Braille Challenge℠

b• Braille Institute®

2022 Pandemic Supplemental
HANDBOOK

Braille Challenge | 2022

Braille Challenge COVID Plan 2022

Overview

In developing plans to start the 2022 Braille Challenge season, the Braille Institute has focused on strategies that allow safe participation in our programs while prioritizing the health and wellness of our youth contestants, families, staff and community.

We are balancing the impact of a global pandemic with the critical need for our youth to continue their learning. By offering in-person and virtual program options, we are providing regional partners a choice that allows them to deliver high-quality programming in formats which will best meet their specific needs.

Braille Challenge Regionals Modified Program Delivery

Each Braille Challenge Regional is unique and has unique needs. Below we have provided various options for program delivery to accommodate a wide range of needs. There are modified in-person options as well as virtual options to choose from. For any in-person programming options, please see the recommended safety guidelines below. Listed below on page 4 of this document, as well as the CDC's guidelines for "Attending an event or gathering" (Link available at the bottom of each page).
All Braille Challenge contests must be completed between January 1st and March 13th 2022.

In-Person Options

Option 1: Single Day Modified In-Person Program with Safety Measures
o Depending on number of participants, location and local guidelines regarding COVID, geographic spread of students, and other case-by-case considerations, a modified in-person program to follow appropriate safety guidelines as outlined on page 4 may be an option.

Option 2: Modified In-Person Program with Safety Measures AND Contest Staggering
o Contests may be staggered on an as-needed basis depending on number of students, staff, and volunteers as well as location and spacing considerations.
- <u>Single Day Contests</u>
  - Contest staggering should be enacted to maintain appropriate and safe social distance within the location space while still following all other safety guidelines.
  - Contests can be staggered to break up large age categories. For example, half of the Apprentice Category tests in the morning while the other half tests in the afternoon.

- Multiple Day Contests
  - Contests can be held on different days for the various categories or to split up large age categories.
  - For example, half of each age category tests on Friday and the other half tests on Saturday.
- Multiple Regional sites
  - For Regionals with a large geographic spread it may be a possibility to have smaller groups of students meet at multiple local sites for testing.
  - For example, The Southern California Regional would be conducted in such a format. A group of students from San Diego would meet at one location for testing while a group of students from Los Angeles meet at another location.

Remote & Virtual Options

Option 3: Remote Testing Window - Individual Proctoring, Small Group Proctoring, and/or Virtual Proctoring
  - o Contests can be proctored anytime between January 1st and March 13th by students' individual TSVI's or another agreed upon Proctor.
  - o Regional Coordinators can order contests from BIA and distribute to Proctors to administer to students within a given time frame.
  - o Contest Proctoring can be done in school, home, other agreed upon setting, or virtually (see virtual proctoring guidelines below).
  - o Proctors return contests to Regional Coordinators who then score them and return to BIA, or return to BIA for scoring as needed.
  - o Awards recognition, parent workshops, and other aspects of the program can be held virtually throughout and at the end of the testing period.

Option 4: Group Virtual Proctoring
  - o Contests will all be proctored in one day via multiple video meetings
  - o Regional Coordinators can order contests from BIA and distribute to contestants.
  - o Contestants return contests to Regional Coordinators who then score them and return to BIA, or return to BIA for scoring as needed.
  - o Awards recognition, parent workshops, and other aspects of the program can be held virtually throughout and at the end of the testing period.

Virtual Proctoring

  - o Virtual Proctoring Requirements

- o Contestant and Proctors must have access to internet and a device to video conference
- o Contests must be delivered to contestant. The seal on the packaging must not be broken until the virtual proctoring has begun and the Proctor can view the package being opened via video conference.
- o A parent or household member must be present with the contestant during testing.
- o Once contests are complete, they must be packed and returned to the Regional Coordinator.
- o Individual Virtual Proctoring
  - o One Proctor will have a video meeting with one student to proctor the contests.
  - o A family or household member will open contests, provide them to the contestant as needed during testing, and will repack them upon completion.
- o Group Virtual Proctoring
  - o One Proctor will have a video meeting with multiple contestants.
  - o For example, one video meeting would be set up for all Apprentice level contestants with one proctor, a separate video meeting set up for all Freshman level contestants with a different Proctor, etc.
- o Considerations for Virtual Proctoring
  - o Delivery of contest materials to contestants must be coordinated.
  - o Delivery of completed contest materials back to regional coordinator must be coordinated.

