

INFORMATION FOR SCIENCE TALENT SEARCH COORDINATORS

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:

- a) 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**.
- b) You **MUST** keep a **COPY** of any written work including data records etc. before submitting the original.
- c) 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.
- d) **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.

No project can be larger than 0.5m x 0.5m x 0.5m. Items larger than these dimensions will not be accepted.

2 CREATIVE WRITING & EXPERIMENTAL RESEARCH ENTRIES

Online electronic submissions – Server will open 17th June and close 21st July 2019

Log into school registration → Go to ‘View all entries’

Upload: Entry Face Sheet, Project and any appendices or log book pages

(Can be as separate files or altogether in one file)

See detailed instructions for naming your documents and other information

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POSTERS AND PHOTOGRAPHY MUST STILL BE MAILED/DELIVERED TO STAV HOUSE BY 19 JULY 4.30PM

COUNTRY SCHOOLS: POSTERS AND PHOTOGRAPHY ONLY

MAILING ADDRESS

Science Talent Search

STAV House

PO Box 109, Coburg, Victoria 3058

Posters and Photography entries sent by post must be SECURELY packed.

DELIVERY ADDRESS

STAV House

5 Munro Street, Coburg (Melways ref: 29 H1)

Office Hours: 9am – 4.30pm

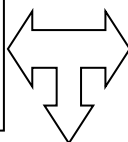
4 JUDGING DAY – SATURDAY 3rd AUGUST

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

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

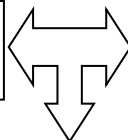
Schools Pack 1 – Insert 1

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

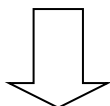


STS **LP-1-** **JOHN SMITH**
201_ **408**
Primary School
MY STS PROJECT

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

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 3 AUGUST 2019

COUNTRY SCHOOLS

ONLINE ELECTRONIC SUBMISSIONS

*Can opt to attend Judging Day venue

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

POSTERS & PHOTOGRAPHY STILL REQUIRE PHYSICAL ENTRIES

TO BE SENT IN BY:

19TH JULY 4.30PM

*Can opt to attend Judging Day venue

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 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 entries 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 if the entrant(s) intend to bring their entry for judging on Saturday 3rd August.

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

Mary Donaghy
STS Judges Coordinator