



InSpire Canada Math Contest – Coordinator’s Handbook

1) Welcome

Thank you for partnering with the InSpire Canada Math Contest (ICMC) : <https://math-contest.org>

This handbook shows Coordinators how to register, form groups, enroll students, run contests with integrity, access results/certificates, and support student outreach.

2) Roles & Resources

- **Coordinator:** Primary contact for your school/center; manages registration, edits groups, and gets access to results and certificates.
- **ICMC Support:** support@math-contest.org

3) Registration (Admins/Coordinators)

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

1. Create a regular Account

- Go to the registration page <https://math-contest.org/sign-up-inspire/>
- Fill in all the information and click “Register” at the bottom of the page (Enter 0 if you are a coordinator)



To become a coordinator, please register an account first, then apply to be a coordinator in Settings.

First Name (Student/Instructor)	Last Name (Student/Instructor)	
<input type="text"/>	<input type="text"/>	
Email		
<input type="text"/>		
Password		
<input type="text"/>		
Confirm Password		
<input type="text"/>		
Grade	School	
<input type="text" value="Input 0 for instructor"/>	<input type="text"/>	
Country	Province/State	City
<input type="text" value="Canada"/>	<input type="text" value="Alberta"/>	<input type="text" value="Airdrie"/>
<input type="checkbox"/> I have read and agree to the Privacy Policy and Terms of Use.		
<input type="button" value="Register"/>		



2. Apply to Become a Coordinator

- After login, click your name at upper right corner of the page to open the **profile**→ click “**Settings**” → click “**SUBMIT REQUEST**” to become a coordinator→Fill in all the information and **Send Application**
- <https://math-contest.org/user-account/settings/>

Become an Coordinator

Coordinator Full Name

Phone Number

Email

School Name

School Address

SUBMIT REQUEST

Send Application



Important: The email you enter on the form must match your account's login email.

3. Wait for Approval

- ICMC typically reviews applications within 2 days.
- A confirmation email will be sent to your registered email address once the application is approved.

4) Create & Manage Groups

Where: Groups menu (visible after Coordinator approval)

A) Create a Group

1. Go to Profile → Click Groups.

Hey, Inspire

Home Contests Result Registration Referrals Handbooks

LEARNING AREA

Groups My Points

INSTRUCTOR AREA

Dashboard

Logout

IT'S CONTEST WEEK!

All score-related functions are temporarily disabled.

Please go to the “Contest” menu to take the official contest on October 15 or 16. Enjoy the challenge, and good luck!



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



Important: Please ensure you use the exact format of the sample CSV, as any changes will cause the import to fail.

DASHBOARD GROUPS MY ORDERS MY POINTS MESSAGES

My Groups

Inspire		
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Download Sample CSV Import Groups (csv)

Add Group

Enter group name

Add users (Group Limit: 400)

Enter new user e-mail

ADD GROUP

Sample CSV

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



Important: Every student must have a unique email address.

- Group name: We recommend you use the school name, it could also be your preferred name but all the students **must have the same group name**
- Data quality: Enter Country, Province, City in full names (please be precise since they will be 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.**
Click “**Import**” to choose the file from your computer, once it is uploaded, click “**Confirm and Create Groups**”



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InSpire Canada
Math Contest

Home Contests Result Registration Referrals Handbooks ▾

Hey, Inspire ▾

My Groups

Inspire

InSpire Students.csv Confirm and Create Groups

Add Group

Enter group name

Add users (Group Limit: 400)

Enter new user e-mail

ADD GROUP

- All the student accounts are created automatically once the group is created.
Account (username): student email entered in the list
Default password: Inspire2025
- Students can change their name and password later in their **Profile** → **Settings**

My profile

115 Earnings History

View Public Profile Share Public Profile

SETTINGS

Name Last Name

Display name publicly as:

The display name is shown in all public fields, such as the author name, instructor name, student name.

