

National Spelling Bee Cymru 2019/20

User Manual for Teachers



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1. Aim: The aim of the Spelling Bee is for students to practise and improve their vocabulary, spelling, grammar and translation skills in another language (French, Spanish, German and Welsh 2nd Language) whilst importantly raising confidence levels.

2. What is the Spelling Bee?

This annual event is designed to support students in year 7 who are studying French, German, Spanish and Welsh Second Language.

The objective of the competition is for students to correctly translate and spell as many words as possible within one minute (in the Target Language). The students who spell the most words correctly in accordance with the rules will be the winners.

Different to a monolingual Spelling Bee, pupils in Wales have the option of receiving their words in Welsh or English.

Students from bilingual or Welsh medium schools are permitted to compete in Welsh as a 2nd Language category, providing that they have recently undertaken study in a Welsh Immersion Class (or similar) to aid transition from Welsh and English medium education.

Students compete in 3 preliminary school rounds from September to March. This is to be facilitated by your school. The Spelling Bee National Final takes place at the end of the summer term and is co-ordinated by Routes into Languages Cymru. The National Final welcomes finalists from schools across Wales competing for the titles in the four languages.

3. Getting Started

Register online routesintolanguagescymru.co.uk/posts/spelling-bee/

The competition should be launched in your school at the beginning of the autumn term and time should be spent in the first few lessons of the year teaching and practising the alphabet in the foreign language (paying attention to describing letters with accents etc.)

Students should be given the 25 words from the Stage 1 word list to learn for the Class rounds. Vocabulary is relevant to the curriculum.

The competition is managed via the following websites:

- **Spelling Bee website:** www.spellingbeecymru.co.uk

Contains access to the teacher's pack, word lists, certificates, competition computer programme and supporting practice games.

- **Routes into Languages Cymru website:**
<http://routesintolanguagescymru.co.uk/>

Contains links to initial registration form and winners submission forms for all stages.

Subsequent stages are detailed in the next section.

4. Competition Stages

Students will be given 25 words to learn at the first stage of the competition and a further 25 words will be added at each subsequent stage.

A set number of students will proceed at the end of each stage as set out in the table below.

As an example: Your school has 5 classes in French and 1 in Spanish. At the end of round 1 you are able to submit a maximum of 50 winners in French and 10 in Spanish.

	Term	No. of words to learn	No. Students progressing (per language)	Closing date for submissions
Stage 1 (Class)	Autumn	25 (Word list 1)	10 (per class)	TBC
Stage 2 (School 1)	Spring	50 (Word list 1 +2)	5 (from school)	TBC
Stage 3 (School final)	Spring	75 (Word list 1 +2 +3)	2 (from school)	TBC
Stage 4 (National final)	Summer	100 (Word list 1+2+3+4)	Spelling Bee champions announced	TBC

The names of the winners at each stage should be submitted to the Routes into Languages Cymru team by the specified closing date shown above. Names should be submitted via the relevant submission form on the Routes into Languages Cymru website routesintolanguagescymru.co.uk/posts/spelling-bee/

Winners Submission Form Stages 1-3

Please click the relevant below to complete the winners submission form.

Submit Round 1 Winners

Submit Round 2 Winners

Submit Round 3 Winners

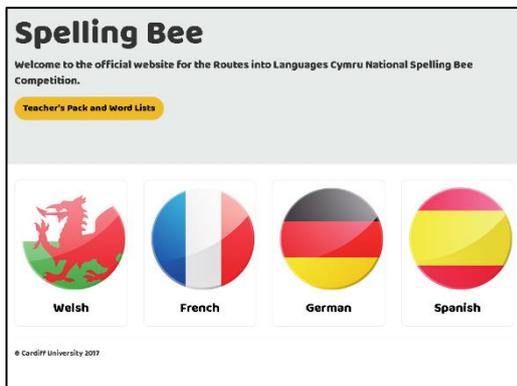
5. Spelling Bee Computer Programme – user guide

The Spelling Bee Computer Programme is used for testing students at all stages of the competition. It is the main platform used, selecting words at random within the one minute test time.