Contest Scoring

- o To maintain contest integrity, the chain of possession must be strictly controlled/monitored by the Regional Coordinator at all times.
  - o A spreadsheet that lists detailed information for each contest location can be utilized for this purpose. A column can indicate the date a contest was delivered to a contestant; other columns can indicate when it was returned to the coordinator, when it was delivered to a specific scorer, etc.
- o Once completed by the contestant, contests should be returned to the Regional Coordinator who will then assign and deliver contests to their scorers. Please follow all CDC guidelines during the transfer of contest materials.
- o Scoring should be conducted on a day/s other than the actual contest, preferably to start within 3 days of the Regional contest date and lasting for a period of approximately one week. (Although this may vary based on the number of available scorers.)

- In our experience, the workload for a particular scorer can vary greatly from one individual to the next. Therefore, the Regional Coordinator has the best perspective in regard to the required number of scorers.
- However, we recommend that a regional enlist a similar number of scorers that were utilized in previous regionals. Even accounting for a lesser student-participation rate, the extra help will be handy!

- Scoring can be conducted over a period of multiple, sequential days depending on the number of students and scorers. For example, all multiple-choice contests (i.e. Reading Comprehension, Proofreading, Charts and Graphs) can be scored on day one, followed by Spelling and S&A contest scoring on days two and three. Or they can be scored concurrently by different teams of scorers.
  - The number of Speed & Accuracy contests will be the determining factor for the length of scoring. These take the longest to score and must be completed by certified braille transcribers or persons of equivalent braille knowledge.

- Scoring can be conducted remotely, by scorers who are operating independently of each other and set in a private location of their choosing (more than likely their home).
  - The actual scored contests should then be returned to the Regional Coordinator as soon as possible after scoring is completed, although the scores themselves can be transmitted to the coordinators immediately when available.
  - Conversely, if the regional is providing a space for all scorers to perform their duties in one location, please observe all CDC guidelines for distancing and facial coverings.
  - Example of contest tracking grid:

Contestant Name & Category	Contestant Shipping Address	Proctor Name/Relationship	Date of Contest	Date Completed Contest Returned to Coordinator	Date Contest provided to Scorer	Scorer Name	Date Scores provided to Coordinator	Date Scored Contests returned to Coordinator
John Smith Apprentice	Address Line 1 Address Line 2 City, State Zip	David Smith/TVI	2/7/2021	2/9/2021	2/11/2021	Sally Johnson	2/12/2021	2/15/2021
Jane Smith Sophomore	Address Line 1 Address Line 2 City, State Zip	Joyce Davis/TVI	2/8/2021	2/8/2021	2/11/2021	Sally Johnson	2/13/2021	2/15/2021

Safety Recommendations

Please visit the Center for Disease Control's website for more information on 'Attending an event or gathering':
https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#event

- o If you are fully vaccinated, you can participate in many of the activities that you did before the pandemic.
- o While engaging in public activities, continue to protect yourself by practicing everyday preventive actions.
- o Keep these items on hand when venturing out: a face mask, tissues, and a hand sanitizer with at least 60% alcohol, if possible.
- o Require facemask coverings for all individuals.
- o Non-contact thermometers to check temperatures of all individuals entering event location. No persons with a fever to be permitted.
- o No permitting of individuals that have had COVID symptoms or have come into contact with anyone with COVID symptoms.
- o Maintain at least 6 feet distance for all in-person activities and seating for ceremonies, parent workshops, and all other spaces.
- o Incorporate spaced check in procedures of at least 6 feet with clearly marked locations for standing in line.
- o Maintain clearly marked and regularly spaced hand sanitizing stations.
- o Sanitize of all check in tables, desks, chairs, and braillers for contests.
- o Limit human guide by staff and volunteers as much as possible. Each student to be accompanied to and from ceremonies and contests by a family member or other designated chaperone.
- o Large spaces or outdoor spaces recommended for any ceremonies or workshops if possible.
- o If serving any food, consider identifying one person to serve all food so that multiple people are not handling the serving utensils. Grab and go snacks and/or boxed lunches are strongly recommended.
- o Parent workshops will be in a webinar that is sent prior. Parents will be occupied being humans guides with contestants.
- o Regional Coordinators will announce winners, this will act as the closing ceremony.
- o One contained event done in one day with time slots for the different categories. (Dependent on regional size)

Webinars

- o Regionals are welcome to provide their own parent workshops, but to support our regionals further the Braille Institute will be providing a webinar series that all regionals may utilize.
- o Between January 1st and March 13th, the 2022 Braille Challenge Regional testing window, the Braille Institute will provide a webinar series that all regionals are invited to utilize.

