



Rulebook for organizing the English language competitions for primary schools

In accordance with Article No. 44 from the Law of Primary Education (“Official Gazette of the Republic of Macedonia” No. 161/19) and the Rulebook on Content and Manner of Preparation and Organization of competitions for students at certain subjects on local, regional and national level in primary education No. 19-2252/1 from 5th. March 2013 and No. 20-2929/1 from 2nd. March 2017, on its meeting held on 15th. January 2020 the Executive Board of ELTAM adopted the following

RULEBOOK

ON CONTENT AND MANNER OF PREPARATION AND ORGANIZATION OF ENGLISH LANGUAGE COMPETITIONS FOR PRIMARY SCHOOLS

I. GENERAL PROVISIONS

Article 1

The English Language Teachers’ Association of the Republic of North Macedonia (hereinafter referred to as ELTAM) organizes English language competitions for the full-time students of all public primary schools (central and with branches) all over the Republic of North Macedonia.

Article 2

Competition objectives:

- To initiate profound interest in the English language within the students;
- To encourage students to broaden their knowledge in the language;
- To value and rank students’ knowledge and language skills;
- To develop competition;
- To identify gifted students in the English language;
- To support cooperation between students and their mentors including mutual information exchange practice

Article 3

English language competitions may be:

- School;
- Local;
- Regional and
- National.

School competitions are organized by the school English language teachers themselves. Local and regional competitions are organized by ELTAM local coordinators. National competitions are



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organized by the Primary Schools Competition Committee appointed by the ELTAM Executive Board. Only English language teachers are allowed to take part in the above mentioned competitions.

Article 4

Only full-time students from public primary schools have the right to participate into the competitions.

II. COMPETITIONS FOR PRIMARY SCHOOLS

Article 5

Competitions for primary schools are individual competitions, i.e. each participant competes individually. The language of the competitions is English.

Article 6

Competitions are organized for the students of V (fifth), VI (sixth), VII (seventh), VIII (eighth) and IX (ninth) grade. Students should not have stayed / lived in the English language speaking country for more than 1 (one) month in the last 5 (five) years and/or should not have been a student of a school whose teaching language is English for no longer than 1 (one) year.

Article 7

School competitions are organized by the school English language teachers themselves within their school, using tests tailored by them. Previous years tests are also available on the official ELTAM webpage. Based on the results achieved at school competitions, the school shall register their students with the highest top score to take part into the local competition; the number of participants into the local competition representing that school depends on the teaching language of the school.

Article 8

Each school that numbers **up to 500 students** (central and its branch) has the right to register for the Local competition **1 (one) student per grade that has achieved the top score at the School competition**. Regarding the Local competition participation, this means such a school has the right to register (1) one student of V grade, (1) one student of VI grade, (1) one student of VII grade, (1) one student of VIII grade and (1) one student of IX grade.

Each school that numbers **over 500 students** (central and its branch) has the right to register for the Local competition **2 (two) students per grade that have achieved the top score at the School competition**. Regarding the Local competition participation, this means such a school has the right to register (2) two students of V grade, (2) two students of VI grade, (2) two students of VII grade, (2) two students of VIII grade and (2) two students of IX grade.

If more teaching languages are present in one school, then regarding the local competition participation such a school has the right to register **one student per grade per teaching language**,



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regardless the total number of students the school has. (For example, if Macedonian and Albanian are the teaching languages in one school, then the school has the right to register one student per grade per teaching language, i.e. (1) one student of V grade of Macedonian teaching language and (1) one student of V grade of Albanian teaching language – total (2) two students of V grade. This corresponds respectively to the other grades as well. In case one teaching language does not register a student-participant, the school has **NO right** to register two students of the other teaching language.

Article 9

In order to participate into the Local competition, each school needs to pay a competition fee per student-participant. Proof of payment shall be submitted on the competition day at the registration desk in presence of the student-participant.

Article 10

The Local and Regional competitions are held in 11 (eleven) centers:

1. Skopje (all municipalities)
2. Kumanovo (all municipalities in this region)
3. Shtip (all municipalities in this region)
4. Veles (all municipalities in this region)
5. Kochani (all municipalities in this region)
6. Strumica (all municipalities in this region)
7. Kavadarci (all municipalities in this region)
8. Bitola (all municipalities in this region)
9. Prilep (all municipalities in this region)
10. Struga (all municipalities in this region)
11. Gostivar (all municipalities in this region)

Article 11

The Local and Regional competitions are organized and run by ELTAM local coordinators.

