



IOAA

MANUAL BOOK

FOR TEAM LEADER

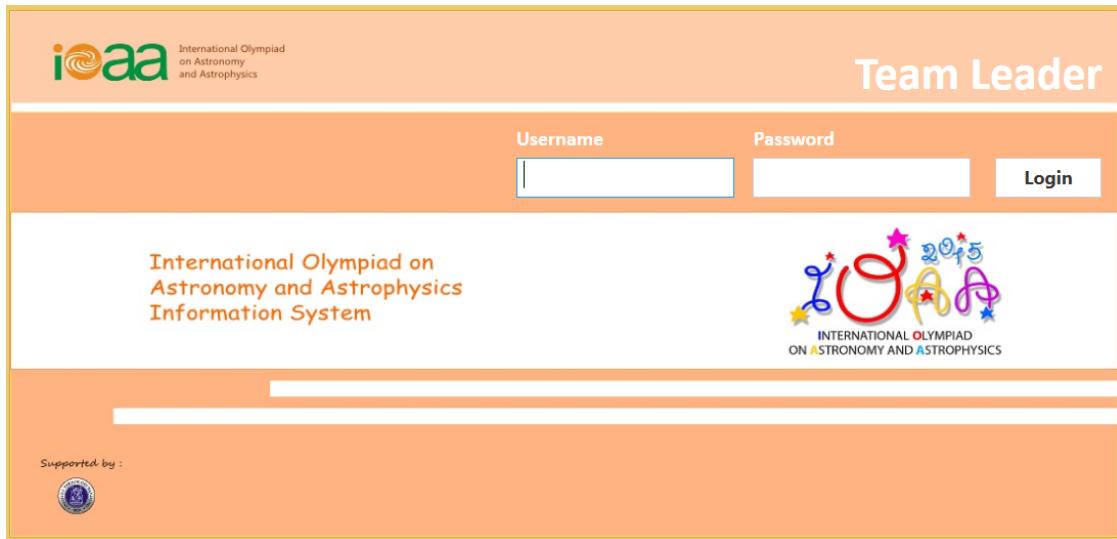


IT STAFF
IOAA INFORMATION SYSTEM

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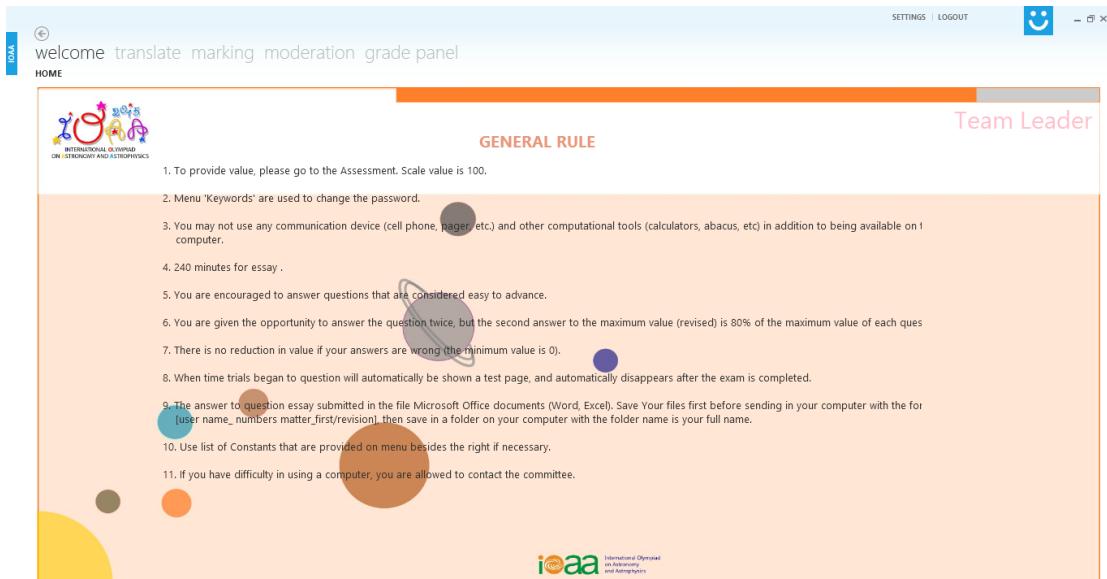
1. LOGIN



Fill your username and password which given by the committee, then click Login button.