- o Once the webinar schedule is posted, regionals must RSVP for the webinars you wish to promote for your regional and provide an approximate count of attendees expected from your region.
- o There is no limit to the number of webinars each regional may promote and attend.
- o Webinars will cover a broad range of topics and will be provided by various presenters from the field.

Please visit the Center for Disease Control's website for more information on 'Attending an event or gathering':
https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#event

Modified In-Person Program with Safety Measures
Option 1 Sample Agenda

Saturday, February 5th, 2022

7:00 a.m. – 8:30 a.m.	**Check-In, Boxed Breakfast and Book Port training**
9:00 a.m. – 10:00 a.m.	**Announcements**
10:00 a.m. – 11: 30a.m.	**Parent Workshop**
10:15 a.m. – 11:00 a.m.	**Challenge Session I**
11:00 a.m. – 11:45 a.m.	**Challenge Session II**
11:45 a.m. – 12:45 p.m.	**Boxed Lunch**
12:45 – 1:30 p.m.	**Challenge Session III**
1:30 – 2:15 p.m.	**Challenge Session IV**
1:30 – 3:00 p.m.	**Entertainment – Audio Described Movie**
3:00 p.m.	**Closing Ceremony**

Considerations:

- Some regionals may prefer to have no opening or closing ceremony to limit grouping. In this case, upon arrival participants will go directly to contest testing rooms. Check-in, announcements, lunch, and any student recognition will take place in the same contained room.
- If possible, consider having any open or closing ceremony in an open air space.

Modified In-Person Program with Safety Measures and Contest Staggering
Option 2 Sample Agenda

Saturday, February 5th, 2022

Session 1:

7:00 a.m. – 8:30 a.m.	**Check-In, Boxed Breakfast and Book Port training**
9:00 a.m. – 10:00 a.m.	**Announcements**
10:00 a.m. – 11: 30 a.m.	**Parent Workshop**
10:15 a.m. – 11:00 a.m.	**Challenge Session I**
11:00 a.m. – 11:45 a.m.	**Challenge Session II**
11:45 a.m. – 12:45 p.m.	**Lunch**
12:45 p.m. – 1:30 p.m.	**Braille Challenge Session III**
1:30 p.m	**Dismissal**

Session 2:

11:45 a.m. – 12:45 p.m.	**Check-In, Boxed Lunch, Announcements and Book Port training**
12:45 p.m. – 1:30 p.m.	**Challenge Session I**
12:45 a.m. – 1: 30 p.m.	**Parent Workshop**
1:30 – 2:15 p.m.	**Challenge Session II**
2:15 – 2:30 p.m.	**Break**
2:30 – 3:15 p.m.	**Challenge Session III**
3:15 – 4:00 p.m.	**Challenge Session IV**
4:00 p.m.	**Dismissal**

Saturday February 12th, 2022

12:00pm	**Virtual Awards Ceremony**

Remote Testing Window
Option 3 Sample Agenda

January 27th

        Proctor Training
Via video meeting

February 1st – 28th

        Remote Testing Window
Contests will be picked up by or delivered to Proctors and/or contestants.
Proctors and contestants coordinate a time to take contests either individually or in small groups and either in-person or virtual via video meeting.

February 1st

        Virtual Opening Ceremony
Via video meeting or livestreamed video
Kicks off the program events

February 8th – 12th

        Social Hours
Via video meeting

February 15th – 19th

        Webinars
Via Video

February 28th

        Deadline to return contests for scoring

March 12th

        Awards Ceremony
Via video meeting or livestreamed video

Group Virtual Proctoring
Option 4 Sample Agenda
SoCal Regional Example

February 1ˢᵗ – 5ᵗʰ

Contest & Goodie Bag Pick Ups & Shipping
Contactless pick up of contests & goodie bags for families.
Contests & goodie bags will be shipped to arrive by
February 1ˢᵗ for families that cannot pick up physically.

**Thursday
February 4ᵗʰ**
3:30 p.m.

Bookport Training (Soph, JV, & Varsity Only)
Via Microsoft Teams
Optional training for Sophomore, JV, & Varsity

**Friday
February 5ᵗʰ**
3:30 p.m.

Parent Webinar
Via Microsoft Teams

**Saturday
February 6ᵗʰ**
8:30 a.m. –
2:00 p.m.

Contests
Via Microsoft Teams Video Meetings
Contestants, Proctors, and Proctor Assistants will log in to
their assigned Teams video meetings for contests.