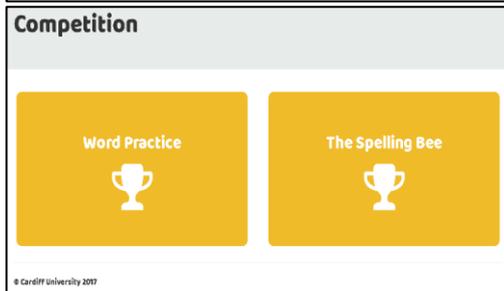
To start testing, follow the steps below:

Go to

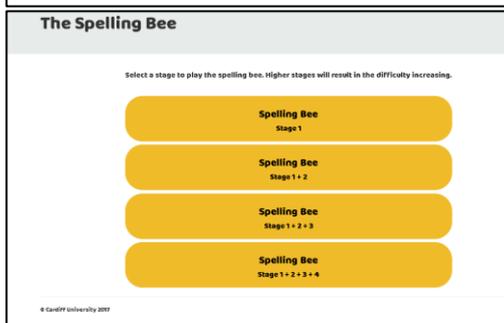
<http://spellingbeecymru.co.uk>



Select Target Language flag.



Choose the option 'Competition' and then choose 'Spelling Bee'



Select the relevant stage (see grid above for explanation).



Click Welsh or English flag (as the source language).

Click the start button to begin.

6. Competition Stages: explained

STAGE 1: Class Round

Teachers should:

- **Allocate the stage's 25 words** to their students so that they can begin memorising them and practising.
- **Hold a class competition** according to the timetable provided.
 - A Spellmaster should be appointed to operate the Spelling Bee computer programme.
 - A judge (and verifier) keeps score, according to the rules.
 - Students should be tested individually and should not use any prompts.
 - Students should have one minute to correctly say and spell as many words as possible in the Target Language. Please refer to competition rules.
 - Up to **10 students per language class** progress to the next stage of the competition.
 - Winners' names should be submitted via the relevant button on the Routes into Languages Cymru website.
<http://routesintolanguagescymru.co.uk/posts/spelling-bee/>
 - Winners certificates are available for download on the Spelling Bee website <https://spellingbeecymru.co.uk/>

STAGE 2: School first round

- **Teachers should allocate the extra 25 words** to the stage 1 winners (total of 50 words).
- **The school first round should be held** according to the timetable. The same rules apply.
- **The names of the 5 school winners should be submitted** via the relevant button on the Routes into Languages Cymru website.
<http://routesintolanguagescymru.co.uk/posts/spelling-bee/>
- Winners certificates are available for download on the Spelling Bee website <https://spellingbeecymru.co.uk/>

STAGE 3: School Final

- **Teachers should allocate the extra 25 words** to the stage 2 school winners (total of 75 words).
- **The school final should be held** according to the timetable.
- **The names of the 2 winners should be submitted** via the relevant button on the Routes into Languages Cymru website.
<http://routesintolanguagescymru.co.uk/posts/spelling-bee/>
- Winners certificates are available for download on the Spelling Bee website <https://spellingbeecymru.co.uk/>

STAGE 4: National Final

- **Teachers should allocate the extra 25 words** to the stage 3 winners (total of 100 words).
- **A National Competition will be held** during the Summer Term.
- **The National winners will be announced on the day** and there will be a prize-giving ceremony.

7. The Rules

The Competition

- The Spelling Bee computer programme is used to facilitate the test <http://spellingbeecymru.co.uk/>
- Words are selected in random order by the Spelling Bee computer programme.
- The Spellmaster asks each contestant 'Are you ready?' After the contestant agrees they are ready to begin the clock is started.
- Contestants have ONE MINUTE to correctly spell as many words as possible in the target language.
- A judge and a verifier listen to each word and keep score during each contestant's one-minute time slot. Provided that both agree the correct spelling of that word, one point is awarded. Contestants are tested individually without prompts.
- In the event of a tie-break, the number of passes that each contestant made will be counted. The contestant with the least number of passes will win. If the scores and number of passes are the same, each contestant will be given another minute to correctly spell as many words as possible. Once again, the number of passes will be counted. If contestants still have a tied score, a decider round will be played. Contestants will spell a word in turn, until one of them spells a word incorrectly. This continues until there is a winner (and a runner-up). Contestants are given equal number of words to spell. There is no time limit on a decider round.
- Students from bilingual or welsh medium schools are permitted to compete in Welsh as a 2nd Language category, providing that they have recently undertaken study in a Welsh Immersion Class (or similar) to aid transition from English to Welsh medium education.

