



InSpire Canada Math Contest – Coordinator’s Handbook

1) Welcome

Thank you for partnering with the InSpire Canada Math Contest (ICMC). This handbook tells Coordinators exactly how to register, form groups, enroll students, run contests with integrity, access results/certificates, manage referrals, and support student outreach.

2) Roles & Contacts

- **Coordinator:** Primary contact for your school/center; manages registration, groups, proctoring, and results distribution.
- **ICMC Support:** support@math-contest.org.
- **Website:** <https://math-contest.org>

3) Registration (Admins/Coordinators)

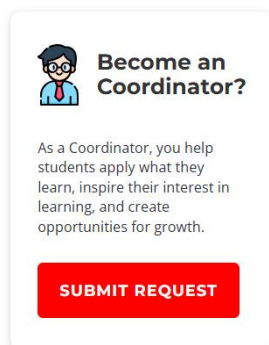
Goal: Create a user account, apply to become a Coordinator, and get approved.

1. Create an Account

- Go to the registration page on math-contest.org and sign up. <https://math-contest.org/sign-up-inspire/>

2. Apply to Become a Coordinator

- After login, open User Account → Settings and click “Become a Coordinator.”
- <https://math-contest.org/user-account/settings/>



- Fill in the Coordinator application form.
- Important: The email you enter on the form must match your account’s login email.

3. Approval Window & Notification



- ICMC typically reviews applications within 2 days.
- You will receive an approval email sent to your account email address.

4) Referral Rewards



Refer a friend and you both will earn \$5

- Both you and your friend earn \$5 CAD once they register and pay for their first contest using your referral code.
- To redeem your earnings, simply provide your E-Transfer information below.

Your referral link:

<https://math-contest.org/?ref=U128cd58>

Pending payout: CAD 0.00

Total earned: CAD 0.00

Your referrals (0)

No referrals yet.

- Your referral link is shown on the Referral page.
- When a student registers through your link and pays for one contest successfully, both the referrer and the referred student receive \$5 CAD.
- Tracking: You can see referrer/referred records on the Referral page.
- **Important rule:** Students who only gain access via a **Group** purchase do not qualify as a successful referral; they must make one individual payment for the referral to count.
- **Redeem (Canada):** Enter your Interac e-Transfer info on the Referral page to withdraw.

E-Transfer Info

Recipient name

Recipient Email

name@example.com

Phone (optional)

e.g. +1 416-555-1234

Notes (optional)

Save

- **Redeem (outside Canada):** Email support@math-contest.org to arrange payout.



5) Create & Manage Groups

Where: Groups menu (visible after Coordinator approval)

A) Create a Group

4. Go to Groups → Create Group.

5. Download the sample CSV, fill student data in the given format.

Group	Email	Name	Grade	School	City	Province	Country
Maple	alice@example.com	Alice Johnson	4	Maple Elementary	Toronto	Ontario	Canada
Maple	bob.smith@example.com	Bob O'Neil	5	Maple Elementary	Toronto	Ontario	Canada

- Group name: Free-form; we recommend using the school's name.
- Data quality: Enter Country, Province, City in full names (used for rankings).
- You may place different grades in the same group.
- Upload the file, it may take some time when you upload a long list.

- Student contest accounts are created automatically.
Account (username): student email;
Default password: Inspire2025
- Students can change it later in User Account → Settings.



B) What a Group Does

A Group is primarily used to purchase formal contest access for all members.

- Capacity & Pricing:
 - Up to 300 members in one Group at the same time
 - \$300 CAD per year (covers all contests your school runs that year)
- Access & Visibility:
 - View all contests participated in the current year
 - See each student's contest details (attempts, scores where applicable)

Tip: If your school expects ≤ 300 participating students, create one Group only.

C) Edit a Group

The screenshot shows the 'My Groups' interface. On the left, a list of groups includes 'Maple'. A modal window for editing the 'Maple' group is open on the right. The modal contains the following elements:

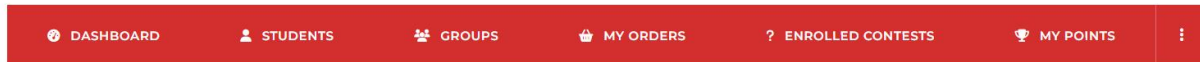
- Maple** (Group Name)
- Add users (Group Limit: 300)**
- Enter new user e-mail
- alice@example.com × bob.smith@example.com ×
- EDIT GROUP** button
- Download Sample CSV** link
- Import Groups (csv)** button

- To add more students, update the CSV file and upload it again.
- Use **Edit Group** to quickly add or remove members.
- **Note:** We strongly recommend using the CSV file for adding students. If you use the **Edit Group** button, ranking information may be missing, and students will need to update their details manually.

