



ACTT

The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key



ACTT's

**2nd National Essay
Writing Competition**

INSTRUCTION MANUAL

***Open to Secondary Schools
(Forms 4 to Upper 6)
and Full-Time Undergraduate
Students***



<http://m.actt.org.tt>



The Accreditation Council of Trinidad and Tobago 2nd National Essay Writing Competition Instruction Manual

Overview and Purpose

The Accreditation Council of Trinidad and Tobago (ACTT) is an independent body established by an Act of Parliament 39:06 to quality assure post secondary and tertiary education institutions in Trinidad and Tobago. One of ACTT's goals is to increase public awareness of the services offered by the Council. This is done through educating and informing all stakeholders, especially secondary and tertiary level students, their parents, and teachers of the importance of quality assurance in higher education and recognition of programmes and institutions. To achieve public awareness, ACTT has conceptualised an Essay Writing Competition for students, which has been approved by the Minister of Education and the National Lotteries Control Board.

ACTT's 2nd National Essay Writing Competition targets:

- Forms 4, 5 and 6
- Full-time undergraduate students of all registered and accredited tertiary level institutions in Trinidad and Tobago

The competition will promote the importance of pursuing programmes at a quality assured higher education and training institution to ensure students earn recognised qualifications. Additionally, the competition will highlight the benefits of quality assurance to the socio-economic development of Trinidad and Tobago.

Winners will be awarded both monetary and non-monetary prizes intended to support their pursuit of higher education. Winning entries may be published in the Council's "ACTT NOW" magazine and other promotional material.

Goals

- To stimulate intellectual development of youth on issues related to quality assurance in higher education.
- To inspire students in Trinidad and Tobago to think about their future and the importance of higher education so as to assist them in making informed decisions regarding higher education.

Objectives

- To increase awareness and knowledge of ACTT's mandate and services and to reinforce the benefits of accessing information on these services.
- To reinforce ACTT's position as the governing body in Trinidad and Tobago for the quality assurance of post secondary and tertiary level institutions, programmes and awards, locally, regionally and internationally.
- To modify student attitudes, encourage correct action and increased knowledge about ACTT's services.

Prizes

- Winning entries may be published in the Council's "ACTT NOW" magazine, website, daily newspapers and other electronic media.
- Winners can be awarded prizes as follows:

CATEGORY	1ST PRIZE	1st RUNNER UP PRIZE (2nd place)	2nd RUNNER UP PRIZE (3rd place)	SPECIAL PRIZES/ Honourable Mention	SCHOOL PRIZE
1) Forms 4 & 5	Laptop & TT \$2,000.00 cash	iPad & TT \$1,500 cash	TT \$1,500.00 Cash/Shares in UTC	Book vouchers Valued at TT \$800.00	TT \$5,000
2) Upper and Lower 6	Laptop & TT \$2,500 cash	iPad & TT \$1,500 cash	TT \$1,500.00 Cash/Shares in UTC	Book vouchers Valued at TT \$1,000.00	TT \$5,000
3) Tertiary Level – full time undergraduates	MacBook & TT \$5,000 cash	iPad & TT \$2,500 cash	Tablet & TT \$1,000.00 Cash/Shares in UTC	TT \$1,500.00 Cash/Shares in UTC	

Eligibility

ACTT's 2nd National Essay Writing Competition is open to students at secondary schools and registered or accredited tertiary level institutions in Trinidad and Tobago. The specific target group within the schools and institutions is as follows:

Secondary Schools

- Category 1 - Forms 4 and 5
- Category 2 - Lower and Upper Form 6

Tertiary Level

- Category 3 - Full-time undergraduate students

Employees of ACTT and their immediate relatives ARE NOT eligible to enter.

Competition Details

Timeline

- Opening Date: Monday September 17, 2012
- Deadline Date: Friday October 19, 2012
- Judging Period: Monday October 22 to Thursday November 01, 2012
- Interviews: Monday November 05 to 09, 2012

Essay Topics

Participants will select and write an essay on ONE of the following topics:

1. How would you convince the average citizen of Trinidad and Tobago of the benefits of accreditation to students, higher education institutions and the development of the country?
2. How can ACTT assist you as a student in charting your career path?
3. Critically discuss the role ACTT can play in improving the quality of delivery of tertiary education programmes in Trinidad and Tobago and by extension the Caribbean?

