



Guide for schools

This guide focuses on the regional heats with some brief information on the final. After the regional heats have taken place, the teams that have progressed to the final will be provided with additional information.

Delivery of the quiz is based on our experience running the senior quiz in previous years as well as feedback from staff and students.

A note on equipment: You will need a space for your team to compete where there is good internet connectivity, access to a smartboard, and a webcam with a wide enough view to capture the entire team at once. One laptop is essential, two is ideal.

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1. Entering a team for the quiz

Pupils aged between 9-11 years from across the UK can take part in the quiz. This age bracket reflects:

- Years 4,5 and 6 in England and Wales
- P5, P6 and P7 in Scotland and Northern Ireland

Your team members can come from one single year group or can be a blend of year groups.

Each team consists of four students plus a reserve. The reserve is not compulsory, but we recommend you having recruited someone just in case someone falls ill on the day or is not able to take part at the last minute. The reserve can watch the quiz from the side lines on the day but is not able to help with the answers.

You can enter one team from your school. It costs £25 per team.

If your team progresses to the final, then the team members must be kept the same. Again, the reserve is there to replace a pupil if a team member falls ill.

Please do take extra care when booking to make sure you book into the correct heat; **this is either your specified region or a cross-regional heat. If you enter a team out of area then your score will be disallowed.**

2. What is the quiz about?

This quiz is aimed at keen readers and the content will reflect that. All questions are based on fictional titles and involve book titles, characters, authors, brain teasers and story details.

Although we look to include some questions on very well-known books, series, and authors we also focus on the amazing breadth and variety of children's publishing available today.

There will be multiple genres included such as comedy, horror, graphic, historical, classic, mystery, and sport. We look for balanced and diverse content. A team with multiple reading interests is recommended.

3. Preparing for the quiz in school

We recommend running quiz trials within school to see who is interested and has the reading knowledge to be in your team.

Please find a selection of sample questions on the website to help you with the process. These quiz trials can be enjoyable events and help create a buzz in school around the quiz and successful team players.

The quiz is a fun and engaging event, and we hope your pupils feel excited about taking part rather than nervous. If they find the quiz difficult, please don't let them get discouraged, no one is being judged on their performance and we hope there is plenty for them to cheer about.

Please allow your team to practise together. Like any competition, practise always helps and creates a strong team bond. Why not ask your non-team members in school to write questions for the team to practise with and test their knowledge on a range of different titles?

4. Information on the questions and answers

The quiz will consist of 55 questions: five categories with ten questions each, and a final category which will have only five questions. Each category will have a different theme and within each category there will be multiple choice questions, true or false questions, free text questions and illustrated/visual questions.

Answers will be written into an email (like a shopping list) and submitted directly to the marking team after every two rounds.

Answers will be read out after every two rounds. E.g. Answers for rounds 1 and 2 will be given out after rounds 3 and 4, answers to rounds 3 and 4 will be given out after rounds 5 and 6, etc. This allows for any delay in a team submitting their answer email.

5. How will the quiz be marked?

Each region has a regional organiser who has volunteered to help run the quiz. They provide a team of markers who all work extremely hard on the day to provide fair, fast and precise scoring. We all owe them a huge amount of thanks because otherwise this quiz wouldn't be able to take place.

When the answers are submitted, the marking team will review each answer and then add up the points for each team providing a total at the end.

We try to set questions that have clear cut answers so that the marking is consistent across the board and not open to interpretation. We allow for spelling mistakes but otherwise the marking is precise.

With multiple markers working in each heat, we must ensure fairness so half-right answers are marked incorrect to ensure consistency. We do not award half points. For example:

- The Curious Incident of the Dog in the Night-time = correct, one point
- The Incident of the Dog in the Night-time = incorrect, no point
- The Curious Incident of the Dog at Night = incorrect, no point

6. How and when do we find out our score and the final results?

Schools who are placed in the top three will be announced at the end of your regional heat by the quizmaster. A scoreboard will be circulated afterwards so that schools can see how they placed in their regional heat.

In the event of a tie for first place, tiebreaker knock out questions will be actioned to establish first place before the final results are given out.

