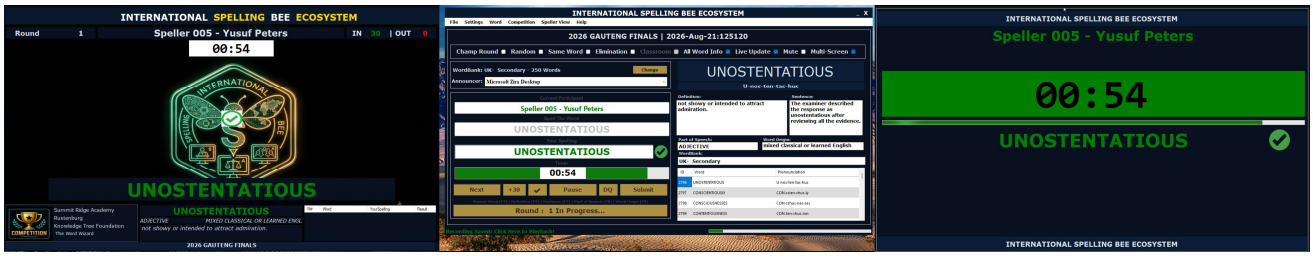
INTERNATIONAL

SPELLING BEE ECOSYSTEM

COMPLETE USER GUIDE

LEARN • PRACTISE • ASSESS • COMPETE



Learning and competition management in one integrated Windows ecosystem.

Learning Edition | Competition Edition | Event Reporting | Sponsor Branding

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About This Guide

This standalone guide explains how to configure, use and manage the International Spelling Bee Ecosystem. It combines learning workflows, WordBank management, targeted study, formal competition operation, multi-screen presentation, audio evidence and post-event reporting.

IMPORTANT TERMINOLOGY A name entered on the Learning start screen is a session and leaderboard name, not a permanent learner profile. Separate Windows user accounts are required when separate private databases and statistics are needed.

Edition	Primary purpose	Included capabilities
Learning Edition	Independent learning, tutoring, classroom practice and preparation	Learn, Practice, Test, Individual Speed Round, WordBanks, filters, statistics, reports and leaderboards.
Competition Edition	Formal competition-day management	All Learning Edition capabilities plus registration, rounds, adjudication, elimination, audio recording, three-screen operation, broadcasting and comprehensive reports.

How This Guide Is Organised

- Chapters 1-2 introduce the ecosystem and getting-started screens.
- Chapters 3-7 cover the complete Learning Edition.
- Chapters 8-13 cover the complete Competition Edition.
- Chapter 14 provides troubleshooting and operational checklists.
- Chapter 15 is a complete Frequently Asked Questions reference.
- Chapter 16 is a quick-reference glossary and keyboard/control index.
- The appendix contains the full List of Figures and Screenshot Register.

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Quick-Start Guide

Use this section to begin quickly. Detailed explanations, screenshots and exception handling are provided in the relevant chapters.

BEFORE YOU START Confirm the required edition, approved WordBank, Windows Text-to-Speech voice and signed-in Windows user. Competition operators must also verify participant data, microphone input and display connections.

Choose Your Workflow

I want to...	Start with	Then continue to
Study or prepare a learner	Learning Edition	Learn → Practice → Test → Individual Speed Round
Prepare and run a formal event	Competition Edition	Register participants → configure screens/audio → run rounds → export reports

Quick Start: Learning Edition

1. Open the International Spelling Bee Ecosystem and select the Learning Edition.
2. Enter the participant or session name. Remember that this identifies the current session and leaderboard entry; it does not create a separate learner database.
3. Choose the activity: Learn, Practice, Test or Individual Speed Round.
4. Set the time limit and, where applicable, the maximum number of words. Spelling Level is used only for leaderboard grouping.
5. Choose Text-to-Speech or Silent – Manual for a human announcer.
6. Open the activity and select the required WordBank. Use Advanced Filter when a targeted study set is needed.
7. Complete the activity, review the result or session report, and use Word Statistics to identify the next words to study.