February 6ᵗʰ – 25ᵗʰ

Contests Returned and Scored
Contactless drop off-of contests for families. Contest will
have pre-paid return shipping as needed.
Deadline to return contest to BIA: February 10ᵗʰ

Friday, February 26ᵗʰ
3:00p.m. –
4:00 p.m.

Awards Ceremony
Via YouTube Livestream

Health Questionnaire for Braille Challenge Attendees
For In-Person Programming

1. Are you currently experiencing, or, in the last 14 days, have you experienced, any of the following symptoms?

    Cough, Sore Throat, Nasal Congestion/Runny Nose, Fever/Chills/Sweats, Shortness of Breath, Difficulty Breathing, Loss of Sense of Smell, Body Aches, Diarrhea, Nausea, Vomiting

    _____ Yes   _____ No

2. In the last 14 days, have you had close contact with a confirmed or probable case of COVID-19?

    Close contact is defined as: (1) Living in the same household or (2) Spending more than 15 minutes within 6 feet of someone who was sick with a fever and cough.

    _____ Yes   _____ No

3. Have you been advised to self-quarantine by any doctor, hospital, or agency?

    _____ Yes   _____ No

4. Recorded temperature, done onsite or at home. Per CDC guidelines if 100.4°F entry is NOT allowed.

    _____

If answer to ANY question is YES, admittance to the Braille Challenge program is NOT allowed.

I attest that my responses above are true and accurate.

_____
Participant/ Attendee Printed Name

_____
Participant/ Attendee Signature

_____
Regional Location

_____
Date

Group Virtual Proctoring
Guidelines and Examples

Requirements:
- All categories test virtually via Teams
- Students and Proctors must have phone/tablet/computer with video capability and internet connection.
- Maximum 5 students per video meeting recommended
- One family or household member must be present during testing
- Contests must be delivered to students or picked up by students prior to testing

Recommended Number of Proctors and/or Video meetings based on number of students in the age category					
# of Students in each category	**1-5 Students**	**6-10 Students**	**11-15 Students**	**16-20 Students**	**21-25 Students**
# Proctors and/or video meetings needed for the category	1 Proctor All students proctor via 1 video meeting	2 Proctors OR 2 Video meetings staggered	3 Proctors OR 3 Video meetings staggered	4 Proctors OR 4 Video Meetings staggered	5 Proctors or 5 video meetings staggered

Example:
- If there are 10 students in the Apprentice Category, then two separate video meetings will be needed for proctoring.

Option 1:
- Proctor #1 conducts all three Apprentice contests via a video meeting for 5 students on day 1.
- The same Proctor (Proctor #1) conducts all three Apprentice contests via video meeting for the other 5 students on day 2 (or at a later time on day 1)

Option 2:
- Proctor #1 conducts all three Apprentice contests via a video meeting for 5 students on day 1.
- Proctor #2 (a different Proctor) conducts all three Apprentice contests via a separate video meeting for the other 5 students concurrently.

Group Virtual Proctoring

Option 1 Vs. Option 2

1 Proctor conducting 2 separate video meetings vs.
2 Proctors conducting 2 separate video meetings.

Option 1 with 10 Apprentice Contestants and 1 Apprentice Proctor		
Age Category	**Group 1** **9:00am**	**Group 2** **1:30pm**
Apprentice	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
Contestants in Group 1 sign on to the video meeting and take contests between 9:00am – 1:00pm with the Proctor. Contestants in Group 2 sign on to the video meeting and take contests between 1:30pm – 5:30pm with the same Proctor.		

Option 2 with 10 Apprentice Contestants and 2 Apprentice Proctors		
Age Category	**Proctor #1** **Group 1** **9:00am – 1:00pm**	**Proctor #2** **Group 2** **9:00am – 1:00pm**
Apprentice	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
Contestants in Group 1 sign on to the video meeting and take contests between 9:00am – 1:00pm with Proctor #1 Contestants in Group 2 sign on to the video meeting and take contests between 9:00am-1:00pm with Proctor #2		

Sample SoCal Internal Agenda
Logistics Overview – Group Virtual Proctoring

Logistic Details:
- 50 Students
- 10 students per category
- 2 Proctors per category = 10 Proctors Total
- 2 Proctor Assistants per category = 10 Proctor Assistants
- Group Virtual Proctoring Option 2