7. What are the prizes and when will we receive them?

We will supply all participants with a certificate for taking part on the day ahead of the regional heats.

For the regional heats the prizes are:

- First - £100 book tokens (£25 per student) plus regional trophy to be gifted at the grand final event
- Second - £80 book token (£20 per student)
- Third - £60 book token (£15 per student)

In addition to the top three prizes, each heat will have prizes for:

- Participation prize - the school (outside of the top three) with the best engagement e.g. cheering, team spirit as judged by the quiz master and National Literacy Trust moderator
- Newcomer prize - a 'welcome to the quiz' (outside of the top three) awarded to a school quizzing with us for the first time

All regional heat prizes will be despatched after the Christmas holidays and should be received by the end of January.

8. Quiz delivery

The quiz will last approximately two hours and will take place during standard school hours. Regional heats will be delivered online via MS Teams.

Online heat overview schedule:

9.00: The live event is opened on MS Teams with a musical 30-minute countdown slide

9.15: log on no later than this time with your team getting assembled and settled. This allows time for you to rectify any IT difficulties such as audio or connectivity

9.30: Quizmaster Mr Dilly is live, will introduce the quiz and teams and then begin with the questions. All IT issues need to be resolved by this point

10.30: 15-minute interval after round three (half-way through) to allow for food, drink, and a bathroom break.

11.30: Results will be read aloud. If a tiebreaker is needed the finish time may be later

The regional heats will be delivered by quiz master Mr Dilly. All events are live and will not be recorded. Mr Dilly will read aloud all 55 questions and give 15 seconds for the teams to write down each of their answers. There will be a couple of minutes after each category for the teams to check their answers for the round and when instructed to by Mr Dilly, submit their answer emails to the marking team.

Mr Dilly will guide and support your students through the quiz in a friendly, encouraging, and energetic way.

You will access your regional heat via a live link. This link and any additional information will be sent one week in advance of your regional heat. If you do not receive this email please contact JNRCQ@literacytrust.org.uk at least 24 hours ahead of your quiz.

9. Technical advice for the online quiz heats

Please book a space for your team to compete where there is:

- good internet connectivity
- access to a smartboard
- a webcam with a wide enough view to capture the entire team at once
- one laptop is essential, two is ideal

Email accounts: You will need to decide from which email account you will be sending in your team answers. 48 hours ahead of your regional heat you need to send an email from this email account to your designated marker's email address. This ensures that emails are getting through and not being blocked anywhere. Do not send a test email and then decide on quiz day to use a different email address, as that will be untested and may not reach the marking team correctly.

Please note you do not need to have an MS Teams account at school to access the quiz. You will be emailed a live link in advance of the quiz which will look like this:

[Click here to join the meeting.](#)

When you click on it at the appointed time you will be able to join the quiz through your standard web browser.

When you click on the invitation link you will see all the other teams joining in your region. You will need to mute yourself and your team throughout the quiz and please do not interrupt the quiz at any point by unmuting yourselves.

If you have any queries, then these can be written in the chat function on MS Teams and will be addressed by the National Literacy Trust moderating the chat rather than the Quiz Master who will be busy delivering the live quiz.

Submitting your answers:

Think about writing and sending an email in place of handing in a physical answer sheet.

In the email subject heading you write your school name (no abbreviations or nicknames) and the round numbers. E.g. Kingswood School – Rounds 1 & 2.

Please type your answers out as a list in the body of the email, start a new line for each answer and start each line with the question number (even if you do not know the answer).

Correct example:

1. A
2. B
3. C
4. X (if answer unknown)
5. True
6. False
7. John
8. X (if answer unknown)
9. Her sister
10. The Little Prince

Incorrect examples:

1. A
2. B
3. C
4. True
5. False
6. John
7. Her sister
8. The Little Prince

In this example, the team have omitted the answer for the question they cannot answer, but not the question number. The only indication for the markers that something is wrong, is when they realise there are no answers after no.8. So which questions couldn't the team answer? 9 & 10 or any number between nos. 1 to 8. Again this is not for the markers to guess at or investigate.