Recommended Learning Sequence

Stage	Purpose	Expected word status/result
1. Learn	Study the spelling, pronunciation, meaning, sentence, origin and pattern.	LEARNT
2. Practice	Reinforce letter order through the guided unscrambling activity.	PRACTISED
3. Test	Spell independently without seeing the approved spelling.	CORRECT or INCORRECT

Stage	Purpose	Expected word status/result
4. Speed Round	Build speed while maintaining accuracy against one round timer.	Words attempted, words correct and time taken

Quick Start: Competition Edition

8. Connect the microphone and confirm that the application detects it. Speak normally and verify that the volume meter moves.
9. Connect the required external displays and set Windows to Extend these displays. Open the Speller and Audience views and place each window on the correct screen.
10. Open the Competition Edition, enter a clear competition name, select the delivery method and set the timer.
11. Add participants manually or import the approved spreadsheet. Review names, participant order and authorised profile information before starting.
12. Start the competition, select the approved WordBank and verify the competition-rule toggles.
13. Select Next to present the word. Capture the spelling exactly as announced or use the permitted adjudication control, then select Submit.
14. At the end of each round, verify active and eliminated totals, resolve eligible challenges and start the next round.
15. When the competition is complete, open Previous Competition Results and export the comprehensive report. Retain the report and required audio records.

Competition Operator Pre-Start Check

- Approved participant order and authorised display information confirmed.
- Competition name, time limit, delivery method and rules confirmed.
- Approved WordBank selected and representative pronunciations tested.
- Microphone detected and live volume movement visible.
- Adjudicator, Speller and Audience screens placed on the intended displays.
- Audience privacy, video and sponsor presentation checked.
- Report location, recording location and available storage confirmed.

Essential Controls During a Competition

Control	Quick use
Next	Presents the next word and advances to the next active speller.
Submit	Finalises the captured spelling and applies the configured result rules.
+30	Adds 30 seconds when authorised by the competition rules.
Pause	Stops progression while an authorised review or interruption is handled.
DQ	Records an exceptional disqualification and requires a factual reason.

Control	Quick use
Playback Last Word	Replays the latest saved attempt when an immediate review is required.
Challenge Elimination	Restores an eligible speller eliminated during the round that has just ended.

If Something Is Not Ready

Issue	Immediate action
No microphone detected	Connect or enable the device, then confirm that Windows detects it.
Microphone detected but meter does not move	Check mute, input level and the selected Windows input device.
Additional display is missing	Reconnect the display and confirm that Windows is using Extend, not Duplicate.
Wrong content appears on a display	Move the Speller or Audience window to the intended monitor using the screen controls.

IMPORTANT Do not reset the database as a troubleshooting shortcut. Reset Database removes learning progress and statistics and, in the Competition Edition, can remove existing competition records.

CHAPTER 1

Ecosystem Overview

A premium platform for learning, competition delivery and evidence-based reporting.

What the Ecosystem Solves

Common challenge	Ecosystem response
Learners repeat entire lists without targeting weaknesses.	Word Statistics and Advanced Filter isolate exactly what should be studied next.
Competition-day administration relies on spreadsheets and paper.	Participant order, rounds, scoring, elimination and reporting are managed in one workflow.
A disputed spelling relies on memory.	Recorded audio, instant replay and detailed attempt history support transparent review.
Audience engagement is limited.	The Audience Screen combines live statistics, participant information, video, history and sponsor visibility.
Sponsor exposure ends after the event.	Branding continues through screens, livestreams, reports and individual speller records.

Feature Summary

Learning and coaching	Competition and event management
10,200+ starter words and custom WordBanks	Participant import for up to 999 spellers
Learn, Practice, Test and Individual Speed Round	Formal competition and Competition Speed Round
Pronunciation guides and multilingual voices	Audio recording and instant playback
Advanced Filter and rule-based learning	Adjudicator, Speller and Audience displays
Word Statistics, session reports and leaderboards	Comprehensive reports and individual speller records

Real-World Problems the Ecosystem Solves

Eliminates Disconnected Administrative Chaos: Replaces error-prone manual paper score sheets, physical flashcards, and fragmented spreadsheets with a single, synchronized digital workflow that automates scoring, timing, and round transitions.

Creates Speller Performance Portfolios: Solves the problem of lost competition history by giving every participant a permanent, digital profile tracking their stats, word history, and awards across seasons.

Resolves Word & Pronunciation Disputes Instantly: Eliminates subjective judging and heated appeals by integrating synchronized audio recording and time-stamped playbacks to provide clear, indisputable evidence during appeals.

Maximizes Event ROI for Organizers & Sponsors: Solves the issue of event visibility vanishing when the live bee ends by generating automated, branded post-event reports, social media recap assets, and multi-channel sponsor placement.