After changes are saved, affected students receive an email notification automatically.





D) View a Group



← Back to groups

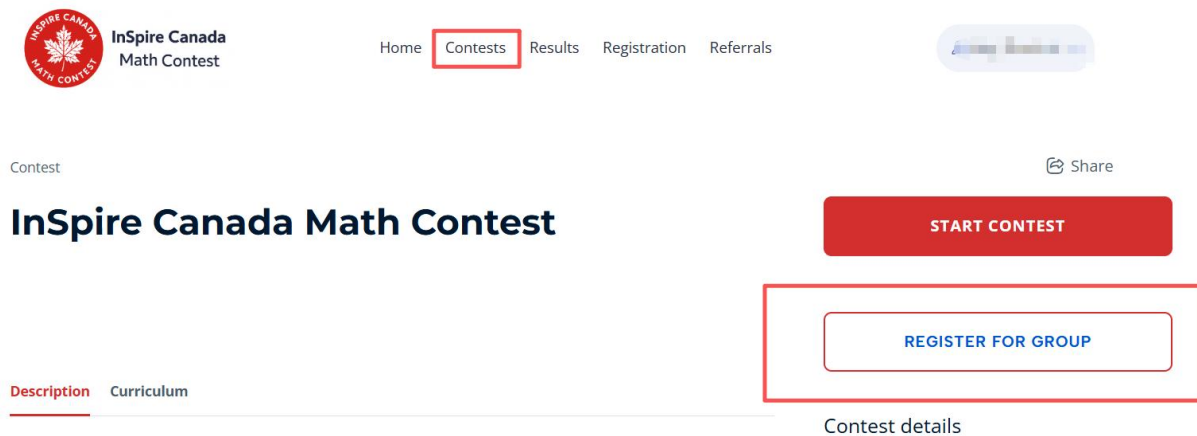
Group "Maple"

 Alice Johnson	▼
 Bob O'Neil	▼

Click View Group to list current members.

6) Enroll a Group in a Contest

Where: Contests page



Select the contest and choose “Register for Group.” Confirm the target Group and complete the purchase (if not already covered by your Group’s annual plan).

Individual plan: Students can also register independently for \$18 CAD/year.

7) Contest Operations & Integrity

A) Platform Security Window

From 2 days before a contest until results are released, the system temporarily disables score look-ups and student history pages.



B) Standard Schedule

Date	Grades
15th(Wed) & 16h(Thu) October, 2025	Grades 1–6
12th(Wed) & 13th(Thu) November, 2025	Grades 1–6
14th(Wed) & 15th(Thu) January, 2026	Grades 1–6
11th(Wed) & 12th(Thu) February, 2026	Grades 1–6
8th(Wed) & 9th(Thu) April, 2026	Grades 1–6
6th(Wed) & 7th(Thu) May, 2026	Grades 1–6

Contests are typically held mid-month on Wednesday and Thursday.

Each school selects its own start time on those days.

Duration: 45 minutes per contest.

Recommended pre-start: 5 minutes to announce rules, have students log in, open the contest page, select the correct grade, then wait for the official start.