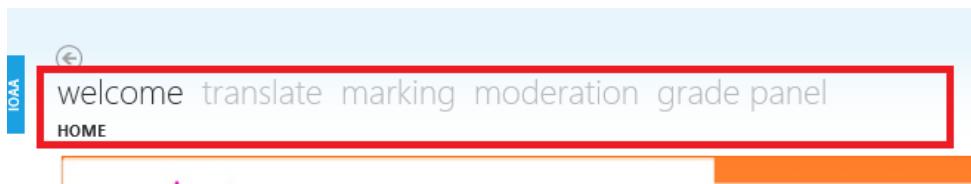
2. GENERAL RULE

If the login successful, General Rule page will appear. This page contains the provisions made for the team leader like the picture below.



3. MENUS

If you see to the top left corner, you will find some menus. See the picture below:



We will explain the function of each menus for you:

3.1 Home

This page contains to General Rule page. See the image below:

GENERAL RULE

1. To provide value, please go to the Assessment. Scale value is 100.
2. Menu 'Keywords' are used to change the password.
3. You may not use any communication device (cell phone, laptop, etc.) and other computational tools (calculators, abacus, etc) in addition to being available on computer.
4. 240 minutes for essay .
5. You are encouraged to answer questions that are considered easy to advance.
6. You are given the opportunity to answer the question twice, but the second answer to the maximum value (revised) is 80% of the maximum value of each question.
7. There is no reduction in value if your answers are wrong the minimum value is 0.
8. When time trial began to question will automatically be shown a test page, and automatically disappears after the exam is completed.
9. The answer to question essay submitted in the file Microsoft Office documents (Word, Excel). Save Your files first before sending in your computer with the for [user name_numbers matter_first/revision], then save in a folder on your computer with the folder name is your full name.
10. Use list of Constants that are provided on menu besides the right if necessary.
11. If you have difficulty in using a computer, you are allowed to contact the committee.

3.2 Translate

This page provides the facility for the team leader to edit the translation to your home country language.

TRANSLATE QUESTION

English

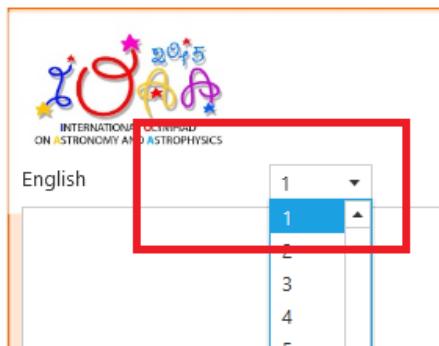
French

Submit

Follow these steps:

1. Choose the essay number.

TRANSLATE QUESTION



2. The question will be out, see the image below:

Team Leader

English

French

Submit

3. Write your translation, then click Submit button.



3.3 Marking



The appearance of Marking page see the below picture:

welcome translate marking moderation grade panel

MARKING

Your Name : Team Leader Country : French Participant's User ID : FRH02

Team Leader

MARKING

Questions	Problem 2	Grade
Problem 2	Participant's Answer Submit : No Answer Submitted No Record	Score : Save
Problem 3 Problem 4 Problem 5 Problem 6 Problem 7 Problem 8 Problem 9 Problem 10 Problem 11 Problem 12 Problem 13 Problem 14 Problem 15 Problem 16		

Gray : No Answer Green : 1st Answer Red : 2nd Answer

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This page contains appraisal form. In this page we can do some activities, there are:

1. Team leader's identity

Your Name : Team Leader Country : French Participant's User ID : FRH02

2. Participant's List

You can choose the participant by their Id.

Your Name : Team Leader Country : French Participant's User ID : FRH02

MARKING

3. Problem's List

Participant's Answer Submit : No
No Record

Questions	Problem 2
Problem 1	Participant's Answer Submit : No No Record
Problem 2	
Problem 3 Problem 4 Problem 5 Problem 6 Problem 7 Problem 8 Problem 9 Problem 10 Problem 11 Problem 12 Problem 13 Problem 14 Problem 15 Problem 16	

Gray : No Answer Green : 1st Answer Red : 2nd Answer

Please note the legend:

- Gray : The participant has not answer the question.
- Green : The participant submitted his first answer.

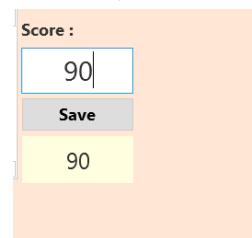
c. Red : The participant submitted his second answer.