Transforms Blind Studying into Precision Prep: Replaces aimless dictionary memorization with dynamic, data-driven analytics that pinpoint precise phonetic weaknesses, frequently missed word patterns, and personal error trends.

Prevents Human Error in Word List Management: Eliminates accidental duplicate word assignments, incorrect difficulty staging, or premature reveal of secret competition word banks through secure, automated list rotation.

Fixes Audience & Parent Disengagement: Eliminates silent, confusing downtime for spectators by feeding real-time digital leaderboards, live word definitions, and speller progress tracking directly to audience screens or livestreams.

Standardizes Pronunciation & Definition Delivery: Removes judge-to-judge voice variance, dialect bias, or mispronunciation risks by providing standardized audio prompts, diacritical guides, and instant Merriam-Webster-aligned reference data.

Simplifies Complex Multi-School & Regional Logistics: Eliminates manual registration back-and-forth, physical check-ins, and delayed qualifier tracking by automating multi-tier tournament brackets and instant advancement notifications.

Standardizes Fair Timing & Stress Management: Eliminates inconsistent manual stopwatch keeping and speller anxiety over remaining time by integrating clear, visible digital countdown timers with standardized auditory cues for spellers.

CHAPTER 2

Getting Started

Configure a learning session or prepare a competition from the correct start screen.

Learning Start Screen

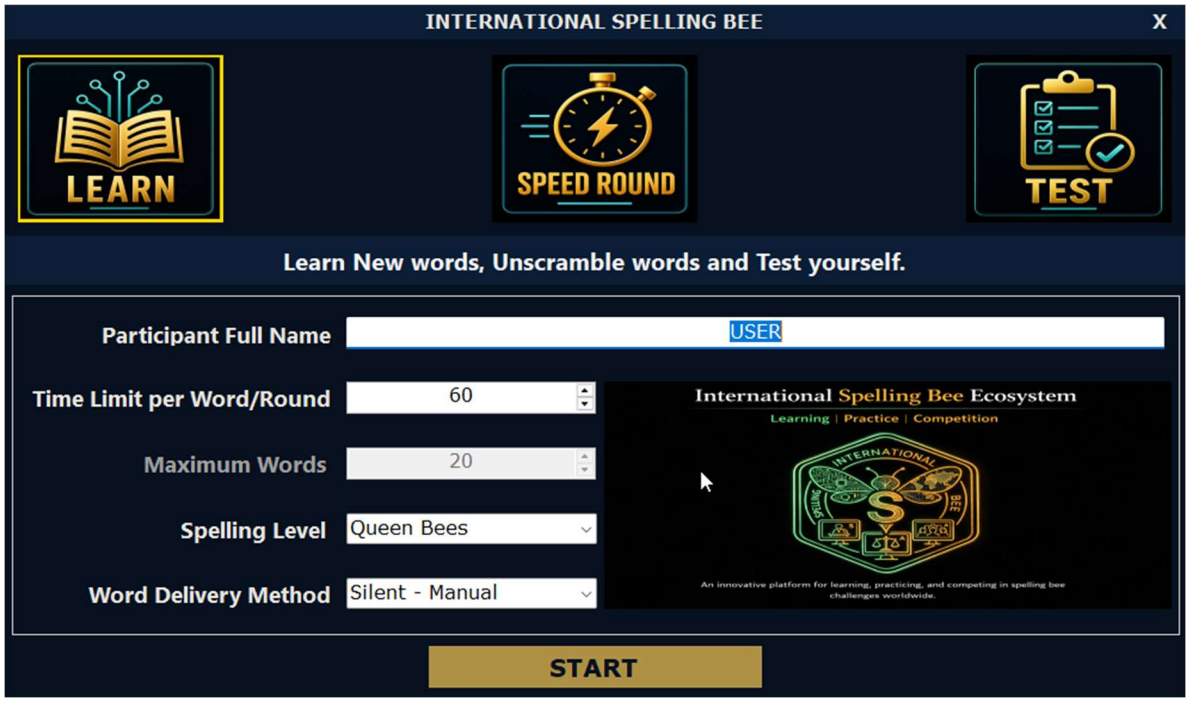


Figure 2.1 - Learning start screen: choose the mode, session name, timing, word count, leaderboard level and delivery method.