←

X Curriculum

InSpire Canada Math Contest Sample Test

InSpire Canada Math Contest Sample Test

October 1/6 ^

Grade 1 – Sample

20 questions

✓

Grade 2 – Sample

20 questions

Grade 3 – Sample

23 questions

Grade 4 – Sample

25 questions

Grade 5 – Sample

25 questions

Grade 6 – Sample

25 questions

Grade 4 – Sample

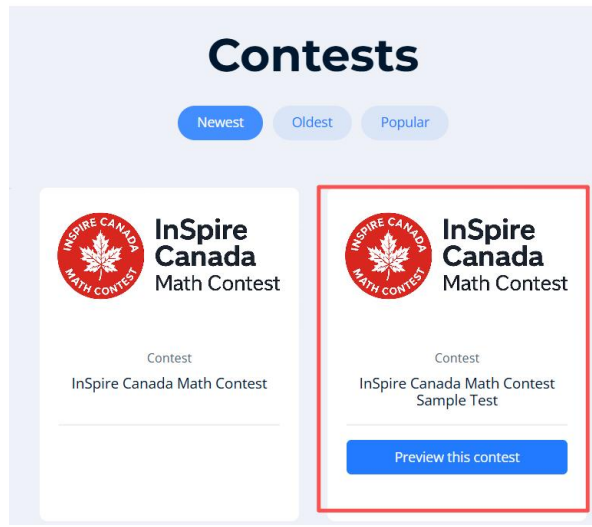
Questions count: 25

Start Contest

6

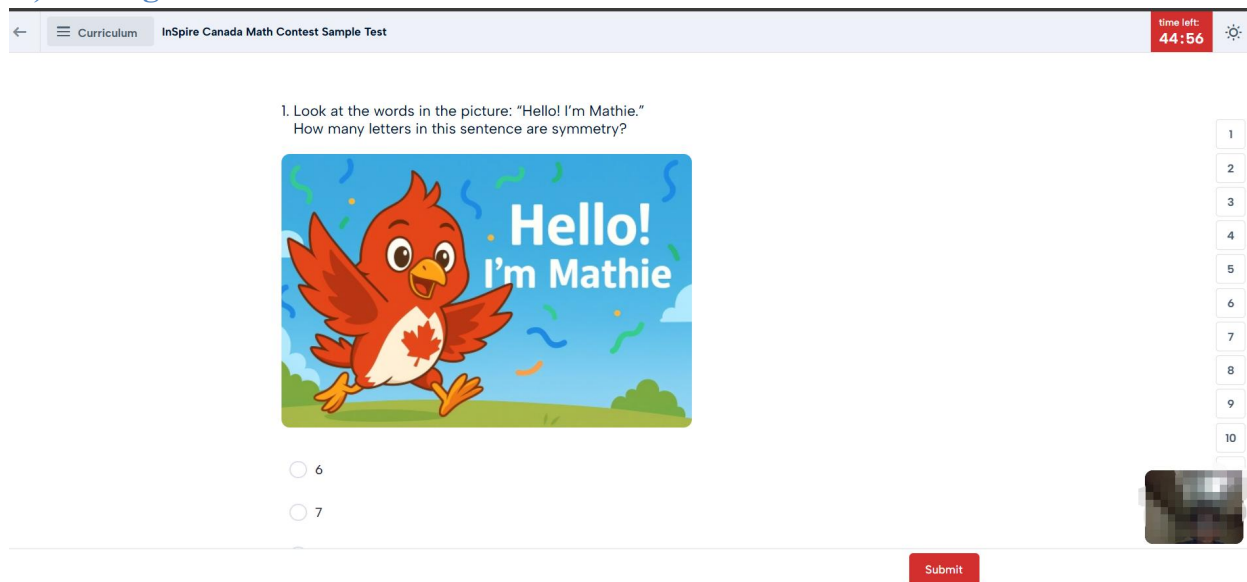


C) Practice



Before the official start, you may let students log in and try a practice set to learn the interface.

D) During the Exam



The official contest page includes countdown timing and video proctoring.

Do not leave the contest page. If a student exits or refreshes, existing answers will be cleared and time is reduced accordingly.

The system logs anomalies; proctors may review video to validate submissions.

Item type: Single-choice; exactly one correct answer per question.



E) Submission

Students must click Submit to finish. If time expires, the system auto-submits.

F) Discussion Ban

No online discussion or sharing of exam content on Wednesday and Thursday (the live contest days). Violations may lead to disqualification.

8) Results & Printing

[Download CSV](#)

Select a Contest: Grade 3 - Sample						
Student	Score	Total Points	Rank in Inspire	Rank in Windsor	Rank in Ontario	Rank in Canada
InSpire L	19 / 23	82.61%	1 / 2 (Top 50%)	1 / 6 (Top 16.67%)	1 / 6 (Top 16.67%)	1 / 7 (Top 14.29%)
Student	Score	Total Points	Rank in Inspire	Rank in Windsor	Rank in Ontario	Rank in Canada
Anna L	18 / 23	78.26%	1 / 3 (Top 33.33%)	2 / 6 (Top 33.33%)	2 / 6 (Top 33.33%)	2 / 7 (Top 28.57%)
Student	Score	Total Points	Rank in Inspire	Rank in Windsor	Rank in Ontario	Rank in Canada
Lilian Q	17 / 23	73.91%	2 / 3 (Top 66.67%)	3 / 6 (Top 50%)	3 / 6 (Top 50%)	3 / 7 (Top 42.86%)
Student	Score	Total Points	Rank in Maple Elementary	Rank in Windsor	Rank in Ontario	Rank in Canada
Alice Johnson	16 / 23	69.57%	1 / 2 (Top 50%)	4 / 6 (Top 66.67%)	4 / 6 (Top 66.67%)	4 / 7 (Top 57.14%)
Student	Score	Total Points	Rank in Maple Elementary	Rank in Windsor	Rank in Ontario	Rank in Canada
Bob O'Neil	16 / 23	69.57%	1 / 2 (Top 50%)	4 / 6 (Top 66.67%)	4 / 6 (Top 66.67%)	4 / 7 (Top 57.14%)