1. A
2. B
3. C
5. True
6. False
7. John
9. Her sister
10. The Little Prince

In this example, the team simply omitted the question they couldn't answer altogether. The answers look ok as they run 1 to 10, but nos. 4 & 8 are missing. For markers using a grid this is confusing and wastes precious time.

If you have a pupil who feels comfortable acting as the team scribe, then do organise this. Alternatively the staff chaperone may act as the scribe but please note the rules around integrity below.

Photo to give an idea how your set up could work:



Please ensure you have a working webcam ahead of time. If you do not have a working webcam that captures the whole team then the marking team have the right to discount your entry.

10. Wi-Fi connection

Internet connection is an essential part of an online quiz. If your internet connection is lost or you do not hear a question properly due to a bad connection, please do not interrupt the quiz or ask the quiz master for questions to be read aloud again. With so many teams and so many questions it is too difficult to accommodate multiple requests. Please use the chat function during the quiz and the National Literacy Trust moderators will do their best to bring you up to speed on any questions you may have missed.

In cases of significant disruption, e.g. you have an internet outage just before the quiz starts, please email JNRCQ@literacytrust.org.uk and we will do our best to accommodate you in another regional heat.

If your internet goes down during the quiz, please email JNRCQ@literacytrust.org.uk as soon as you are able. If possible, have a mobile phone available so that you can at least stream the quiz live to your students and you can complete the quiz as best as possible.

Unfortunately, we cannot circulate full sets of questions to individual schools before, during or after the quiz.

11. Safeguarding and integrity of an online quiz

– this is very important and must be read!

- Teams must be chaperoned by an adult at all times.
- The use of phones or search engines are not allowed during the quiz.
- Cameras need to be on from the start to ensure transparency during the whole quiz.
- No member of staff may help the students in answering the questions, especially if a staff member is acting as a team's scribe.
- Your teams are not allowed an audience; your team should not be in a public area and there should be no help from passers-by.
- If the NLT moderators or marking team have a sense of foul play, then contact will be made with staff during the quiz and they have the right to withdraw a team from the scorecard.

Please help us maintain the integrity and high standards of this quiz by not interfering with your pupils' discussions and answers. This moment is all about their own knowledge and achievement – let's help them celebrate that.

12. Permissions

In terms of permission from parents it might help for them to know that the heat is not being recorded (it's a live event). It is a closed invitation-only meeting and the people besides the school teams will be the Regional Organiser, Mr Dilly (the quiz master) and colleagues from the National Literacy Trust. If you have a child who doesn't want to be recognised on screen then they could sit with their back to the camera and still participate as part of the team if they are sitting on opposite sides of a table.

13. Size of regional heats

We allow 25 teams per regional heat.

Although the cut-off date for applying is the end of July, applications will be closed for individual heats as soon as they become full, so you are encouraged to sign up as soon as possible. We will run a waiting list for those schools who would like to fill any cancellation positions.

Equally we are running two cross-regional heats for schools who are unable to secure a place in their regional heat because it is sold out or because their heat is on a date unavailable to them.

14. Reaching the grand final

The winner from each of the regional heats will go on to take part in the grand final. The final will take place face to face at a venue in central London and will involve the support of well-known authors and contributors. The format will be like the regional heats but with a fresh set of categories and questions. If you qualify for the final please start making travel arrangements for you and your pupils as quickly as possible.

15. What if my team cannot attend on the day of my regional heat?

According to the Terms and Conditions you can claim a refund up to a month in advance. After this time unfortunately no refund will be given. However, please do email JNRCQ@literacytrust.org.uk as soon as you can if you have a problem because we will do our best to accommodate you in a cross-regional heat if there is space available.

16. What is the entry fee for?

The entry fee allows you entrance to the quiz and all funds are invested directly back into the quiz.

17. What if I cannot attend my allocated regional heat?

If you cannot attend on the date allocated to your regional heat, or your heat is fully booked by the time you come to register, please book a place in one of the cross-regional heats. Do not book into a 'next door region' as an alternative. This is considered out of area, and your score will be disallowed.

