

## INFORMATION FOR SCIENCE TALENT SEARCH COORDINATORS

(Contains details about sorting entries, delivery of entries, special Judging Day and Judges details)

### 1 Organising Entries

Please ensure that students/teachers are familiar with these procedures and that all entry details are checked either by a staff member and/or a parent.

#### It is essential that:

- The **YELLOW** face sheet is signed by the entrant and counter-signed by **BOTH** the Science Teacher **and** a Parent. Make sure the **sticky label** supplied is **attached** to the **face sheet**.
- Where appropriate a photocopy of any written work including data records etc... should be made before submitting the original.
- A FACE-SHEET (or a photocopy) is secured to **each** part of the entry. Ensure a copy of the signed FACE-SHEET is inside the folder for photo & project permissions to be collected.
- For multi-part or games entries, all parts of the entry must be packed securely in a box. Make sure any fragile components are well padded. Damage usually occurs when entries are poorly packed.
- ONLY COUNTRY POSTERS AND PHOTOGRAPHY ENTRIES** are required to be mailed to STAV House, Coburg.

Although all care will be taken with entries, no responsibility will be accepted for damaged or lost entries.

**Live specimens, chemicals or other dangerous goods must not be part of a project.**

### 2 CREATIVE WRITING & EXPERIMENTAL RESEARCH ENTRIES

Transitioning to online electronic submissions  
Information and instructions to be advised via email early JULY

### 3 COUNTRY ENTRIES

Transitioning to online electronic submissions  
Information and instructions to be advised via email early JULY  
**POSTERS AND PHOTOGRAPHY MUST STILL BE MAILED/DELIVERED TO STAV HOUSE BY 20 JULY 4.30PM**

**No package/box mailed or delivered can be larger than 0.5m x 0.5m x 0.5m. Items larger than these dimensions will not be accepted.**

The address for COUNTRY PHOTOGRAPHY & POSTERS being mailed to STAV House is:

#### **MAILING ADDRESS**

Science Talent Search  
STAV House  
PO Box 109, Coburg, Victoria 3058

**Projects sent by post must be SECURELY packed in a solid carton and no larger than 0.5m x 0.5m x 0.5m.**

#### **DELIVERY ADDRESS**

STAV House  
5 Munro Street, Coburg (Melways ref: 29 H1)  
Office Hours: 9am – 4.30pm

### 4 JUDGING DAY – SATURDAY 4<sup>TH</sup> AUGUST

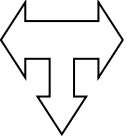
- Wesley College: Games
- Parade College (BUNDOORA CAMPUS): Science Photography & Video Productions
- Methodist Ladies College: Posters, Computer Programs, Working Models, Inventions & Class Projects

**NOTE:** Parade College judging venue is now at the **BUNDOORA** campus

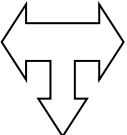
**Schools Pack 1 – Insert 1**

ATTACH ENTRY (STICKY) LABEL TO ENTRY FACE SHEET  
 Check details are correct.  
 Send email a.s.a.p. to [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au) if corrections are needed.

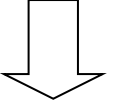
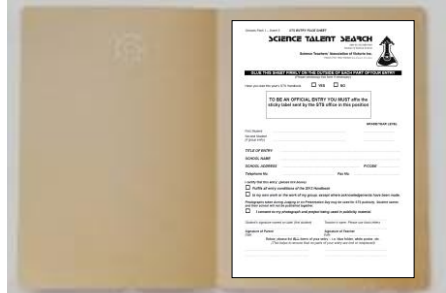
<b>STS</b> 201_	<b>LP-1-</b> 408	<b>JOHN SMITH</b>
<b>Primary School</b>		
<b>MY STS PROJECT</b>		



COMPLETE AND SIGN ENTRY FACE SHEET  
 PHOTOCOPY



ATTACH TO FRONT OF MANILA FOLDER  
 ATTACH COPY TO FRONT OF REPORT  
 ATTACH COPY TO ANY OTHER PARTS OF PROJECT  
 (E.G. Games box, base of invention, packaging of physical project)



**CREATIVE WRITING & EXPERIMENTAL RESEARCH**  
 TRANSITIONING TO ONLINE ELECTRONIC SUBMISSIONS  
 Refer to STS Handbook page 23 for naming electronic files



