



## 2013 Bulgarian Creative Writing Competition Official Competition Protocol

*For contact teachers, guest proctors, and school directors*

*All competition writing sessions are 60 minutes long must be held from 13 to 20 February, Your school must register its exact competition date before 4 February, 2013*

1. Competitions must be hosted by the registered Bulgarian public school in cooperation with a **contact teacher** from the school. The contact teacher is responsible for correspondence with BCWC organizers, dissemination of information, and the mailing of essays to the regional judges.

2. On the day of the competition, there must also be present one **guest proctor** (two guest proctors if your school has more than 12 students participating). Guest proctors are other teachers from the registered school (not English teachers). The guest proctor's role is to see that students remain silent and do not attempt to use dictionaries, phones, each other, etc. as resources while writing. **The contact teacher may NOT be a guest proctor.**

3. The competition location must:

- Be within the registered school
- Have clear tables/desks where each student has sufficient space to write their essay
- Have a visible clock or timepiece to mark the beginning and end of the 60 minutes (Students may NOT use mobile phones to check the time, so please ensure that this clock is visible to all.)
- Have a white- or blackboard on which the essay topics can be clearly written and seen by the students. (The contact teacher may also choose to project the topics on a multimedia projector.)

4. For the time of the competition, **guest proctors** and **contact teachers** will need:

- Copy of the BCWC Official Competition Protocol (this document)
- Copy of the BCWC Official Rules for students\*
- Copy of the BCWC Local Writing Competition Checklist\*
- Copy of the BCWC 2013 Official Writing Prompts\*\*
- The appropriate number of copies of the Student Biographical Information sheet\*\* (one per student)
- Stapler(s) (to attach the Biographical Information sheets to the essays)
- Pre-addressed large envelope in which the essays will be mailed to the regional judging contact person
- Copy of BCWC Local Essay Writing Statistics form\*\*

*\*These documents will be sent to schools via email on 25 January 2013*

*\*\* These documents will be sent to schools via email on 11 February 2013*

5. **Students** should arrive at the competition location no fewer than 10 minutes before the essay writing is scheduled to start.

6. **Students** must bring:

- Their own loose-leaf paper (not a notebook!). Schools may supply students with paper if they choose. It does not matter what size paper is used, or whether it is lined, checked, etc.
- A pen or pencil. (Students may choose to write their essay in either pen or pencil, and they may cross out or erase as much as they need. Essays do not need to be pretty, although they should be legible.)

7. When **students** arrive to the competition location, they should be given a copy of the Student Biographical Information sheet to complete. They should NOT write their names anywhere other than on the Biographical Information sheet.

8. Once the **students** have completed the Biographical Information sheets, the **contact teacher** must read the competition rules for students aloud.

9. The topics must be written on the board before the competition, and covered (not visible) until the topics are announced. Topics should be written on the board **exactly** as they appear on the BCWC 2013 Official Writing Prompts: for example, “6.1 – ...”. Only the topics for the appropriate grade levels should be displayed. (That is, if only 6<sup>th</sup> and 7<sup>th</sup> graders are present, then the topics for 8<sup>th</sup>, 9<sup>th</sup> should not be shown).

10. The **contact teacher** must read the BCWC 2013 Official Writing Prompts out loud one time each. After the topics are announced they should be uncovered for all to see during the competition.

11. The **contact teacher** should inform the **students** that they may begin writing and announce the time. (For example: “It is now 4:40 PM. You have until 5:40 PM to write your essays.”) This may be done in Bulgarian, if necessary.

After this, the **contact teacher** should leave the room until the writing hour has passed.

12. **Students** should write their essay prompt (both as a sentence and number—i.e., 6.1) at the top of their paper.

13. While **students** are writing, they must remain silent and not communicate with one another. **Guest proctors** should walk around the room to make sure this rule is observed. Any **students** caught talking, copying, or consulting reference materials (including mobile phones) should be removed from the room and their essays should be confiscated.

14. The **guest proctor** should inform the **students** when they have 15 minutes left, when they have 5 minutes left, and when time is up. When time is up, all **students** must put down their pen or pencil, and turn their paper face down.

15. **Students** should staple their Biographical Information sheet to the BACK of their essay. The **guest proctor** will then collect the essays from the students and they are free to leave. (**Students** who finish before the end of the 60-minute period may bring their essays to the

proctor. The Biographical Information sheet should then be stapled to the BACK of the student's essay. Once this is done, students who finish early are free to leave).

16. The **contact teacher** reenters the room.

17. The **contact teacher**, while still in the presence of the **guest proctor(s)**, must sort the essays by grade level (looking only at the Student Biographical Information sheets, not the essays themselves).

18. Still in the presence of the **guest proctor(s)**, the **contact teacher** should then complete the brief BCWC Local Essay Writing Statistics form.

19. The **contact teacher** should put the sorted essays (6<sup>th</sup> grade on top, 12<sup>th</sup> grade on bottom) into the pre-addressed mailing envelope. The Local Essay Writing Statistics form should be placed on top of the essays inside the envelope. Once the contact teacher seals the envelope, the **guest proctors** are free to go.

20. The contact teacher must mail the envelope of essays to the specified regional judging contact person as soon as possible. The essays must be sent **no later than 22 February 2013**.

21. The essays will be read and assessed by a panel of **regional judges** early March 2013.

22. The top three essays from each grade level from each region will progress to the round of national judging. These national qualifiers will be announced on 8 March 2013.

23. Schools will be mailed their certificates of participation during the week of 11-15 March 2013. Local teachers will need to complete the certificates with their students' names.

24. **National judging** will take place in Sofia late March 2013.

25. The winning national essays will be announced on 27 March 2013.

26. The national awards ceremony will be held in Sofia in April 2013.