Each participant was given the opportunity to answer twice.

4. Grade column



You can provide the value by click the Save button. If the value has been stored on the database, it will look like the image below:

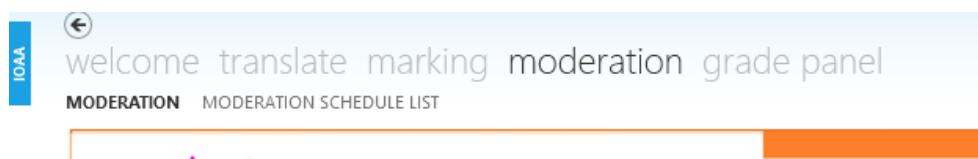


3.4 Moderation



Moderation occurs when the difference between the points for a question submitted by team leader and a jury more than 20%, so team leader got a chance to discuss about the points with jury for reassessment. There are sub menus in Moderation menu:

1. Moderation



This page contains data of participants who need to undergo moderation.

MODERATION MODERATION SCHEDULE LIST

INTERNATIONAL OLYMPIAD ON ASTRONOMY AND ASTROPHYSICS

Team Leader

LIST OF MODERATION

You can only change the schedule twice

No. Question	ID Participant	Jury ID	Leader Grade	Jury	Start Time	End Time	Duration
1	frh02	jry001	90	45	11:00am	12:24am	01:55pm
					11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm
					11:21am	12:45am	02:16pm
					11:28am	12:52am	02:23pm
					11:35am	12:59am	02:30pm
					11:42am	01:06pm	02:37pm
					11:49am	01:13pm	02:44pm
					11:56am	01:20pm	02:51pm
					12:03am	01:27pm	
					12:10am	01:34pm	
					12:17am	01:41pm	

You can determine the moderation schedule with the respective jury.

Please look at the picture below:

MODERATION MODERATION SCHEDULE LIST

INTERNATIONAL OLYMPIAD ON ASTRONOMY AND ASTROPHYSICS

Team Leader

LIST OF MODERATION

You can only change the schedule twice

No. Question	ID Participant	Jury ID	Leader Grade	Jury	Start Time	End Time	Duration
1	frh02	jry001	90	45	11:00am	12:24am	01:55pm
					11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm

Existing data in the red box is the data of participants who require moderation.

Jury JRY001

No. Question	ID Participant	Jury ID	Leader Grade	Jury	Start Time	End Time	Duration
1	frh02	jry001	90	45	11:00am	12:24am	01:55pm
					11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm
					11:21am	12:45am	02:16pm
					11:28am	12:52am	02:23pm
					11:35am	12:59am	02:30pm
					11:42am	01:06pm	02:37pm
					11:49am	01:13pm	02:44pm
					11:56am	01:20pm	02:51pm
					12:03am	01:27pm	
					12:10am	01:34pm	
					12:17am	01:41pm	

Please look at the picture above, there are some information for you:

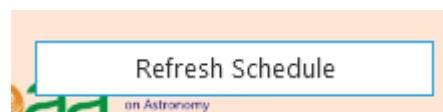
Green block : Your Schedule.

Red block : The schedule has been selected by another team leader.

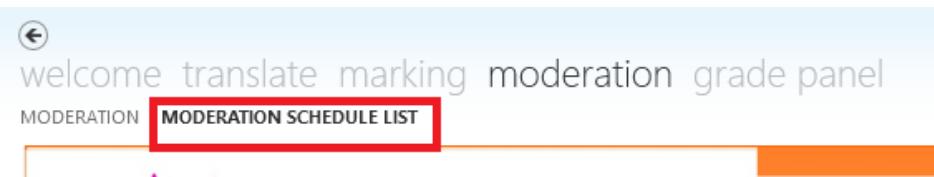
Yellow : Your schedule with the other jury.

To select a schedule, **just click on the schedule list**. You can change the schedule only 2 times.

Click the Refresh Schedule button to update schedule.

