



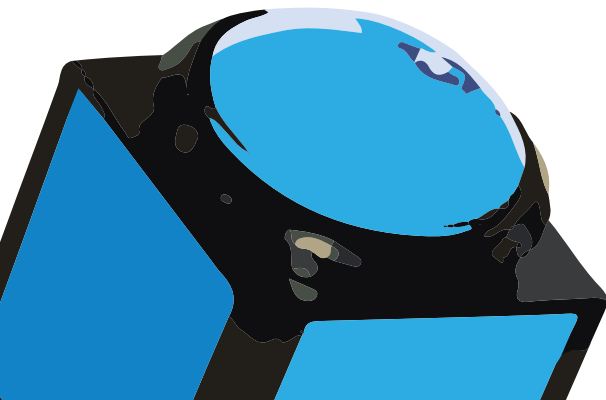
5th  
Annual National

**QUIZ**

on Quality Assurance in  
Higher Education and Training

— 2017 —

**INSTRUCTION  
MANUAL**



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The Accreditation Council of Trinidad and Tobago (hereinafter referred to as ‘the Council’ or ‘ACTT’) is an independent body established by The Accreditation Council of Trinidad and Tobago Act Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago to quality assure post secondary and tertiary education in Trinidad and Tobago. One of ACTT’s goals is to increase public awareness of the benefits of the services offered by the Council. This is done through educating and informing all stakeholders, especially secondary, post secondary and tertiary level students, their parents and teachers, on the importance of quality assurance in higher education and recognition of programmes and institutions. In achieving this goal of increased public awareness, ACTT has conceptualised a National Quiz for students, which has been approved by the Ministry of Education and the National Lotteries Control Board.



## **Overview and Purpose**

## Aims

- To increase awareness among students and other stakeholders of the importance and benefits of quality assurance in higher education and the role of ACTT as the regulatory body in Trinidad and Tobago for the quality assurance of post secondary and tertiary education.
- To highlight the contribution of quality higher education in developing the national workforce to perform at or beyond international standards.

## Expected Outcomes

- Students and other stakeholders will be more knowledgeable about the benefits of quality assurance to the higher education sector and the country
- Secondary school students will be inspired to make informed choices when selecting quality higher education institutions and programmes of study
- Students and other stakeholders will be more knowledgeable about ACTT's key services and its contribution to national development

## Target Audience

### *Secondary school students (Forms 3 and 4)*

The competition will inform students, their parents and teachers about the importance of pursuing programmes at quality assured higher education and training institutions.

Prizes will be awarded as follows:

## Prizes

TEAM MEMBERS	COACH	SCHOOL	
TT\$4,000 cash prize per participant (5)	TT\$2000 cash prize	TT\$4,000.00 1 School trophy 1 Challenge trophy	<i>1st Place</i>
TT\$3,000 cash prize per participant (5)	TT\$1,000 cash prize	TT\$3,000 1 School trophy	<i>2nd Place</i>
TT\$1,500 cash prize per participant (5)	UTC Vouchers valued at TT\$800	TT\$2,000 1 School trophy	<i>3rd Place</i>
TT\$1,000 cash prize per participant (5)	UTC Vouchers valued at \$500	TT\$1,000 1 School trophy	<i>4th Place</i>

- All qualifying participants will receive a Certificate of Participation
- Winners will be published on the Council's website, in the daily newspapers and via other electronic media

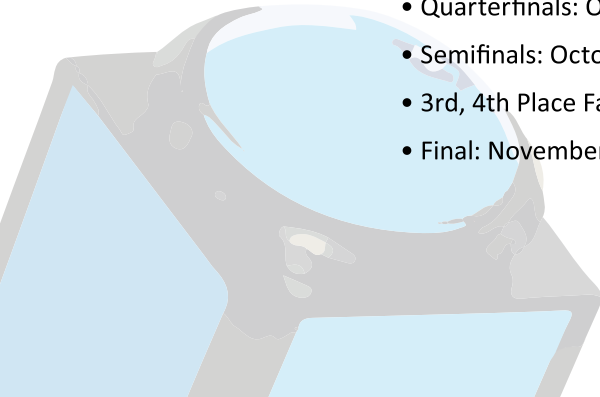
## Registration

Schools wishing to participate in ACTT's 5th Annual National Quiz must submit a completed and signed Team Entry Form by **Friday, June 16, 2017** to any of the following:

- ACTT's offices
  - Ground Floor, Building B
  - Pan American Life Plaza
  - 91-93 St Vincent Street
  - Port of Spain
  
  - 2nd Floor SSL Building
  - #40-44 Sutton Street
  - San Fernando
  
  - Tobago Technology Centre
  - 79 Milford Road
  - Canaan
- ACTT by *e-mail*: [quiz@actt.org.tt](mailto:quiz@actt.org.tt)
- ACTT by *fax*: 624-5711

## Timeline

- Registration of Schools: June 16, 2017
- Submission of Names of Team Members: September 13, 2017
- Qualifying Round: October 04, 2017
- Preliminaries: October 12, 2017
- Quarterfinals: October 19/20, 2017
- Semifinals: October 19/20, 2017
- 3rd, 4th Place Face-off: November 02, 2017
- Final: November 02, 2017



Each team shall comprise three (3) members and two (2) alternates.

