachers in metropolitan schools **MUST** arrange for the collection of all entries from the Exhibition venue, from 12.00 noon to 1.00pm on Exhibition Day. Entries not collected on this day will be disposed of.
- Country entries will be returned by arrangement, provided they are within the size restrictions. Please notify STS by email if you want your entries returned.