**METROPOLITAN SCHOOLS**  
 ALL OTHER SECTIONS

- COMPUTER PROGRAMS
- GAMES
- WORKING MODELS
- INVENTIONS
- POSTERS
- PHOTOGRAPHY
- VIDEOS
- CLASS PROJECTS

STUDENTS BRING THEIR PROJECTS WITH THEM TO **JUDGING DAY**  
**SATURDAY 4 AUGUST 2018**

**COUNTRY SCHOOLS**  
 ALL OTHER SECTIONS

- COMPUTER PROGRAMS
- GAMES
- WORKING MODELS
- INVENTIONS
- POSTERS
- PHOTOGRAPHY
- VIDEOS
- CLASS PROJECTS

TRANSITIONING TO ONLINE ELECTRONIC SUBMISSIONS

**POSTERS & PHOTOGRAPHY STILL REQUIRE PHYSICAL ENTRIES TO BE SENT IN BY:**  
**20<sup>TH</sup> JULY 4.30PM**

## *Schools Pack 1 – Insert 1*

Entries must be carefully packaged with a correctly completed YELLOW face sheet and project identification sticky label glued onto the outside of the entry. EACH extra package must be labeled with a photocopied face sheet. Small pieces of entries can be lost if entries are not packaged carefully. A SEPARATE COPY of the signed face sheet must be also provided inside the report.

### **5 Acknowledgement of Entry Submission:**

- a) A procedure to monitor student entries at delivery and on Judging Day will be in place.
- b) As entries arrive at STAV House or at the Judging Venue, the entries will be recorded. Make sure that the yellow sheet is secured to the outside of the entry.
- c) The entries are sorted according to Section and Division and later collected by the Section Coordinator. The entries will be marked off against Section Coordinator Master Lists, so accurate records can be kept of each student entry.
- d) After computer processing of this information, each participating School will receive, in August, **Schools Pack 2**.

#### **Schools Pack 2**

This is another report identifying the ACTUAL (physical) entries that we received electronically AND on Judging Day.

**Please check this list against your records.**

Contact STAV if you have any concerns; however, *all amendments to student information should have been completed by you online in May*. Any further amendments can only be made at a cost of \$10 per entry.

### **6 Volunteer Judges and STS**

(Refer to STS Handbook, page 4, point 4)

In addition to checking and sorting entries, schools have been requested to supply Judges to assist in the evaluation of the many thousands of entries we receive. It is **crucial** that these Judges carry out their responsibility. **If a nominated Judge cannot evaluate entries, it is their duty or the duty of the School STS Coordinator to provide a replacement.** Please contact Janice Teng via email: [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au) if you have any difficulties in this regard.

Please inform the volunteer judges from your school that Section Coordinators of the STS Committee are currently organising their Judging panels on the basis of information provided and that they will be contacting Judges within the next few weeks. Some Judges may have been reallocated to a Division or Section not requested. If this causes any major concerns please contact Janice Teng.

### **5. SPECIAL JUDGING DAYS**

Metropolitan entrants must be accompanied by the entrant(s) on Judging Day.

Country entrants are now able to submit their projects electronically, please contact Janice via email: [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au) if the entrant(s) intend to bring their entry for judging on Saturday 4th of August.

**PLEASE COMPLETE THE NEXT PAGE AND SEND THE  
FORM BACK TO STAV BY EMAIL OR FAX  
(IF APPLICABLE)**

6. PLEASE COMPLETE THE FOLLOWING AND EMAIL or FAX BACK TO STAV  
FAX: (03) 9386 6722 EMAIL: [sts@stav.vic.edu.au](mailto:sts@stav.vic.edu.au)

**This was requested with your online registration, you do not have to fax/email this form in if you have completed this already.**

Your Name: \_\_\_\_\_

School Name: \_\_\_\_\_

### OVERALL SCHOOL DATA REQUEST

For all registered schools to complete

The data collected is to assist with future funding of the Science Talent Search competition and provision of support to STS Schools

<b>A.</b> How many <i>students</i> in the whole school/campus participated in any sort of open ended inquiry-based <u>experimental research</u> ? <b>This includes all students even if they did not get entered into STS.</b>	<b>Student Number</b>
<b>B.</b> How many <i>students</i> in the whole school/campus participated in any sort of open ended inquiry-based <u>invention/engineering</u> ? <b>This includes all students even if they did not get entered into STS.</b>	<b>Student Number</b>
<b>C.</b> Taking information from <b>A</b> , please translate this to project numbers. <b>This includes all projects even if they did not get entered into STS.</b>	<b>Project Number</b>
<b>D.</b> Taking information from <b>B</b> , please translate this to project numbers. <b>This includes all projects even if they did not get entered into STS.</b>	<b>Project Number</b>

Thank you for your work in assisting with the STS competition.

Jennifer Cutri  
STS Judges Coordinator