

GENERAL GUIDELINES FOR BRAINOBRAIN COMPETITION

(These are general guidelines for all our competitions. Though most of the points given here would be relevant for all competitions, there might be some points which might be applicable to the National competitions only and not regional competitions. So we request you to see the competition application form for specific details. You may also get in touch with your regional office for specific queries. Thank you.)

Dear Franchisees, Faculty,

Greetings from Brainobrain!

We appreciate your efforts & interest in preparing our children for the competition. Your role is really important as you are preparing & enabling our children to experience – the Brainobrain Competition! Brainobrain competitions are an empowering experience for our children; an enlightening experience for our parents; a rewarding experience for all of us.

Please go through these guidelines carefully. It will give you all the information that you would need about the Competition Experience! Do ensure that children are not pressurised to over practice. It is important that our children enjoy the whole experience! Come, let's make the difference!



BEFORE THE COMPETITION

1. As soon as you receive the competition date from the office, you can immediately inform the same to all the parents & children. You can start motivating your children & parents to do specific practice for the competition.
2. Please click on the link below for the Model Question Papers for the Brainobrain National & Regional Competitions.

www.brainobrain.com/mqpbobfest.htm

You can follow them for all competitions. You can download these model questions papers (5 sets) to conduct practice sessions. You can also distribute this link to parents, so that they can practice at home. Of course you can prepare additional set of QPS from your end to give adequate practice to children. Please remember, that the efficiency of our children is directly proportional to their practice. The more they practice, the more they will receive the benefits of the competition.

3. **SMS from Office:** We will be sending sms messages to you about the competition, if you are not receiving them; it means that your mobile phone is registered under Do Not Disturb (DND) service. If you would like to receive the SMS, then you may deactivate the DND service.
4. The office will provide you the **Competition Application Forms (CAF)** for all your children. Please read the application first by yourself, before you distribute to the parents & children. Please fill them with utmost care in capital letters. Ensure that the spellings, category and other particulars are correct. Please submit them well in advance. All applications should reach office well within the last date. We will check the authenticity of the applications. If we find any false or missing information we might disqualify the application. So we request you to give all genuine information about the level & category of the child. You will be getting the BOB T shirts, Hall Tickets, Category Stickers, Competition Invitation for display, Competition Poster etc from office.
5. **LEVELS:**

Children who have completed

- 40 pages of I Level (Book 1) will be grouped as - T category (T category may or may not be a part of some competitions, so please refer to the Application Form)
- Levels I to X will be - A, B, C, D, E, F, G, H, I & J - categories respectively,
- X Level Completed before a year will be taking part in the Open Category - Z category,
- Little Bob Modules 1 to 4 will be – P, Q, R & S - categories respectively.

However, please see the competition application forms for specific details.

6. CATEGORIES:

Brainobrain Programme

Each level is further divided into five categories based on the age group of children. Please ensure that the child is taking part in the respective category as per his/her age. They are

A1 - 4 years & above

A2 - 7 years & above

A3 - 9 years & above

A4 - 11 years & above

A5 - 13 years & above

and likewise for all the other levels

LITTLEBOBS Programme

Each Module is further divided into three categories based on the age group of the children

P 1 - 4 to 5 years

P 2 - 6 to 7 years

P 3 - 8 to 9 years

and like wise for all the other modules

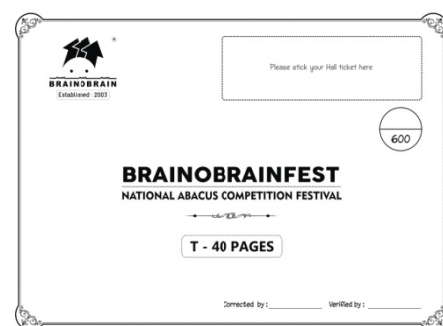
If we find any discrepancy, the child's application will be disqualified. Therefore please pay extra attention to verify the authenticity of all the details that is entered in the application form. **Please note that these categories will be applicable only for National Competitions.** Please refer the application form for more specific details.

7. MODEL QUESTION PAPERS:

As you prepare your children for the competition, you may conduct additional classes every week, say you may conduct 3 classes per week apart from the regular class. You can also conduct daily classes, where children will come & workout a few model question papers. It can just be 30 minutes session. You will maintain a record of their performance; motivate them; give them feedback. Such focussed practice will make a huge difference in children's performance.

You can adhere to the following approach with regard to the Model Question Papers. For Example:

- | | | |
|-----------------------|---|----------------------------------|
| For 40 pages kids (T) | - | give 40 pages MQP only |
| For I Level kids (A) | - | give 40 pages & I Level MQPs. |
| For II Level kids (B) | - | give 40 pages, I & II Level MQPs |



Likewise, for a VII level kid you may train him in all the level QPs from Level 1 to 7. As children near the competition (say 3 to 4 weeks) you can train them only in their level model QP. Irrespective of the level and instructions in the QP, you can ask the children to do the first time of any QP in abacus, even if it is Mental Arithmetic. Then they can do it in MA. Each question paper can be done a number of times, because every time you do, you will see their score improving. This way you are not only preparing the child for the competition, instead you are ensuring quality in a larger scale addressing the total capabilities of the child with respect to Brainobrain skills.