Change Password

New Password Re-type New Password

Enter your new password Enter your new password again

SAVE CHANGES Log out

B) What a Group Does

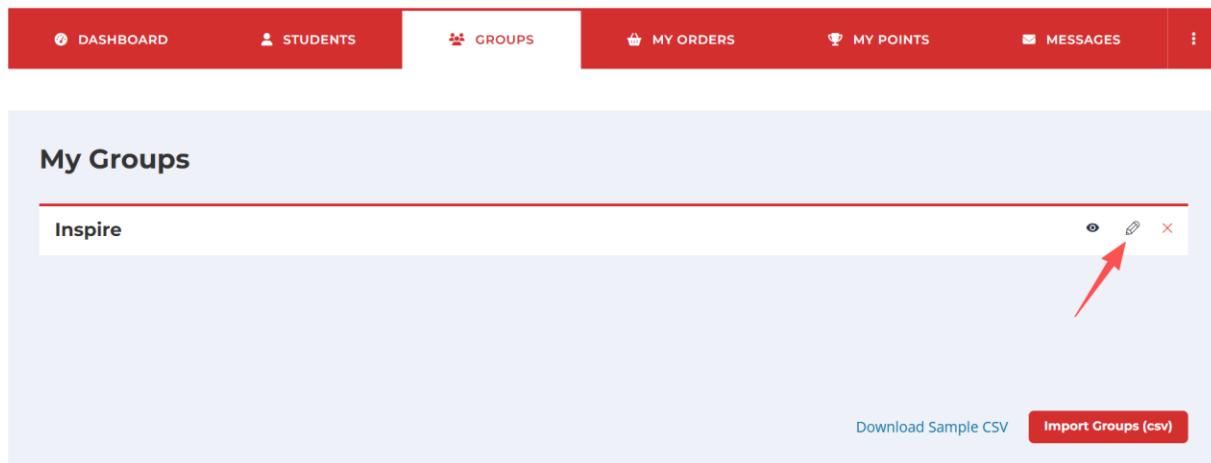
A Group is primarily used to purchase school license to provide contest access to all the students in the group.



- Capacity & Pricing:
 - Up to 300 students in one Group at the same time
 - Covers all contests your school runs that year
- Access & Visibility:
 - The coordinator can view all contests participated in the current year
 - See each student's contest details (attempts, scores where applicable)

C) Edit a Group

- To add more students, make changes in the local CSV form and upload it again (Step in 5A)
- You can add or remove students from your existing group by editing it directly:
 - Under your group tab, click the Edit (pencil icon)



My Groups

Inspire

Download Sample CSV Import Groups (csv)

Inspire

Add new group

- To add a new student, enter their information and click the Enter icon beside the email entering box.



InSpire Canada Math Contest

InSpire

Add new group

InSpire

Add Students

inspire@gmail.com



InSpire

Math

5

InSpire

Country Select

Canada

Province/State Select

Ontario

City Select

LaSalle

Tip: For search, use **Ctrl + F** on Windows or **⌘ + F** on Mac.

#	Name	Grade	School	Email	
1	[REDACTED]	5	Talbot Trail	[REDACTED]gmail.com	
2	[REDACTED]	—	InSpire	[REDACTED]gmail.com	
3	[REDACTED]	5	St. John Vianney	[REDACTED]gmail.com	

- When you see the new student listed in the group, click “UPDATE GROUP”

27	[REDACTED]	7	Legacy Oak Trail	[REDACTED]gmail.com	
28	[REDACTED]	7	Legacy Oak Trail	[REDACTED]gmail.com	
29	InSpire Math	5	InSpire	inspire@gmail.com	

UPDATE GROUP

- To remove a student from the group, click the “X” icon beside the student’s email

27	[REDACTED]	7	Legacy Oak Trail	[REDACTED]gmail.com	
28	[REDACTED]	7	Legacy Oak Trail	[REDACTED]gmail.com	
29	InSpire Math	5	InSpire	inspire@gmail.com	

UPDATE GROUP

- Click “OK” in the pop-up box



math-contest.org says

Remove this student from the group?

OK

Cancel

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

D) View a Group

Click the eye icon to view Group to check all current students.

The screenshot shows a web page titled "My Groups". At the top, there is a toolbar with the word "Inspire" on the left and three icons on the right: a magnifying glass, a pencil, and a red "X". A large red arrow points to the magnifying glass icon. Below the toolbar, the page content is empty. At the bottom, there are two buttons: "Download Sample CSV" in blue and "Import Groups (csv)" in red.

