



2016 Bulgarian Creative Writing Competition Official Competition Protocol

For contact teachers, proctors, and school directors

All competition writing sessions are 60 minutes long and must be held on February 9 and/or 10, 2016. Your school must register the exact competition date(s) before 29 January.

1. Competitions must be hosted by the registered 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 entries.
2. On the day of the competition, there must also be present **at least one proctor per classroom**. Proctors are other teachers from the registered school who oversee the writing of the papers by the students (ideally, proctors are not English teachers). The 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 proctor.**
3. The competition location must:
 - Be within the registered school
 - Have clear tables/desks where each student has sufficient space to write their paper
 - 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 prompts are clearly written and covered (not visible) when the students enter the room. Topics should be written on the board **exactly** as they appear on the Official Writing Prompts: for example, "6.1 – Write about...." Only the topics for the appropriate grade levels should be displayed.
4. For the time of the competition, **proctors** and **contact teachers** will need:
 - Copy of the BCWC Official Competition Protocol (this document)
 - Copy of the BCWC Official Rules for students (posted on the BCWC website)
 - Copy of the BCWC Local Writing Competition Checklist*
 - Copy of BCWC Statistics form*
 - The appropriate number of copies of the Student Biographical Information sheet* (one per student)
 - Copy of the BCWC 2015 Official Writing Prompts**
 - Pre-addressed large envelope in which the papers will be mailed
 - Stapler(s) (to attach the Biographical Information sheets to the papers)

**These documents will be posted on the BCWC website.*

*** The Official Writing Prompts will be sent to contact teachers via email on February 8, 2016.*

5. **Students** should arrive at the competition location no fewer than 10 minutes before the 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 in either pen or pencil, and they may cross out or erase as much as they need. Papers do not need to be pretty, although the handwriting should be clear and 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 (BCWC Official Rules for students) aloud.

9. After **students** have heard the rules, the **contact teacher** must read the BCWC 2016 Official Writing Prompts out loud one time each. At this time, the same writing prompts should be revealed in written form—either on a multimedia projector, or on the board. After this, the contact teacher should leave the room until the writing hour has passed.

10. Once the topics have been read, the **proctor** should inform the **students** that they may begin writing, announce the time and write it on the board. (For example: “It is now 4:40 PM. You have until 5:40 PM to write.”) This may be done in Bulgarian, if necessary.

11. **Students** should write their writing prompt (both as a sentence and number—i.e., 12.1) at the top of their paper.

12. While students are writing, they must remain silent and not communicate with one another. The **proctor** 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 papers should be confiscated.

13. The **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.

14. **Students** should staple their Biographical Information sheet to the BACK of their paper. The proctor will then collect the papers from the students. All remaining students are now free to leave. (Students who finish before the end of the 60-minute period may stand up and bring their papers to the proctor. The Biographical Information sheet should then be stapled to the BACK of the student’s paper. Once this is done, student who finish early are free to leave.)

15. The **contact teacher**, while still in the presence of the **proctor**, must sort the entries by grade level (looking only at the Student Biographical Information sheets, not the papers themselves).
16. Still in the presence of the **proctor**, the **contact teacher** should then complete the brief BCWC Local Statistics form.
17. The **contact teacher** should put the sorted papers (6th grade on top, 12th grade on bottom) into the pre-addressed mailing envelope. The Local Statistics form should be placed on top of the papers inside the envelope. Once the contact teacher seals the envelope, the **proctors** are free to go.
18. The contact teacher must mail the envelope of entries (you will receive the mailing address before the competition) as soon as possible. The entries should be sent **no later than February 11, 2016**. Mailing expenses are paid by the school.
19. The entries will be read and assessed by a panel of **regional judges** on 20 February.
20. The top four entries from each grade level from each region will progress to the round of national judging. These national qualifiers will be announced by 23 February.
21. Schools will be mailed their certificates of participation in mid-March. Local teachers will need to complete the certificates with their students' names.
22. **National judging** will take place in Sofia on 28 February.
23. The winning entries will be announced by 3 March.
24. The national awards ceremony will be held on 19 March.