8. WITH OR WITHOUT ABACUS:

Please note that the 40 pages (T Category), Level I & II – are to be done with abacus (children should bring their abacus inside the hall) while Level III to 10 & Open category – are to be done by MA (without abacus). Please ensure that these children do not bring their abacus with them when they enter the competition hall.

In the same manner, all Little Bobs Categories (P, Q, R, and S) are also with abacus.

9. PARTICIPATION:

Children should take part only in one level that which they had recently completed. For example, a child who has completed 1st level can take part only in 'A 'category (1st level) and not in 40 pages category (T).

DURING THE COMPETITION

10. HALL TICKET & CATEGORY STICKER:

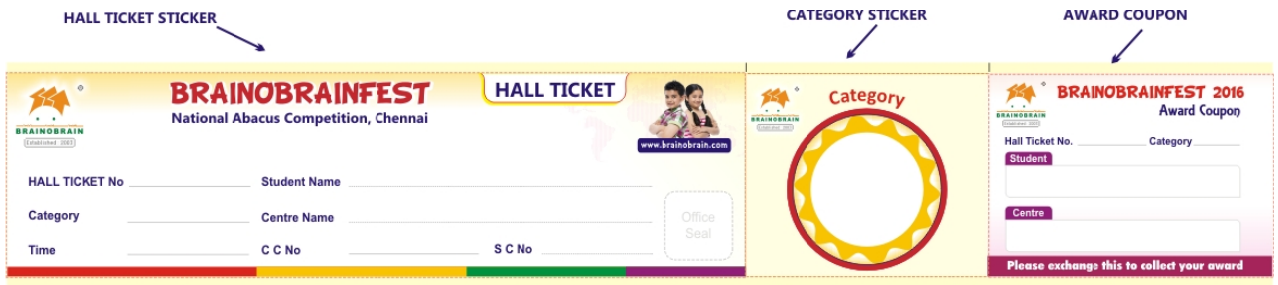
Children will be issued a Hall ticket & Category Sticker in a single slip. This will be a sticker sheet which means they both can be peeled off.

Children should peel of the category sticker & stick the same on their left chest on top of the Brainobrain T shirt. So when they enter the competition venue, it is important that the sticker is pasted on the T shirt. Please note that, children without Category Sticker & Hall Ticket will not be allowed to take part in the exam.

And after entering the hall, the children can peel off the Hall Ticket & stick it on the Brainobrain Question Paper front side in the space provided. This will save a significant time as children need not have to write the names & other particulars. The hall ticket will have the following details

Hall Ticket no.:
Student Name:
Time:
Category:

Center Name:
Center Code No.:
Center Code no.:
Student Code no.:



Please remember that all these details will be already filled in & the children will have to just peel off the sticker and stick it in the hall ticket in the answer paper in the space provided in the front page.

11. Children may bring 2 sufficiently sharpened pencils. They should not use erasers as it may take much of their time. However if a particular answer is wrong they may entirely strike it and write the correct answer instead of striking only the wrong digit. Let their answers be legible.
12. Kindly ensure that children are not bringing any other materials like bags, books, water bottles etc with them inside the hall.
13. Children need not say magic words while performing in the competition. However if a child feels that he/she has to say rhymes while doing sums, adequate practice can help her to do away with magic words. (This may happen with some small kids of - 40 pages or 1st Level).
14. Children can do Brain Gym Exercises for a minute or two before solving a QP as it would improve their concentration and attention span.
15. **EXAM SITTING PROCEDURE:**

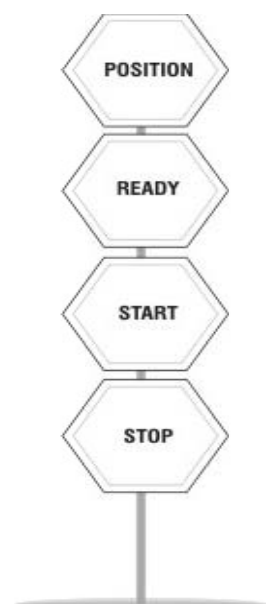
Children should be trained in exam sitting procedure. They should be familiar with the instructions POSITION / READY / START / STOP

POSITION – On hearing 'Position', children should sit with their hands on their lap. Question Paper should be kept facing down on the table and abacus should be placed on the QP's left side and the pencil on QP's right side pointing downwards.

READY – On hearing 'READY' - the child should hold the abacus in the left hand and the question paper along with the pencil in the right hand. Lefthanders may do differently as per their choice.

START – On hearing 'START' the kids can turn the paper and start doing the sums.

STOP – On hearing 'STOP', children should immediately stop writing, turn the question paper back to its original form and keep their pencil down & sit with their hands on their lap.



Please advise children that they are not supposed to turn the paper to see the questions till they hear 'Start'. Only on hearing 'Start', they can turn the paper & solve the sums.