5) Enroll a Group in a Contest (Make payment)

Click the **Contests** at home page, then click the 2025-2026 Contest in the middle of the page;



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Home Contests Result Registration Referrals Handbooks ▾

Contests

Newest Oldest Popular



InSpire Canada Math Contest
2025-2026

Click “REGISTER FOR GROUP”

Contest

InSpire Canada Math Contest 2025-2026

Share

START CONTEST

REGISTER FOR GROUP

The contest will be open within a 2-day window.

Description Curriculum



**InSpire
Canada**
Math Contest

Check the group you have created, add to cart.

REGISTER FOR GROUP

The contest will be open within a 2-day window.

Buy for group

InSpire Canada Math Contest 2025-2026

Choose group

NHS 98 members

Math Contest



When it appears in the cart, you can pay for it, we recommend school use credit card.

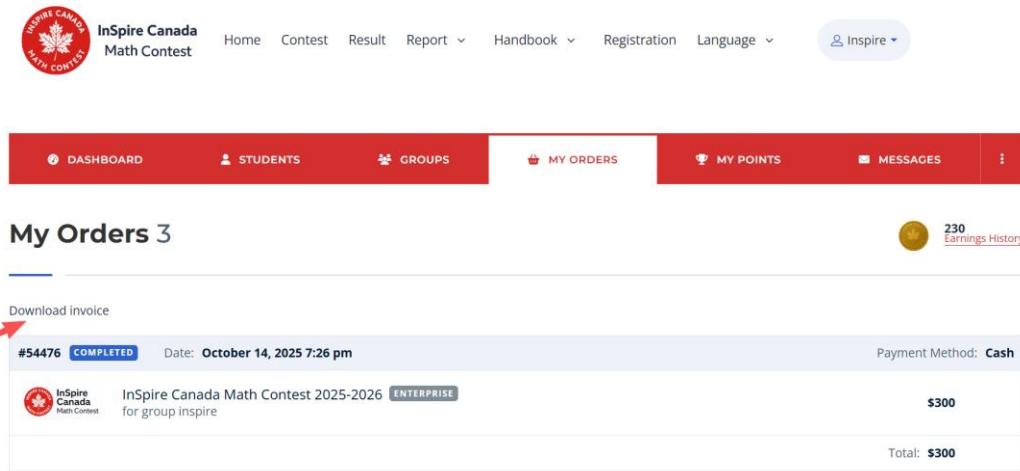
! **Important:** Please double check the cart before you pay, make sure there's only one group purchase without additional individual license.

Checkout

Order Items		Payment method	
 InSpire Canada Math Contest 2025-2026 for group NHS	ENTERPRISE	\$300	<input type="checkbox"/> Credit Card
		Total: \$300	<input type="checkbox"/> Paypal
			<input type="checkbox"/> Offline Payment
PAY \$300			

6) Download receipt

Once you have made the payment, you can download the receipt under “MY ORDERS”

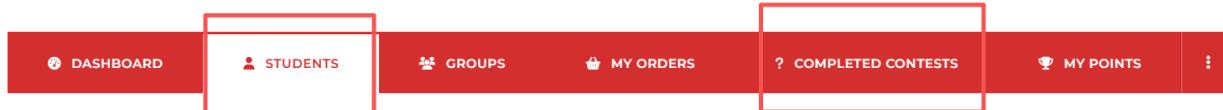


The screenshot shows the InSpire Canada Math Contest website. At the top, there is a navigation bar with links for Home, Contest, Result, Report, Handbook, Registration, Language, and Inspire. Below the navigation bar is a red header bar with links for DASHBOARD, STUDENTS, GROUPS, MY ORDERS (which is highlighted in white), MY POINTS, MESSAGES, and a more icon. The main content area is titled "My Orders 3". It shows a list of completed orders. The first order is highlighted with a red arrow pointing to the "Download invoice" link. The order details are: Order #54476, COMPLETED, Date: October 14, 2025 7:26 pm, Payment Method: Cash. The order item is InSpire Canada Math Contest 2025-2026 ENTERPRISE for group inspire, with a total of \$300.