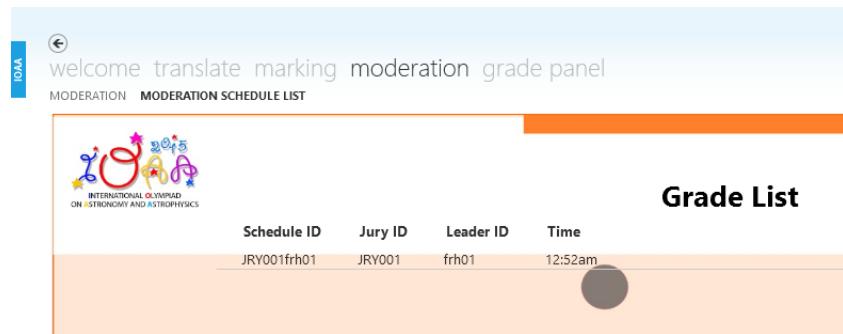


2. Moderation Schedule



welcome translate marking moderation grade panel
MODERATION **MODERATION SCHEDULE LIST**

This page contains moderation schedule. Those who follow moderation are jury and team leader that concern.



welcome translate marking moderation grade panel
MODERATION MODERATION SCHEDULE LIST

Grade List

Schedule ID	Jury ID	Leader ID	Time
JRY001frh01	JRY001	frh01	12:52am

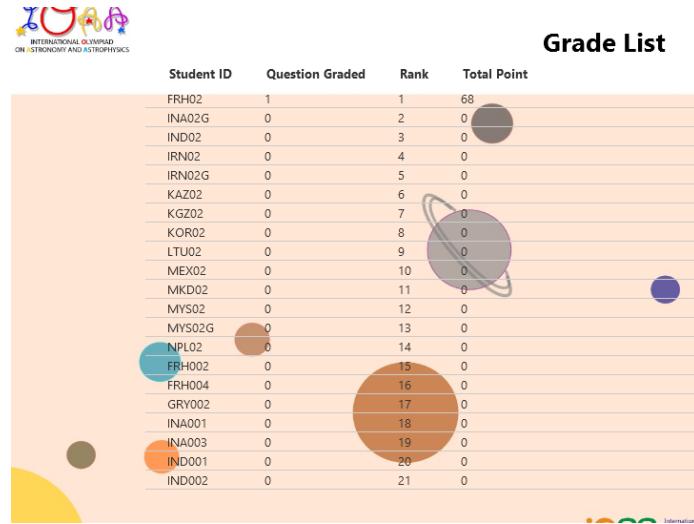
3.5 Grade Panel



welcome translate marking moderation **grade panel**
GRADE BY QUESTION GRADE RECAP

This page contains participant's value that you have entered. There sub menus of this page:

1. Grade by Question
2. Grade by Recap



Grade List

Student ID	Question Graded	Rank	Total Point
FRH02	1	1	68
INA02G	0	2	0
IND02	0	3	0
IRN02	0	4	0
IRN02G	0	5	0
KAZ02	0	6	0
KGZ02	0	7	0
KOR02	0	8	0
LTU02	0	9	0
MEX02	0	10	0
MKD02	0	11	0
MYS02	0	12	0
MYS02G	0	13	0
NPL02	0	14	0
FRH002	0	15	0
FRH004	0	16	0
GRY002	0	17	0
INA001	0	18	0
INA003	0	19	0
IND001	0	20	0
IND002	0	21	0

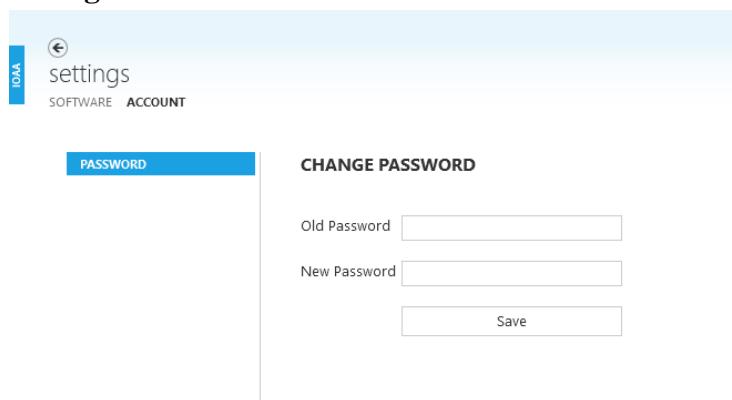
4. MENUS IN THE TOP RIGHT CORNER

4.1 Setting



You can change the background color.

4.2 Change Password



If you want to change your password, you can click this menu. Input your old password, then input your new password in the blank space.