Article 12

Regional competition is held after the completion of the Local competition. The Ranking Commission prepares the official ranking list in accordance with an already announced score table. Students who have been ranked as I (first), II (second) and III (third) place in accordance with the score table but not less than 75 (seventy-five) points, have the right to take part into the Regional competition.

Article 13

The National competition is organized and run by the Primary Schools Competition Commission appointed by ELTAM. The National competition shall be held in the school whose student of IXth. grade has achieved the top score at Skopje Regional competition, or at any other venue designated by ELTAM Executive Board.



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Article 14

The right to participate into the National competition is granted to all students who have been ranked as I (first), II (second) and III (third) place in accordance with the score table but not less than 75 (seventy-five) points at each Regional competition.

Article 15

All expenses for National competition participation are upon the school-participants individually.

Article 16

The tests for the Local, Regional and National competitions are prepared by ELTAM Test Competition Commission and the content of each competition is appropriate to the age of the participants and is in compliance with the Teaching Curricula for primary education related to the school subject of English language. The names of the members of ELTAM Test Competition Commission are kept in secrecy.

Article 17

Local, Regional and National competitions are held according to the Competition Calendar adopted by ELTAM Executive Board and uploaded on its official webpage.

III. COMPETITION ORGANIZATION

A) LOCAL COMPETITIONS

Article 18

Local competitions are held on the same day and at the same time in all ELTAM centres all around the Republic of North Macedonia. The Local competition *Test* consists of 1 (one) part: Use of English and lasts 60 (sixty) minutes.

Article 19

The Local competition Organizer (the ELTAM local coordinator) constitutes:

- Organizing Committee;
- Test Assessment Commission;
- Ranking Commission;
- Commission for Complaints.

Article 20

The Organizing Committee shall inform all the schools in that region at least 20 (twenty) days prior the competition date about the exact venue, date and time. The Organizing Committee shall:

- welcome and accept all students-participants and their mentors;
- provide place for competition organization and mentors' stay;



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- provide invigilators;
- inform the students and their mentors about the Competition Rules prior the beginning of the competition (**Appendix 1**);
- deliver refreshments to the students if a sponsorship has been provided;
- provide enough number of tests and other necessary materials;
- guarantee full secrecy of students' data.

Article 21

Test Assessment Commission consists of school English teachers and ELTAM delegates. Each teacher-mentor is **obliged** to be part of the Test Assessment Commission for the grade they do not teach currently. This means Test Assessment Commission is comprised of school English language teachers who are not teaching in that grade currently. Each member of the Test Assessment Commission is issued a **Certificate of Appreciation** by ELTAM. The Test Assessment Commission shall reach their decisions by voting. However, in delicate situations the vote of the ELTAM delegates is crucial.

Article 22

Ranking Commission consists of 1 (one) president and 2 (two) members. The president of this Commission is actually an ELTAM delegate. The Ranking Commission shall:

- calculate the total points of the competitors;
- prepare the ranking list;
- announce the final ranking list on the same day as the competition's on the school notice board, after receiving the outcomes of all complaints resolved by the Commission for Complaints;
- decide on the diplomas, certificates and prizes for the competitors;
- prepare and submit a Report to ELTAM Executive Board within 10 days after the competition completion.

Article 23

Commission for Complaints consists of 1 (one) president and 2 (two) members. One of the members shall be a representative from the Bureau for Development of Education, if the one is attending the competition. The president of this Commission is actually an ELTAM delegate. If a competitor is dissatisfied with the results, their mentor¹ has the right to submit a complaint within 90 minutes after the announcement of the preliminary ranking list. The Commission for Complaints shall:

- consider the submitted complaints;
- reach a decision by voting (unanimous, split or majority);
- inform the mentors' about the outcome of their complaints;
- inform the Ranking Commission about the final results regarding the submitted complaints, so that they can make the final ranking list.

¹Only the student's mentor has the right to submit a complaint to the Commission for Complaints. If the mentor is not present at the result announcement time, nobody else (parent, or another teacher from the same school) has the right to complain on behalf of the student's mentor



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B) REGIONAL COMPETITIONS

Article 24

The Regional competition *Test* consists of 2 (two) parts: Reading Comprehension which lasts 30 (thirty) min. and Use of English which lasts 60 (sixty) min.

Article 25

The National competition Organizer appointed by ELTAM constitutes:

- Organizing Committee;
- Test Assessment Commission;
- Ranking Commission;
- Commission for Complaints.