7) Contest Operations & Integrity

A) Platform Security Window

From two days before the contest until the results are released, all score look-up and contest-related features will be temporarily disabled to ensure fairness and exam security.



Students



B) Standard Schedule

Upcoming Mathematics Contests

Students can start the contest on **either contest day**, within their school's **Contest Time Window (7:30 AM – 10:30 PM local time)**. Once begun, the student has **45 consecutive minutes** to complete the test.

Time Window: 7:30 AM – 10:30 PM (local time). Two-day window per round; start anytime within the window.

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

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.

InSpire Canada Math Contest Sample Test

START CONTEST

Contest details

Contests 8

Description Select Grade

For first time participants, they will see a grade selection page, and the contest will start after they select the appropriate grade.

Welcome to the InSpire Canada Math Contest! 🎉

Select your grade

Grade 1 Start Contest	Grade 2 Start Contest	Grade 3 Start Contest	Grade 4 Start Contest
Grade 5 Start Contest	Grade 6 Start Contest	Grade 7 Start Contest	Grade 8 Start Contest



← 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

C) Practice

Contests

Newest Oldest Popular

 InSpire Canada Math Contest Contest InSpire Canada Math Contest	 InSpire Canada Math Contest Contest InSpire Canada Math Contest Sample Test Preview this contest
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Before the official start, students may log in and try a practice test to familiarize themselves with the system.



D) During the Exam

← Curriculum InSpire Canada Math Contest Sample Test time left: 44:56 ☰

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



6
 7

1
2
3
4
5
6
7
8
9
10

 Submit

The official contest page includes countdown timing and video monitoring.

If a school is hosting the contest on-site and would like to turn off the video monitoring feature, please use the coordinator's email to send a request to support@math-contest.org; we will turn off the camera for the specific school, the result of contest completed with school IP will still be valid.

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

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

E) Submission

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

F) Discussion Ban

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



8) Results & Printing

Download CSV

Select a Contest: Grade 4 - Sample

— Please choose —

Grade 6 - October 2025

Grade 5 - October 2025

Grade 4 - October 2025

Grade 3 - October 2025

Grade 2 - October 2025

Grade 1 - October 2025

Grade 6 - Sample

Grade 5 - Sample

World

Canada

World

Student	Score	Total Points	Inspire
[REDACTED]	24 / 25	96.00%	Top 1%
Student	Score	Total Points	Mount Pleasant
[REDACTED]	23 / 25	92.00%	Top 1%
Student	Score	Total Points	Lakeside Middle

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

Email notice: Coordinators will 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) Certificates

Download CSV

Select a Contest: Grade 1 - Sample

Country

Province

City

Participation

Download Certificates

Student	Score	Total Points	Rank in Inspire	Rank in WINDSOR	Rank in Ontario	Rank in Canada
[REDACTED]	1 / 1	100.00%	1 / 9 (Top 11%)	1 / 5 (Top 20%)	1 / 9 (Top 11%)	1 / 9 (Top 9%)

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.

10) Review Wrong Answers (Per-Student Detail)

Where: Students → View → choose the specific contest session

Student	Email	Joined	Contest enrolled	Points	
[REDACTED]	[REDACTED]	2025-09-23 22:01:43	1	65	<button>View</button>
[REDACTED]	[REDACTED]	2025-09-23 22:01:41	0	0	<button>View</button>
[REDACTED]	[REDACTED]	2025-09-23 20:04:33	1	65	<button>View</button>
[REDACTED]	[REDACTED]	2025-09-23 20:04:31	1	65	<button>View</button>
[REDACTED]	[REDACTED]	2025-09-23 20:04:12	1	80	<button>View</button>

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?





11) Pricing Plan

- Group Plan: \$300 CAD/year, up to 400 students; best for schools (one group recommended if ≤ 400).
- 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 Submission 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 Questions Contributions (ICMC Question Collection)

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

Adopted questions will receive global acknowledgement and cash incentives, rewards 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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 888-MATH (6284)-618

 support@math-contest.org