18. What are the different regional heats?

Area	Counties	Cities and towns as examples
Northern Ireland	All	All
Wales	All	All
Scotland	All	All
Merseyside and Greater Manchester	Merseyside, The Wirral, Cheshire, Greater Manchester, South Lancashire	e.g. Liverpool, St Helens, Chester, Crewe, Macclesfield, Alsager, Southport, Warrington, Manchester, Rochdale, Bolton, Wigan, Altrincham
Northeast England	Northumberland, Tyne & Wear, North Tyneside, South Tyneside, Durham, Teesside	e.g. Newcastle, Darlington, Hartlepool, Middlesbrough, Durham, Sunderland, Gateshead, Hexham, and Morpeth
Northwest England:	Cumbria, North Lancashire, Isle of Man (excluding Merseyside and Manchester areas – see specific heat)	e.g. Cockermouth, Sedbergh, Preston, Lancaster, Blackburn, Blackpool
Yorkshire	North Yorkshire, East Yorkshire, South Yorkshire, West Yorkshire	e.g. York, Leeds, Wakefield, Skipton, Bradford, Hull, Sheffield, Doncaster, Barnsley, Settle, Hawes
West Midlands	Staffordshire, Shropshire, Herefordshire, Worcestershire, West Midlands and Warwickshire	e.g. Birmingham, Coventry, Warwick, Stratford upon Avon, Stoke on Trent, Stafford, Wolverhampton, Worcester, Evesham, Telford
East Midlands	Derbyshire, Nottinghamshire, Lincolnshire, Leicestershire, Northamptonshire and Rutland	e.g. Worksop, Corby, Leicester, Loughborough, Nottingham, Oakham, Immingham, Lincoln, Bourne, Uppingham, Northampton, Towcester, Kettering, Sleaford, Spalding, Brackley

Oxford, Berkshire & Buckinghamshire	Oxfordshire, Berkshire, Buckinghamshire	e.g. Oxford, Burford, Witney, Banbury, Wantage, Abingdon, Newbury, Reading, Wokingham, Slough, Maidenhead, Windsor, Ascot, Milton Keynes, Aylesbury, High Wycombe
East England	Norfolk, Suffolk, Cambridgeshire	e.g. Norwich, King's Lynn, Ipswich, Stowmarket, Downham Market, Aylsham, Attleborough, Cambridge, Bury St Edmunds, Peterborough, Huntingdon
Thames Gateway, East London, Essex and Kent	Essex, Kent and all London schools with an E## postcode	e.g. Colchester, Chelmsford, Southend, Romford, Epping, Harlow, Barking, Walthamstow, Stratford, Dartford, Rochester, Orpington, Canterbury, Saffron Walden, Thurrock, Tonbridge, Tunbridge Wells, Dover, Sevenoaks, Maidstone
Hertfordshire and Bedfordshire	Hertfordshire and Bedfordshire	e.g. Stevenage, Hertford, Potters Bar, St Albans, Watford, Berkhamsted, Dunstable, Luton, Harpenden, Hatfield, Letchworth, Bishop Stortford
North London and West London	London schools with N##, NW## postcodes, W##	e.g. Ruislip, Harrow, Ealing, Enfield
Southwest London	London schools with SW##, EC## and WC## postcodes, Surrey inside M25	e.g. Fulham, Teddington, Reigate, Banstead, Egham, Southall, City of London, Sutton, Kingston
Southeast London	London schools with SE## and BR## postcodes, Croydon	e.g. Bromley, Bexley, Croydon, Dulwich, Greenwich, Lewisham, Southwark, Woolwich
South England	Sussex, Hampshire, Surrey outside M25, Isle of Wight	e.g. Eastbourne, Chichester, Basingstoke, Southampton, Portsmouth, Horsham, Guildford, Reigate
Southwest England	Gloucestershire, Wiltshire, Dorset, Somerset, Devon, Cornwall	e.g. Gloucester, Bristol, Bath, Dorchester, Exeter, Swindon, Trowbridge, Truro, Taunton
Cross-regional Heat One	Any school not able to attend their regional heat	All UK
Cross-regional Heat Two	Any school not able to attend their regional heat	All UK

Thank you and good luck!