Article 26

The Organizing Committee shall inform all the local coordinators at least 20 (twenty) days prior the competition date about the exact venue, date and time. The Organizing Committee shall:

- welcome and accept all students-participants and their mentors;
- provide place for competition organization and mentors' stay;
- provide invigilators;
- inform the students and their mentors with the Competition Rules prior the beginning of the competition (Appendix 2);
- deliver refreshments to the students if a sponsorship has been provided;
- provide enough number of tests and other necessary materials;
- guarantee full secrecy of the students' data.

Article 27

Test Assessment Commission consists of school English teachers and ELTAM delegates. Each teacher-mentor is **obliged** to be part of the Test Assessment Commission for the grade they do not teach currently. This means Test Assessment Commission is comprised of school English language teachers who are not teaching in that grade currently. Each member of the Test Assessment Commission is issued a **Certificate of Appreciation** by ELTAM. The Test Assessment Commission shall reach their decisions by voting. However, in delicate situations the vote of the ELTAM delegates is crucial.

Article 28

Ranking Commission consists of 1 (one) president and 2 (two) members. The president of this Commission is actually an ELTAM delegate. The Ranking Commission shall:

- calculate the total points of the competitors;
- prepare the ranking list;



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- announce the final ranking list on the same day as the competition's on the school notice board, after receiving the outcomes of all complaints resolved by the Commission for Complaints;
- decide on the diplomas, certificates and prizes for the competitors;
- prepare and submit a Report to ELTAM Executive Board within 10 days after the competition completion.

Article 29

Commission for Complaints consists of 1 (one) president and 2 (two) members. One of the members shall be a representative from the Bureau for Development of Education, if the one is attending the competition. The president of this Commission is actually an ELTAM delegate. If a competitor is dissatisfied with the results, their mentor² has the right to submit a complaint within 90 minutes after the announcement of the preliminary ranking list. The Commission for Complaints shall:

- consider the submitted complaints;
- reach a decision by voting (unanimous, split or majority);
- inform the mentors about the outcome of their complaints;
- inform the Ranking Commission about the final results regarding the submitted complaints, so that they can make the final ranking list.

² Only the student's mentor has the right to submit a complaint to the Commission for Complaints. If the mentor is not present at the result announcement time, nobody else (parent, or another teacher from the same school) has the right to complain on behalf of the student's mentor



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C) NATIONAL COMPETITIONS

Article 30

The National competition *Test* consists of 2 (two) parts: Reading Comprehension which lasts 30 (thirty) min. and Use of English which lasts 60 (sixty) min.

Article 31

The National competition Organizer appointed by ELTAM constitutes:

- Organizing Committee;
- Test Assessment Commission;
- Ranking Commission;
- Commission for Complaints.

Article 32

The Organizing Committee shall inform all the local coordinators at least 20 (twenty) days prior the competition date about the exact venue, date and time of the national competition. The Organizing Committee shall:

- welcome and accept all students-participants and their mentors;
- provide place for competition organization and mentors' stay;
- provide invigilators;
- inform the students and their mentors about the Competition Rules prior the beginning of the competition (Appendix 2);
- deliver refreshments to the students if a sponsorship has been provided;
- provide enough number of tests and other necessary materials;
- guarantee full secrecy of students' data.

Article 33

Test Assessment Commission consists of school English teachers and ELTAM delegates. Each teacher-mentor is **obliged** to be part of the Test Assessment Commission for the grade they do not teach currently. This means Test Assessment Commission is comprised of school English language teachers who are not teaching in that grade currently. Each member of the Test Assessment Commission is issued a **Certificate of Appreciation** by ELTAM. The Test Assessment Commission reach their decisions by voting. However, in delicate situations the vote of the ELTAM delegates is crucial.

Article 34

Ranking Commission consists of 1 (one) president and 2 (two) members. The president of this Commission is actually an ELTAM delegate. The Ranking Commission shall:

- calculate the total points of the competitors;
- prepare the ranking list;



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- announce the final ranking list on the same day as the competition's on the school notice board, after receiving the outcomes of all complaints resolved by the Commission for Complaints;
- decide on the diplomas, certificates and prizes for the competitors;
- prepare and submit a Report to ELTAM Executive Board within 10 days after the competition completion.

Article 35

Commission for Complaints consists of : 1 (one) president and 2 (two) members. One of the members shall be a representative from the Bureau for Development of Education, providing he/she is attending the competition. The president of this Commission is actually an ELTAM delegate.