Entrants are advised that plagiarism will be grounds for immediate disqualification.

Preparation of the Essay

Requirements

- Essays must be submitted with a completed entry form.
- Standard English (British) must be used.
- Entries must be typewritten, printed and formatted as stipulated below
- Students should quote from relevant texts/sources and must credit the citations.
- Work may be supported with examples, or relevant opinions and ideas.
- Essays must be original, creative and factual.
- Students must understand the requirements of the topic chosen and information must be carefully researched.
- The topic must be adequately explored.

Submission Format:

All submissions must be type written in the following format

- a) Microsoft Word or PDF
- b) Font type: Times New Roman
- c) Font size: 12
- d) Spacing: double spaced
- e) Numbered pages with one-inch margins.
- f) Cover page should contain the following information:
 - i. essay title
 - ii. author's name
- g) The title of the essay, but NOT the author's name, MUST appear on the top of each page of essay text.
- h) Formatting: full justification
- i) Include bibliography with all submissions using the American Psychological Association (APA) style. You may visit: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> for guidelines.
- j) Submissions and the entry form may be:
 - i. e-mailed to essaycompetition@actt.org.tt
 - ii. submitted on CD or USB drive which must be secured in an envelope addressed to ACTT's 2nd National Essay Writing Competition, 2012, and delivered to ACTT's offices in Port of Spain, San Fernando or Tobago

Word Count (exclusive of bibliography)

- Category 1 - Forms 4 and 5 students: 700 to 1200 words
- Category 2 - Form 6 students: 1200 to 2000 words
- Category 3 - Full time undergraduate students: 2000 to 2500 words

Guidelines for submitting the entry (applicable to all categories)

- Entrants are advised that plagiarism will be grounds for immediate disqualification.
- All essays must be submitted with a completed Entry Form. Names or other identifiable markings must not be written or printed on submissions, other than the entry form and cover page.
- Essays must reach ACTT no later than 4:00pm on Friday October 19, 2012. Entries may be e-mailed to essaycompetition@actt.org.tt or delivered on CD or USB drive to any of ACTT's offices:
 - # 91-93 St Vincent Street, Level 3 Building B, ALGICO Plaza, Port of Spain.
 - # 108 Independence Avenue, San Fernando
 - # 79 Milford Road, Canaan, Tobago

Judging

A completed entry form must be attached to all essays. Staff of the Accreditation Council will code the entry forms and the essays received. After coding, entry forms will be removed to facilitate unbiased grading. The grading of essays will be conducted by a panel of distinguished judges from the education sector. The panel will select the top three (3) essays in each category. In addition, one (1) honourable mention in each category will be awarded a special prize.

Note:

- The judges reserve the right NOT to award prizes in any of the categories if entries do not meet the criteria.
- Finalists may be interviewed by the judges before a final decision is made.
- Decisions of the Council's judges are final
- Essays will become the property of the Accreditation Council of Trinidad and Tobago. Winning entries may be placed on ACTT's website and winners will be highlighted in ACTT's promotional material.

To learn more about the essay competition and ACTT, please visit the website at www.actt.org.tt.



**The Accreditation Council
of Trinidad and Tobago**

Established by Chapter 39:06

Quality is the Key

PORT OF SPAIN

Head Office

91-93 St Vincent Street

Level 3, Building B

ALGICO Plaza

Tel: (868) 623-2500/5282

Fax: (868) 624-5711

E-mail: info@actt.org.tt

SAN FERNANDO

South Outreach Office

108 Independence Avenue

Tel/Fax: (868) 652-0729 or

(868) 623-2500 Ext: 402

TOBAGO

Tobago Technology Centre

79 Milford Road, Canaan

Tel/Fax: (868) 639-1333 or

(868) 623-2500 Ext: 302



Facebook/ACTTNews



Twitter/ACTTNews