In the same manner, tell children that they have to stop writing as soon as they hear 'STOP'. This is very important. Children who are not following the above regulations will be disqualified.

16. The Time Limit for all question papers will be 3 minutes each. Children who finish the question papers within 3 minutes may stand up to be noticed for their performance.
17. Children should follow the procedures like holding the abacus in the left hand, pencil holding, placing the abacus below the sums, using correct finger movements, setting to zero before writing the answer etc.,
18. Please note that addition & subtraction sums carry 10 marks each while Multiplication & Division sums carry 5 marks each. There is an exception for Level 9 & 10 – the Multiplication & Division sums of Level 9 & 10 will also carry 10 marks each.
19. Kindly ensure that all the children & parents in your center watch the National Competition DVD as a part of the competition preparation process. You can pause appropriately during the DVD show and elaborate the competition part to the children to get them focused.
20. You may also conduct a MINI COMPETITION in your centre for each level and that would help your children to know what to look forward.
21. While conducting the practice sessions in your centre you can identify the high achievers and low achievers. Later you can have separate special classes for both the groups to improve their performance. You can advise them to use only pencils to solve the model Q.Ps as it can be erased and used number of times in the class and at home. You must be able to highlight the improvement that the kid has shown since the beginning of the practice sessions.
22. The Morning session commences with an Inauguration followed by Exams. The Noon session starts with Cultural or a Live Demo followed by Awards & Prize Distribution during which the results will be declared. So it is a one day event. The standard agenda will be available in office.
23. The top scorers (20%) will be awarded 'Champions'. The next level of scorers (30%) will be awarded 'Gold medals'. The next level of scorers (20%) will be awarded "Silver Medals". Let these be confidential. A child who hasn't got the prize means that – he has to put more efforts & be consistent in his daily practice. This is what we want a child (who hasn't got a prize) to learn from his competition experience.
24. The Champion Trophies will be awarded in the Competition itself while all the certificates will be issued to the respective centres by post within 15 working days. The Gold & Silver medals may or may not be awarded on the stage depending on the time.



25. After the competition, all the answer papers will be rechecked as a quality policy. The final results (after final verification) will be published on the Brainobrain website usually within 10 days of the competition.
26. It might be useful to bring a name list of all your participants. So that, when the prizes are called out, you can ask your faculty or a parent to make a note of the awards that your children are entitled to. You can mark C/G/S against their names indicating Champion, Gold or Silver. This will ensure that you will have clarity about the prizes that were won by your kids.
27. Please avoid coming to the stage for clarification in results during & after the Awards Ceremony. We regret that we could not do anything at that time. However the Master Franchisee will be getting a printout or an email of all the prize winners of their state on the following day, so that centres who are not present during the awards ceremony can contact their respective regional office the next day to know the results(in National Competitions).
28. Our Competition is such a powerful activity to help our children & parents understand & appreciate the effectiveness of Brainobrain. Parents will now know what their child can truly achieve from Brainobrain experience. Children will also be highly motivated. It is important that you really make use of this opportunity to strengthen your centre in all the ways. Not just your kids & parents, all the children & people in your region or locality should know about our competition.

AFTER THE COMPETITION

29. First thing will be to **thank your parents & children** for their participation in the fest. It will be valuable to ask all children & parents about how they enjoyed the competition. You can ask children to share their competition experience & learning that they might want to integrate in the coming levels.
30. You can give a write up to the press or local television highlighting the performance of the children who won in the National Competitions etc. A **newspaper article** mentioning your children's performance will be good coverage & important step up for your goodwill.
31. You can also encourage **the parents to inform the school about the children's awards**, so that the schools will acknowledge the children in their assembly. You can write a letter to the school mentioning that the following children have won awards in the Brainobrain National Competition.
32. All your champions, Gold toppers & silver toppers will be happy undoubtedly. You **need to take care of the children who did not get any prizes**. It will be good if you check their emotions, are they too much disappointed, if you talk to them they may have a clarity about the next steps. It is unfortunate, as we hear, sometimes, children become terribly upset that they haven't got a prize in the competition. It might be appropriate to give a consolation prize from your side for all those who did not win any prize, to motivate them that they can put more efforts in the future!

33. You will receive the **competition certificates from office** for all you children who participated & you can plan a small get together to distribute the same. So that you have an opportunity to celebrate your children's award winning performance. You can do a **Photo Session with all children** holding their trophies & medals, of course with you in the middle, which can be then distributed to all the children – it is to celebrate their excellence! And the more you celebrate Children's excellence; they are going to shine in all their endeavours.
34. Please remember that your motivation is directly proportional to the performance of your children! So let's inspire them to give their 100%.
35. With all these momentum, word of mouth, intense activities around the competition, it is usually ideal time for any advertisement in your center. Usually you have a very good response for all your publicity around this period. You can plan to have two or more new batches just after the competition, as more & more families will be ready to take up Brainobrain for their children. So please ensure that you are achieving the marketing mileage from this mammoth event!

*Wishing you good luck for the
BRAINOBRAINFEST competition!*

Yours in Brainobrain,



Regards,
Arul Subramaniam,
Director Technical.