Contestant Rules

- Contestants face the judge.
- Contestants will hear the word, translate it into the target language then spell it using the target language alphabet, following the formula SAY IT, SPELL IT.
- Contestants must translate the word with the correct article, but they only need to spell the noun.
- Accents and punctuation must be voiced during the spelling according to the rules set out below (see Accents/Terminology).
- Contestants can pass at any time, but they must say pass in the Target Language. There is no immediate penalty for passing a word but the number of passes will count against them in the event of a tie-breaker.
- Contestants must speak clearly with sufficient volume. If the judge cannot hear the Contestant, the judge will indicate and a re-spell takes place immediately. The clock is NOT stopped for this action.
- Although this is a competition of speed, **clarity is of the utmost importance**. If the judge is not able to understand a letter or word, a point will not be awarded.
- **The judge's decision is final on whether they heard a letter or spelling.**
- If Contestants are not sure that they have heard the word correctly, they are responsible for requesting that the word be repeated. The clock is NOT stopped for this action.
- Contestants cannot alter the order of the letters once they have completed their spelling of the word but they can stop mid-word and start again from the beginning.
- If a Contestant runs out of time during the spelling of a word, they should be allowed to finish the word that they started.
- If a Contestant runs out of time before starting to spell the word, no point is awarded.
- If the Contestant is prevented from spelling a word and the time is up (for example if another Contestant is disruptive), the judge may in his or her discretion allow a re-spell.
- No conferring is allowed.
- Contestants must remain quiet when not spelling. Contestants causing disruption will be warned and if the disruption continues they may be disqualified.

The Judge

- **The Judge's decision is final; their authority is the word list.**
- Although this is a competition of speed, **clarity is of the utmost importance.** If the judge is not able to understand a letter or word, a point will not be awarded.

Disqualification Rules

- If the judge is satisfied there has been an incident of cheating the Contestant will be disqualified.
- Mobile phones remaining switched on after a warning is given will result in the contestant being disqualified.
- If guests do not remain quiet during the competition after having been warned then their contestant may be disqualified.
- If the judge is suspicious that members of the audience are influencing the accuracy of the spelling by whatever means, the judge will give a warning, and if the incidence persists the judge may disqualify a contestant or contestants.
- Late arrival for a regional or national competition by Contestants and their accompanying teacher may result in disqualification.

7. Accents/Terminology

All accents and terminologies must be said as set out below; otherwise a point will not be awarded.

FRENCH	
â ê î ô û	accent circonflexe
ç	cédille
é	accent aigu
è	accent grave
ë ï ö ü	tréma
Space	blanc
Pass	je passe
Apostrophe	apostrophe
Hyphen	trait d'union / tiret

SPANISH	
á é í ó ú	tilde
ü	diéresis
ñ	eñe
Space	espacio
Pass	paso
Hyphen	guion

GERMAN	
ä ö ü	Umlaut
ß	S-Zett / scharfes S
Space	Leerzeichen / Abstand
Pass	ich passe
Apostrophe	Apostroph
Hyphen	Bindestrich

WELSH	
â ê î ô û ŷ	acen grom (informal: tô bach)
á	acen
Space	bwlch
Pass	nesaf
Apostrophe	collnod
Hyphen	cysylltnod

8. Other Information

Contestants must translate the word with the correct article, but they only need to spell the noun.

✓	a pen	un stylo	s t y l o
✓	the night	la nuit	n u i t
✓	a day	ein Tag	t a g

The article must correspond with the article printed in the word list.

✓	a pen	un stylo	s t y l o
✗	a pen	le stylo	s t y l o

The gender needs to be correct. Even if the word has been spelt correctly, a mark will not be awarded if the gender is incorrect.

✓	a pen	un stylo	s t y l o
✗	a pen	une stylo	s t y l o

Question marks do not have to be voiced during the spelling.

9. Useful information

In order to visualise the competition why not watch these examples?

Spelling Bee – French: www.youtube.com/watch?v=tPfm5pWEzK0

Spelling Bee – Spanish: www.youtube.com/watch?v=q6QOZk5jhQc

Spelling Bee – Welsh Second Language: www.youtube.com/watch?v=CJsMOaN_tpw

Spelling Bee – German: www.youtube.com/watch?v=LjaUXOFXwes

Spelling Bee 2017/18 National Final – Swansea University:

www.flickr.com/photos/routesintolanguages/sets/72157671028536418

10. Links and Contacts

	<p>Ruben Chapela Project Coordinator – North Wales r.chapela@bangor.ac.uk 01248 382099</p>	<p>LEA: Isle of Anglesey; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Powys; Wrexham</p>
	<p>Meleri Jenkins Project Coordinator – South Wales JenkinsMH@cardiff.ac.uk 029 20874586</p>	<p>LEA: Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Glamorgan; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Rhondda Cynon Taf; Swansea; Torfaen</p>



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Routes into Languages Cymru
School of Modern Languages
Cardiff University
66a Park Place
Cardiff
CF10 3AS