Control	What it does
Participant Full Name	Identifies the current session and leaderboard entry only. It does not create a permanent profile.
Time Limit per Word/Round	Applies per word where relevant; in Individual Speed Round it applies to the entire round.
Maximum Words	Sets the number of words in Test Mode.
Spelling Level	Groups leaderboard statistics only. It does not select a harder list and may be left blank.
Word Delivery Method	Choose Text-to-Speech or Silent - Manual for a human announcer.
WordBank	Selected after the activity opens; the WordBank determines the words and practical difficulty.

Wordbank Selection

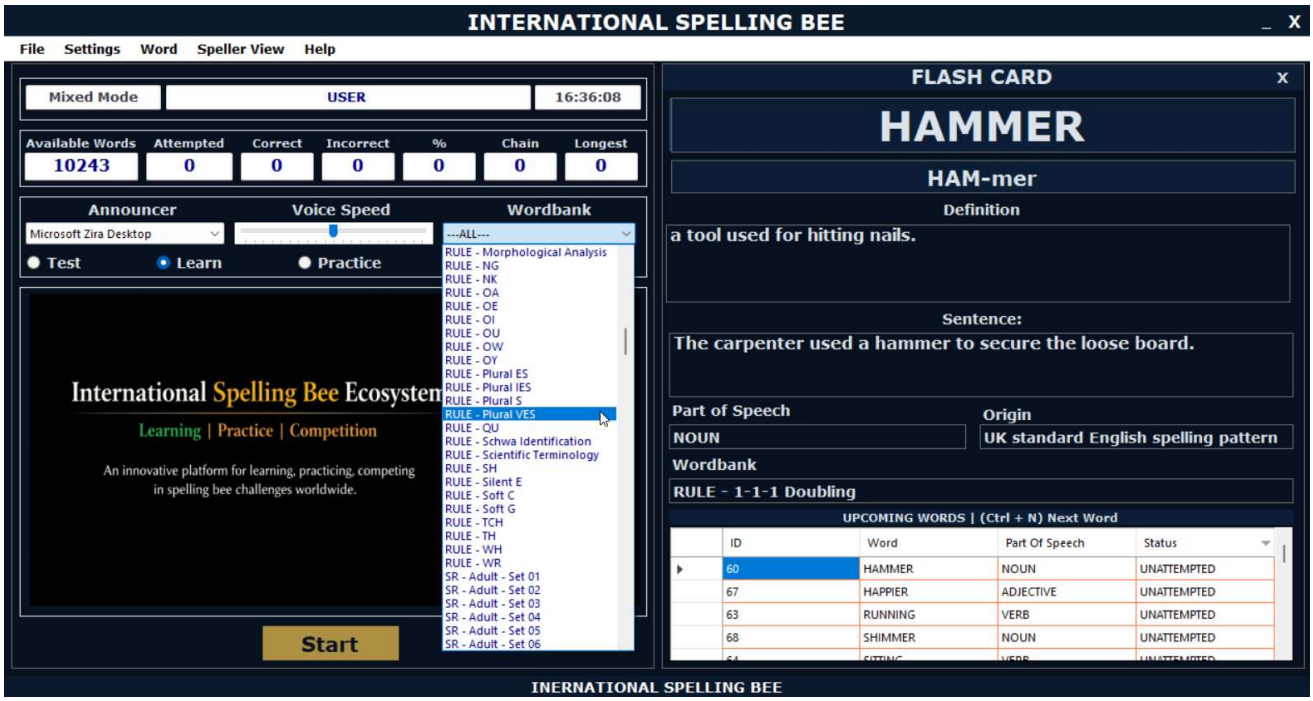


Figure 2.2 – Wordbank Selection Screen before starting any activity.

Windows User Data Separation

The application stores learning data in the database associated with the Windows user currently signed in. Different session names used under the same Windows account contribute to the same word statistics. Use a separate Windows user account for each learner who requires private progress records and targeted learning statistics.

IMPORTANT Changing the participant name does not create a separate statistics database. Windows user accounts provide the data separation.

Competition Start Screen

Figure 2.2 - Competition start screen: start or resume an event, select delivery and timing, verify microphone readiness and load participants.