## Teams

Teams, including alternates, will be required to take a qualifying multiple choice test in a controlled area on **Wednesday, October 04, 2017**. Only the top scoring schools will be eligible for entry into the next round of the competition. Only those students participating in the Qualifying Round will be allowed to participate in other rounds, should the team qualify.

## Qualifying Round

- Judges appointed by ACTT will be present at every round of the competition
- The judges' decision is **FINAL**

## Judges

Participants will be quizzed on the following topic areas:

## Quiz Topics

- *About ACTT*
- *ACTT's Services*
- *Accredited Higher Education Institutions in Trinidad and Tobago*
- *National Qualifications and Credit Framework*
- *Distance Learning in Higher Education*
- *Academic Fraud*
- *Quality Assurance – A Regional Perspective*
- *ACTT's Important Dates and Milestones*

## GENERAL RULES AND GUIDELINES\*

- Eligibility**
- 1.0 ACTT's 5th Annual National Quiz is open to students from Forms 3 and 4 (as of September 2017) of ALL secondary schools in Trinidad and Tobago
  - 2.0 Immediate relatives of ACTT's Board of Directors and employees are NOT eligible to enter

- Study Guide**
- 3.0 A Study Guide is provided to all participating schools. All documents related to the Quiz may also be accessed via [www.actt.org.tt](http://www.actt.org.tt)
  - 4.0 Questions for the Quiz will be drawn from the categories included in the Study Guide

- Participation**
- 5.0 Schools wishing to participate in ACTT's 5th Annual National Quiz may register only ONE (1) team no later than the published registration deadline of **June 16, 2017**
  - 6.0 No school shall be allowed to participate in the Quiz without the permission of the Principal as evidenced by signature and school stamp on the Team Entry Form
  - 7.0 Schools shall be notified of the dates, times and venues of their scheduled participation in the Quiz
  - 8.0 The school Principal or Coach must inform Quiz officials of a team's unavailability for any round of the Quiz at least five (5) working days prior to the scheduled day of the round of competition
  - 9.0 Each team must be accompanied by the team coach, teacher or school representative on the days of the rounds of competition
  - 10.0 All participants are advised to arrive at the Quiz venue at least one (1) hour prior to the start of the Quiz. Schools may be allowed a 30-minute grace period from the scheduled start of the Quiz in extenuating circumstances



- 11.0 Each team member is required to sign an attendance register upon arrival at the venue
- 12.0 Only alternates named on the Team Entry Form may be used as substitutes on the Quiz days
- 13.0 Students must wear their official school uniform
  - 13.1 Each team member will be given a name tag which must be worn while participating in Quiz rounds
- 14.0 Team members, coaches and supporters must display good sportsmanship at all times, communicating respectfully with the opposing team, Quizmaster and other Quiz personnel
- 15.0 Team members shall be exemplary representatives of their school
- 16.0 All personal electronic devices, inclusive of, but not limited to cameras, cell phones, laptops, notebooks, iPads, mp3 or mp4 players and tablets, must be switched off before entering the Quiz venue
- 17.0 Students must NOT communicate with their Coach during Quiz rounds. This includes non-verbal communication (such as gestures or body language). Any such action will be considered as consultation and sanctions will be applied
- 18.0 Students and coaches shall NOT access the Study Guide, reference books, notes, electronic devices or other aids during Quiz rounds
- 19.0 Quiz officials should be allowed to perform their duties without interference
- 20.0 Team members shall refrain from making disparaging remarks about the Quiz venue
- 21.0 Students must remain within designated areas and refrain from creating distractions and disturbances at the Quiz venue

## **Code of Conduct**

- Sanctions**
- 22.0 Judges reserve the right to impose any of the following sanctions to teams found to be in breach of any of the above rules:
    - 22.1 Verbal warning
    - 22.2 Deduction of points
    - 22.3 Posing of question to the opposing team
    - 22.4 Disqualification from the Quiz
  - 23.0 Any participant caught engaging in activities that may be deemed cheating will result in the disqualification of the entire team

*\* These guidelines also apply to supervisors, family members and other spectators.*