If a competitor is dissatisfied with the results, their mentor³ has the right to submit a complaint within 90 minutes after the announcement of the preliminary ranking list. The Commission for Complaints shall:

- consider the submitted complaints;
- reach a decision by voting (unanimous, split or majority);
- inform the mentors about the outcome of their complaints;
- inform the Ranking Commission about the final results regarding the submitted complaints, so that they can make the final ranking list.

III. RANKING, PRIZES AND CERTIFICATES

Article 36

The total number of points achieved by each competitor at Local, Regional or National competition may be 100 (one hundred). The places won at the Local and Regional competition are in accordance with the following score table (point system):

- **I (first) place:** all participants with achieved **92 to 100** points;
- **II (second) place:** all participants with achieved **83 to 91** points;
- **III (third) place:** all participants with achieved **75 to 82** points.

All participants in the Local and Regional competition who have won at least 75 (seventy-five) points from each generation are ranked in accordance with the score table mentioned above winning the first, second or third place.

³ Only the student's mentor has the right to submit a complaint to the Commission for Complaints. If the mentor is not present at the result announcement time, nobody else (parent, or another teacher from the same school) has the right to complain on behalf of the student's mentor



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To the Regional competition are qualified all the participants who have been ranked as the first, second or third place (I, II, III place) in their grades in accordance with the score table of the Local competition, but not less than 75 (seventy-five) points.

To the National competition are qualified all the participants who have been ranked as the first, second or third place (I, II, III place) in their grades in accordance with the score table of the Regional competition, but not less than 75 (seventy-five) points.

At the National competition only one I (first), only one II (second) and only one III (third) place in each grade may be won, i.e. a ranking is made according to the most won points at the national. If there is more than one student with the same number of points for the I (first), II (second) or III (third) place, then all the points achieved at the local, regional and national competition shall be summed.

The I (first), II (second) or III (third) place is allocated to the student with the highest score (highest number of points summed from the local, regional and national competition). In case there is still more than one student with the same number of points, then additional testing shall be applied until one student achieves the highest score. The I (first), II (second) or III (third) place is allocated to the student with the highest score (highest number of points achieved at the additional testing). Only one I (first), II (second) or III (third) place is possible according to the Changes to the Rulebook on Content and Manner of Organizing Competitions for primary education of Ministry of Education and Science (No.20-2929/1 from 2nd. March 2017).

Article 37

At the Local competition, all the participants who have won the I (first), II (second) or III (third) place in accordance with the score table, shall be awarded with a **Diploma**. All the mentors whose students have won the I (first), II (second) or III (third) place at the Local competition shall be awarded with a **Certificate of Appreciation**. The rest of the students and their mentors shall be awarded with a **Certificate of Participation** in the local competition. The diplomas shall be presented at the winning ceremony organised within the framework of the competition.

Article 38

At the Regional competition, all the participants who have won the I (first), II (second) or III (third) place in accordance with the score table, shall be awarded with a **Diploma**. All the mentors whose students have won the I (first), II (second) or III (third) place at the Regional competition shall be awarded with a **Certificate of Appreciation**. The rest of the students and their mentors shall be awarded with a **Certificate of Participation** in the regional competition. The diplomas shall be presented at the winning ceremony organised within the framework of the competition.

Article 39

At the National competition, all the participants who have won the I (first), II (second) or III (third) place in accordance with the score table, shall be awarded with a **Diploma**. All the mentors whose



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students have won the I (first), II (second) or III (third) place at the Regional competition shall be awarded with a **Certificate of Appreciation**. The rest of the students and their mentors shall be awarded with a **Certificate of Participation** in the national competition. The diplomas shall be presented at the winning ceremony organised within the framework of the competition. ELTAM may award the winners with other types of prizes provided by sponsors or donors.

Article 40

The results from all the competitions are public and transparent. The transparency is obtained with:

- The results are announced on the same day after the completion of the competition (local, regional or national). The results are published on the notice board of the school-host of the competition;
- After the completion of all competitions, within a period of 15 days, ELTAM releases a Report to all levels; regarding the National competition the Report is sent to all levels including the Commission for Accreditation, Ministry of Education and Science and the Bureau for Development of Education. The Report consists of the following elements: title of the competition and title of the organizer, date and venue of the competition, number of participants, number of awarded students and their mentors (a table containing: students' first and family name, mentors' first and family name, grade, the place won, name and place of the students' school); competition analysis (advantages and disadvantages and possible ways for improvement);
- The results of the National competition are uploaded on the websites of ELTAM, the Ministry of Education and Bureau for Development of Education.