Control	Practical guidance
Competition Name	Use a clear, unique event name for local folders, history and reports.
Previous Competitions	Resume an in-progress competition or access previous results. Use the same timer as the original event.
Word Delivery Method	Text-to-Speech announces the word; Silent - Manual allows a human pronouncer. Audio is recorded in either case.
Microphone Status	Shows whether a microphone has been detected.
Volume Level	Movement confirms that audio is reaching the application. If detected but stationary, check mute and input settings.
Manual Entry / Import	Add participants individually or import up to 999 using the supplied spreadsheet.

MICROPHONE READINESS If Microphone Ready is shown and the volume meter moves with speech, no separate test recording is normally required.

CHAPTER 3

WordBanks and Word Management

Build high-quality study and competition data before selecting a learning mode.

Figure 3.1 - WordBank Management. Create, import, edit, delete and reset WordBanks while maintaining definitions, sentences, origin, level, part of speech, status and pronunciation information.

Starter Word Disclaimer

The application includes more than 10,000 carefully selected starter words to demonstrate the ecosystem and help users begin immediately. These words are not the definitive list for a particular school, curriculum or competition. Users and organisers are responsible for importing, reviewing and maintaining the words they intend to use.

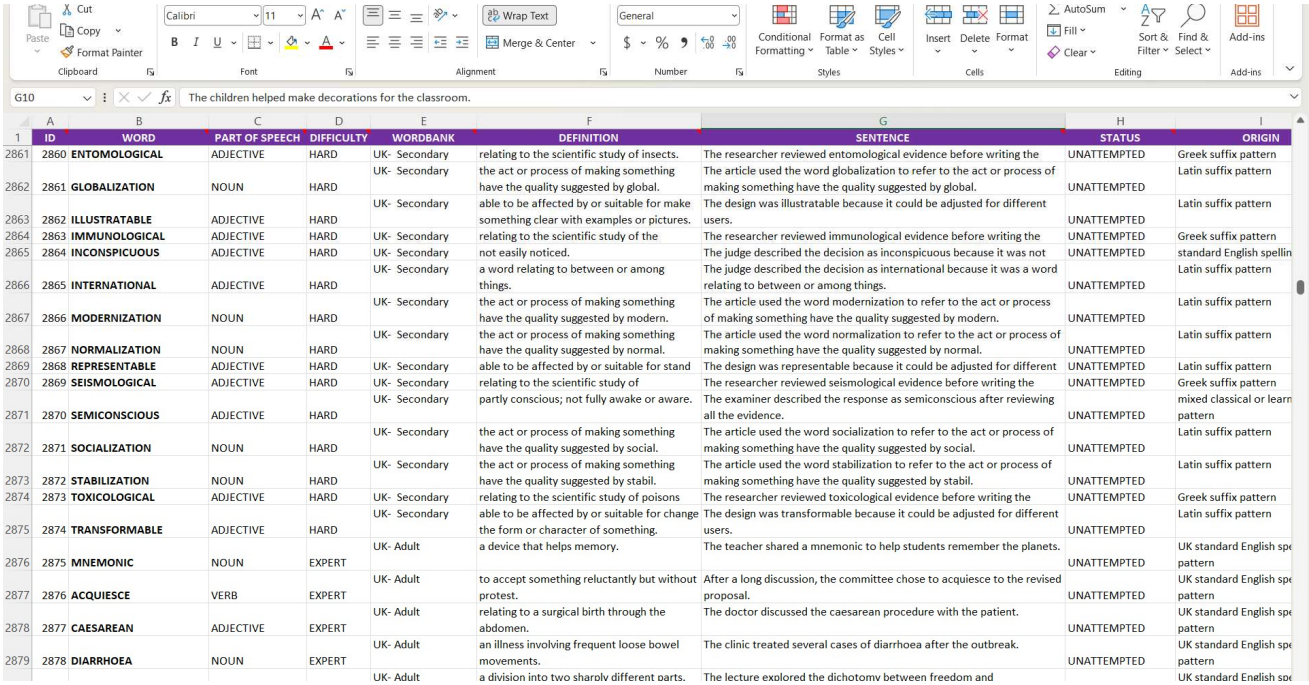
British and American spellings are used interchangeably. Most supplied WordBanks carry a UK or US prefix. Competition organisers must select one approved spelling standard and remove confusing alternatives where required.