Timeline: Results are typically posted within 2 days, and no later than 1 week after your contest.

Email notice: Coordinators receive an email when results go live.

Viewing: On the Results page, filter by grade to view rankings.

Printing: Use the page's Download CSV function to download batches of student score sheets.

9) Review Wrong Answers (Per-Student Detail)

Where: Students → View → choose the specific contest session

DASHBOARD	STUDENTS	GROUPS	MY ORDERS	ENROLLED CONTESTS	MY POINTS	
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☐ Remove Selected

All contests

Search by name or email

This month

Sep 1, 2025 – Sep 24, 2025

Student	Email	Joined	Contest enrolled	Points	View
<input type="checkbox"/>		2025-09-23 22:01:43	1	65	View
<input type="checkbox"/>		2025-09-23 22:01:41	0	0	View
<input type="checkbox"/>		2025-09-23 20:04:33	1	65	View
<input type="checkbox"/>		2025-09-23 20:04:31	1	65	View
<input type="checkbox"/>		2025-09-23 20:04:12	1	80	View



Open the Students menu, click a student's View button, pick the contest session, and you can see the student's full response breakdown for that session.


InSpire Canada Math Contest Sample Test

Section 1
October

Grade 6 - Sample ▾

Attempt # 1 Show student answers ▾

Look at the words in the picture: "Hello! I'm Mathie." How many letters in this sentence are symmetry?



10) Certificates


Where: Certificates page

InSpire Canada Math Contest

Home Contests **Results** Registration Referrals

Select a Contest: Grade 1 - Sample ▾

Download CSV

Student	Score	Total Points	Rank in inspire	Rank in WINDSOR	Rank in Ontario
	1 / 1	100.00%	1 / 9 (Top 11%)	1 / 5 (Top 20%)	1 / 9 (Top 11%)

Country ▾
Country
Province
City
Participation

Download Certificates

Coordinators can download all certificates for the group in bulk.

Each student receives two certificate types: Participation and Ranking.

Coordinators may choose which certificate(s) to distribute.



Spotlight: Outstanding students may appear on the public leaderboard and in ICMC promotional stories/interviews—offering a platform to showcase their talent.

11) Fees Summary

- Group Plan: \$300 CAD/year, up to 300 students; best for schools (one group recommended if ≤ 300).
- Individual Plan: \$18 CAD/year per student.

12) Proctoring Checklist (Quick Use)

Before (≥ 5 min early)

- Devices on login page; students signed in
- Grade verified; rules announced
- Cameras on (if required) and working
- No calculators/phones unless explicitly allowed

During (45 min)

- Monitor full-screen; watch for page/tab switches
- Note any technical incidents/anomalies

After

- Confirm Submit for everyone (or auto-submit occurred)
- Remind students: no discussion until Friday
- Record any incidents to report to ICMC if needed

13) Data Quality & Privacy

Rankings rely on accurate Country/Province/City (full names); please verify CSV data before upload.

Students may update password and personal details in User Account → Settings.

ICMC retains proctoring logs and may review video when integrity is in question.

14) Student Problem Contributions (Question Collection)

Coordinators are encouraged to invite students to submit original problems via the official email (support@math-contest.org).



Adopted problems receive student rewards and may include interviews and features on the website/social media.

15) FAQ (Coordinator-Focused)

Q1. My student used a referral link but joined a Group without paying—does it count?

A. No. For referral credit, the student must complete one individual paid purchase.

Q2. We expect 200–250 participants. How many groups?

A. One Group is recommended (capacity up to 300).

Q3. Can we mix grades in a single group?

A. Yes.

Q4. A student was removed/added to a group—are they notified?

A. Yes, students receive an email after group changes.

Q5. When are scores visible?

A. Score look-ups/history are disabled from 2 days before the contest until results release (typically within 2 days, at most 1 week).

InSpire Canada Math Contest



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