Permission forms Deadline
- Friday, January 15th

Week leading up to contest: February 1st – 5th
- Contests & Goodie Bags
  - Each contest box will be sealed with packing tape and a sticker that reads, "Do not open before Contest begins on Saturday, February 6th"
  - Contest & goodie bag pick up
    - Contactless pick up at Braille Institute will be available
  - Contest shipping
    - Contests & goodie bags will be shipped to families that cannot physically pick up contests to arrive by February 1st.
- Proctor & Proctor Assistant Training
  - Via Microsoft Teams meeting Tuesday, February 2nd 3:30pm
- Bookport Training
  - Teams Meeting Thursday, February 4th, 3:30pm
- Parent Webinar
  - Teams Meeting Friday, February 5th, 3:30pm

Contest Teams Meetings
- Microsoft Teams meetings will be set up for each testing group and meeting invites, links, and instructions emailed to all contestants, Proctors, and Proctor Assistants.
- 2 meetings per category = 10 meetings
- 8:30am – 2:00pm

Scoring
- Contest return deadline is February 10th. Once all contests are received, they will be delivered to or picked up by 5 volunteer transcriber scorers who will score contests remotely and return them to BIA by February 19th.

Awards Ceremony
- Via Youtube livestream video.
- Awards will be shipped to winners after ceremony.

Sample SoCal Internal Agenda
Group Virtual Proctoring
Internal Day Agendas by Category

Sample Contest Day Schedule: APPRENTICE		
Apprentice	**Apprentice Proctor #1** **App. Proctor Assistant #1** **Group 1** **8:30am – 1:00pm**	**Apprentice Proctor #2** **App. Proctor Assistant #2** **Group 2** **8:30am – 1:00pm**
Roster	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
8:30am – 9:00am	Introductions, Opening Contests, and Ice Breaker	Introductions, Opening Contests, and Ice Breaker
9:00 am – 10:00am	Spelling Contest	Spelling Contest
10:00 am – 11:00am	Reading Comprehension Contest	Reading Comprehension Contest
11:00am – 11:30am	Break	Break
11:30am – 12:30pm	Proofreading	Proofreading
12:30pm – 1:00pm	Socialization Debrief, Pack up contests, next steps, farewell	Socialization Debrief, Pack up contests, next steps, farewell

Sample SoCal Internal Agenda
Group Virtual Proctoring
Internal Day Agendas by Category

Sample Contest Day Schedule: FRESHMAN		
Freshman	**Freshman Proctor #1** **Fresh. Proctor Assistant #1** **Group 1** **8:30am – 1:00pm**	**Freshman Proctor #2** **Fresh. Proctor Assistant #2** **Group 2** **8:30am – 1:00pm**
Roster	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
8:30am – 9:00am	Introductions, Opening Contests, and Ice Breaker	Introductions, Opening Contests, and Ice Breaker
9:00 am – 10:00am	Spelling Contest	Spelling Contest
10:00 am – 11:00am	Reading Comprehension Contest	Reading Comprehension Contest
11:00am – 11:30am	Break	Break
11:30am – 12:30pm	Proofreading	Proofreading
12:30pm – 1:00pm	Socialization Debrief, Pack up contests, next steps, farewell	Socialization Debrief, Pack up contests, next steps, farewell

Sample SoCal Internal Agenda
Group Virtual Proctoring
Internal Day Agendas by Category

Sample Contest Day Schedule: SOPHOMORE		
Sophomore	**Sophomore Proctor #1 Soph. Proctor Assistant #1 Group 1 8:30am – 2:00pm**	**Sophomore Proctor #2 Soph. Proctor Assistant #2 Group 2 8:30am – 2:00pm**
Roster	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 6. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 6. Etc.
8:30am – 9:00am	Introductions, Opening Contests, and Ice Breaker	Introductions, Opening Contests, and Ice Breaker
9:00 am – 10:00am	Spelling Contest	Spelling Contest
10:00 am – 11:00am	Reading Comprehension Contest	Reading Comprehension Contest
11:00am – 11:30am	Break	Break
11:30am – 12:30pm	Proofreading	Proofreading
12:30pm – 1:30pm	Charts & Graphs	Charts & Graphs
1:30pm – 2:00pm	Socialization Debrief, Pack up contests, next steps, farewell	Socialization Debrief, Pack up contests, next steps, farewell

Sample SoCal Internal Agenda
Group Virtual Proctoring
Internal Day Agendas by Category