## Match Guidelines/Quiz Structure: Buzzer System, Allocation of Points

- 1.0 The competition will comprise four (4) rounds. During rounds 1-3, each team member will be required to answer an individual question, followed by a team question. Round 4 will comprise one (1) team question posed to each team
- 2.0 Individual questions are worth 10 points. Team questions are worth 20 points
- 3.0 Participants will be required to use the buzzer system to answer questions for the individual questions during rounds 1-3
- 4.0 Each participant's hand **MUST** be placed on the table to the right or left of the buzzer while the question is being read
- 5.0 To answer a question, the participant should tap the buzzer only **after** the Quizmaster has completed reading the question. Tapping the buzzer causes it to light up

**Note: Once the buzzer is tapped by the first participant, it locks out the other participant. It is then reset for each subsequent question.**

- 6.0 The participant who buzzes in first and is acknowledged by the Quizmaster will have 5 seconds within which to begin answering, and a further 10 seconds within which to complete the answer. Only the first answer will be accepted.

**Note:**

- **If the buzzer is tapped before the Quizmaster completes the question, the participant must answer based on the information provided up to that point. Should the participant answer incorrectly, the Quizmaster will read the question in its entirety for the opposing team for full points, if answered correctly.**
- **If the participant has not begun to answer by the time 5 seconds have elapsed, the question will be passed to the opposing team for half the points, if answered correctly.**
- **Questions will not be repeated or re-phrased.**

- 7.0 If a question is answered incorrectly, it will be passed to the opposing individual, who shall be awarded **half the points**, if answered correctly

**Note: If neither participant has buzzed in and begun to answer within 10 seconds of the Quizmaster reading the question, zero points will be awarded for that question.**

- 8.0 During the individual questions, participants are prohibited from communicating with their team members. If any participant is found answering another's question, no points will be awarded to that team and the question will be passed to the opposing team for full points, if answered correctly.
- 9.0 During the team questions of rounds 1-4, one question will be posed to each team, one at a time. After the Quizmaster reads the entire question, participants will be permitted **20 seconds** within which to

collaborate. At the end of the allotted 20 seconds, any member of the team may answer on behalf of the team. Prompting by team members will not be permitted while the question is being answered. If the team fails to begin its response at this time, the question will be passed to the opposing team. If answered correctly, **half the points** will be awarded

- 10.0 **In the event of a tie**, the Quizmaster will pose one question to **both teams at the same time**. The first team to buzz in and answer correctly will be awarded the points and the match.

**Note: The judges' decision is final.**

## COACHES' BRIEF

### Coaches shall:

- 1.0 be familiar with and adhere to Quiz rules and guidelines
- 2.0 ensure that all members and supporters of their team adhere to all Quiz rules, guidelines and procedures
- 3.0 be responsible for the behaviour of team members and supporters
- 4.0 encourage team members to compete honestly
- 5.0 not communicate with team members during rounds
- 6.0 treat all teams with respect
- 7.0 take responsibility for the respectful use of equipment and facilities by the team and supporters
- 8.0 treat the Quizmaster and other Quiz personnel with respect
- 9.0 allow Quiz officials to perform their duties without interference
- 10.0 inform Quiz officials of their team's withdrawal from the Quiz at least five (5) working days prior to the competition date

## TEAM MEMBERS' BRIEF

- 1.0 be familiar with and adhere to Quiz rules and guidelines
- 2.0 compete honestly
- 3.0 treat the Quizmaster and other Quiz personnel with respect
- 4.0 display good sportsmanship at all times
- 5.0 remain within designated areas
- 6.0 refrain from using profanity or creating intentional distractions and disruptions
- 7.0 exercise care in using equipment and resources at the host facility
- 8.0 be exemplary representatives of their school and follow their school's dress code

**Team members shall:**

- 9.0 begin to answer before being acknowledged by the Quizmaster – such answers will not be considered
- 10.0 use gestures or body language that could be interpreted as communication with their coach during a round. Any such action will be considered as consultation and sanctions shall be applied
- 11.0 access the Study Guide, reference books, electronic devices, notes, or other aids during the Quiz

**Team members shall NOT:**







## **CONTACT:**

**[quiz@actt.org.tt](mailto:quiz@actt.org.tt)**

*or*

### **HEAD OFFICE:**

Ground Floor, Building B  
Pan American Life Plaza  
91-93 St Vincent Street, Port of Spain  
Telephone: 623-2500/5282/7340/8389/8620  
Fax: 624-5711

### **SOUTH OUTREACH OFFICE:**

2nd Floor SSL Building  
#40-44 Sutton Street, San Fernando  
Tel/Fax: 652-0729

### **TOBAGO TECHNOLOGY CENTRE:**

79 Milford Road, Canaan  
Tel/Fax: 639-1333

## ***For More Information***

*To learn more about ACTT and the National Quiz, please visit:*

### ***Website***

*<http://www.actt.org.tt>*

### ***Twitter***

*<http://www.twitter.com/ACTTNews>*

### ***Facebook***

*<http://www.facebook.com/ACTTNews>*