IV. FINAL PROVISIONS

Article 41

The Executive Board of ELTAM remains the right to interfere and decide in all delicate situations in terms of application of the criteria of this Rulebook.

Article 42

Changes and amendments to this Rulebook shall be made upon the same procedure as the one when it has been adopted.

Article 43

This Rulebook is valid as of the day of its adoption.

Date: February 2020

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APENDIX 1

Rules of Procedure on testing at English language local competitions

1. The test at the English language local competitions consists of one part: *Use of English* which lasts 60 min.
2. The participants are seated in rooms in a manner which provides undisturbed individual testing.
3. Each and every competition participant shall be given a control slip with an allocated code; On the control slip the participants must write down their first and last name, as well as the name of their school, municipality and their mentor's first and last name. Each participant must memorize their code and write it down on the test (*Use of English*) and on the answer sheet, too. Use of their personal first or last name or their own personal code is strictly prohibited. The invigilator collects the control slips, places them in an envelope which is submitted to the Ranking Commission.
4. Each and every participant shall be delivered a test (*Use of English*) for the appropriate grade, as well as an answer sheet. While doing the test participants are allowed to make corrections or changes on the test itself. Their final answers must be transferred onto the answer sheet using a pen. The answers provided on the answer sheet shall be assessed further. Use of pencils or rubber on the answer sheet is strictly prohibited. All corrections or crossed out words or any other changes on the answer sheet shall not be taken into consideration for assessment.
5. The envelope containing tests is opened in the room in front of the participants. It must not be opened prior the beginning of the competition.
6. The participants are not allowed to communicate with either their mentors or any members of the Test Assessment Commission in order to reveal their code.
7. During the testing no phones are allowed to be carried or used. The phones must be left to the students' mentors; during the testing the participants shall be informed about the remained time by the invigilators. Copying or any attempt to copy is strictly prohibited and the participant will be disqualified immediately.
8. Only the student's mentor has the right to submit a complaint to the Commission for Complaints. If the student's mentor is not present during the announcement of the preliminary results nobody else (a parent or another teacher from the same school, etc) has the right to complain on behalf of the student's mentor.



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APENDIX 2

Rules of Procedure on testing at English language regional and national competitions

1. The test at the English language regional and national competitions consists of two parts: *Reading Comprehension* which lasts 30 min and *Use of English* which lasts 60 min.
2. The participants are seated in classrooms in a manner which provides undisturbed individual testing.
3. Each and every competition participant shall be given a control slip with an allocated code; On the control slip the participants must write down their first and last name, as well as the name of their school, municipality and their mentor's first and last name. Each participant must memorize their code and write it down on both parts of the test (*Reading Comprehension* and *Use of English*) and on the answer sheet, too. Use of their personal first or last name or their own personal code is strictly prohibited. The invigilator collects the control slips, places them in an envelope which is submitted to the Ranking Commission.
4. Each and every participant shall be delivered a test (*Reading Comprehension* and *Use of English*) for the appropriate grade, as well as an answer sheet. While doing the test participants are allowed to make corrections or changes on the test itself. Their final answers must be transferred onto the answer sheet using a pen. The answers provided on the answer sheet shall be assessed further. Use of pencils or rubber on the answer sheet is strictly prohibited. All corrections or crossed out words or any other changes on the answer sheet shall not be taken into consideration for assessment.
5. The envelope containing tests is opened in the room in front of the participants. It must not be opened prior the beginning of the competition.
6. Between the first and the second part of the test a short 15-minute break shall be made. During this break any kind of contact between the participants and their mentors is strictly prohibited. The participants are not allowed to communicate with either their mentors or any members of the Test Assessment Commission in order to reveal their code.
7. During the testing no phones are allowed to be carried or used. The phones must be left to the students' mentors; during the testing the participants shall be informed about the remained time by the invigilators. Copying or any attempt to copy is strictly forbidden and the participant will be disqualified immediately.
8. Only the student's mentor has the right to submit a complaint to the Commission for Complaints. If the student's mentor is not present during the announcement of the preliminary results nobody else (a parent or another teacher from the same school, etc) has the right to complain on behalf of the student's mentor.
9. Additional testing may be applied at the national competition in order to determine only one I (first), only one II (second) and only one III (third) place, in case there are participants with the same number of points (refer to Article 36 from the Rulebook on Content and Manner of Preparation and Organization of English language competitions for primary education).



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