Sample Contest Day Schedule: JUNIOR VARSITY		
JV	**JV Proctor #1** **JV Proctor Assistant #1** **Group 1** **8:30am – 2:00pm**	**JV Proctor #2** **JV Proctor Assistant #2** **Group 2** **8:30am – 2:00pm**
Roster	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
8:30am – 9:00am	Introductions, Opening Contests, and Ice Breaker	Introductions, Opening Contests, and Ice Breaker
9:00 am – 10:00am	Spelling Contest	Spelling Contest
10:00 am – 11:00am	Reading Comprehension Contest	Reading Comprehension Contest
11:00am – 11:30am	Break	Break
11:30am – 12:30pm	Proofreading	Proofreading
12:30pm – 1:30pm	Charts & Graphs	Charts & Graphs
1:30pm – 2:00pm	Socialization Debrief, Pack up contests, next steps, farewell	Socialization Debrief, Pack up contests, next steps, farewell

Sample SoCal Internal Agenda
Group Virtual Proctoring
Internal Day Agendas by Category

Sample Contest Day Schedule: VARSITY		
Varsity	**Varsity Proctor #1** **Varsity Proctor Assistant #1** **Group 1** **8:30am – 2:00pm**	**JV Proctor #2** **Varsity Proctor Assistant #2** **Group 2** **8:30am – 2:00pm**
Roster	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.	Student Roster: 1. John Doe 2. Jane Doe 3. Etc. 4. Etc. 5. Etc.
8:30am – 9:00am	Introductions, Opening Contests, and Ice Breaker	Introductions, Opening Contests, and Ice Breaker
9:00 am – 10:00am	Spelling Contest	Spelling Contest
10:00 am – 11:00am	Reading Comprehension Contest	Reading Comprehension Contest
11:00am – 11:30am	Break	Break
11:30am – 12:30pm	Proofreading	Proofreading
12:30pm – 1:30pm	Charts & Graphs	Charts & Graphs
1:30pm – 2:00pm	Socialization Debrief, Pack up contests, next steps, farewell	Socialization Debrief, Pack up contests, next steps, farewell

Group Virtual Testing

Fact Sheet for Contestants - SoCal Regional Example

- **How, when, and where will the contest take place?**
    - Contests will take place via Microsoft Teams online video meetings on Saturday, February 5th from 8:30am – 2:00pm.
    - Contestants will access the online video meeting via phone, tablet, or computer.
- **What do I need to participate?**
    - One family or household member must be present during testing.
    - Contestants must have phone/tablet/computer with video capability and internet connection.
    - Contestants must have access to a Perkins brailler.
        - If you do not have access to a Perkins brailler at home, you may request a brailler on loan to pick up with your contests.
        - Must sign loan agreement.
    - Braille paper to braille contest answers will be provided.
    - For Sophomore, JV, and Varsity categories (5th-12th grades) you must use either a Victor Reader Stream, Victor Reader Trek, or Bookport devices for the Speed & Accuracy portion of testing.
        - If you do not have access to those devices at home, please indicate that on the permission form and a Bookport will be provided for you.
        - An optional Bookport training will provided via Microsoft Teams video meeting on Thursday, February 3rd at 3:30pm.
        - To sign up for the training, check the box for the training on your permission form.
- **How do I get my contests, t-shirt, and goodie bag?**
    - Contestants must pick up their contests and goodie bag via contactless pick up at Braille Institute between February 1st – 5th.
        - If you cannot pick up your contest and goodie bag in person, you must specify so on your permission form and they will be shipped to you to arrive by February 1st.
        - Contest boxes MUST NOT be opened prior to joining the contest video meeting on February 6th.
        - Once you have joined the meeting on February 6th, the Proctor will instruct you to open your contest box.
- **Who will be on the video meeting during testing?**
    - Each contestant will be joining a video meeting where up to 4 other contestants in their age group will be testing at the same time. A Proctor and a Proctor Assistant will lead the meeting and provide instructions.
- **How do I return contests once complete?**
    - Contestants must return their contests by delivering in person or mailing to BIA by Wednesday, February 10th.
- **How will we find out the winners?**
    - Winners will be announced via a Youtube livestream Awards Ceremony on Friday, February 26th at 3:00pm. You can go to Youtube.com/brailleinstitute. A direct link will be shared as well.
- **What about a parent workshop?**
    - The parent workshop will be done as webinars via Microsoft Teams on Friday, February 5th.

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Laguna Hills

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Laguna Hills, CA 92653
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Coachella Valley

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Riverside

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Riverside, CA 92506
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