Complete Word Data

Field	Purpose
Word	Approved spelling.
Pronunciation Guide	Readable pronunciation support displayed beneath active or upcoming words where applicable.
Definition	Meaning used in learning and competition.
Example Sentence	Context for the word.
Part of Speech	Noun, verb, adjective, adverb or another category.
Origin	Language or etymological source.
Level	Classification used for organisation and filtering.
WordBank	Collection to which the word belongs.
Status	UNATTEMPTED, LEARNT, PRACTISED, CORRECT or INCORRECT.

Importing and Maintaining Words

- Use the provided spreadsheet template for bulk import.
- Review spelling, definition, sentence, pronunciation guide, origin, part of speech and language variant.
- Remove duplicate or alternative spellings that could create ambiguity.
- Test representative words in the intended voice and competition mode.
- Delete unneeded WordBanks from Word Management to reduce selection errors.



G10 | The children helped make decorations for the classroom.

	A	B	C	D	E	F	G	H	I
1	ID	WORD	PART OF SPEECH	DIFFICULTY	WORDBANK	DEFINITION	SENTENCE	STATUS	ORIGIN
2861	2860	ENTOMOLOGICAL	ADJECTIVE	HARD	UK- Secondary	relating to the scientific study of insects.	The researcher reviewed entomological evidence before writing the	UNATTEMPTED	Greek suffix pattern
2862	2861	GLOBALIZATION	NOUN	HARD	UK- Secondary	the act or process of making something have the quality suggested by global.	The article used the word globalization to refer to the act or process of making something have the quality suggested by global.	UNATTEMPTED	Latin suffix pattern
2863	2862	ILLUSTRATABLE	ADJECTIVE	HARD	UK- Secondary	able to be affected by or suitable for make something clear with examples or pictures.	The design was illustratable because it could be adjusted for different users.	UNATTEMPTED	Latin suffix pattern
2864	2863	IMMUNOLOGICAL	ADJECTIVE	HARD	UK- Secondary	relating to the scientific study of the	The researcher reviewed immunological evidence before writing the	UNATTEMPTED	Greek suffix pattern
2865	2864	INCONSPICUOUS	ADJECTIVE	HARD	UK- Secondary	not easily noticed.	The judge described the decision as inconspicuous because it was not	UNATTEMPTED	standard English spellin
2866	2865	INTERNATIONAL	ADJECTIVE	HARD	UK- Secondary	a word relating to between or among things.	The judge described the decision as international because it was a word relating to between or among things.	UNATTEMPTED	Latin suffix pattern
2867	2866	MODERNIZATION	NOUN	HARD	UK- Secondary	the act or process of making something have the quality suggested by modern.	The article used the word modernization to refer to the act or process of making something have the quality suggested by modern.	UNATTEMPTED	Latin suffix pattern
2868	2867	NORMALIZATION	NOUN	HARD	UK- Secondary	the act or process of making something have the quality suggested by normal.	The article used the word normalization to refer to the act or process of making something have the quality suggested by normal.	UNATTEMPTED	Latin suffix pattern
2869	2868	REPRESENTABLE	ADJECTIVE	HARD	UK- Secondary	able to be affected by or suitable for stand	The design was representable because it could be adjusted for different	UNATTEMPTED	Latin suffix pattern
2870	2869	SEISMOLOGICAL	ADJECTIVE	HARD	UK- Secondary	relating to the scientific study of	The researcher reviewed seismological evidence before writing the	UNATTEMPTED	Greek suffix pattern
2871	2870	SEMICONSCIOUS	ADJECTIVE	HARD	UK- Secondary	partly conscious; not fully awake or aware.	The examiner described the response as semiconscious after reviewing all the evidence.	UNATTEMPTED	mixed classical or learn pattern
2872	2871	SOCIALIZATION	NOUN	HARD	UK- Secondary	the act or process of making something have the quality suggested by social.	The article used the word socialization to refer to the act or process of making something have the quality suggested by social.	UNATTEMPTED	Latin suffix pattern
2873	2872	STABILIZATION	NOUN	HARD	UK- Secondary	the act or process of making something have the quality suggested by stabil.	The article used the word stabilization to refer to the act or process of making something have the quality suggested by stabil.	UNATTEMPTED	Latin suffix pattern
2874	2873	TOXICOLOGICAL	ADJECTIVE	HARD	UK- Secondary	relating to the scientific study of poisons	The researcher reviewed toxicological evidence before writing the	UNATTEMPTED	Greek suffix pattern
2875	2874	TRANSFORMABLE	ADJECTIVE	HARD	UK- Secondary	able to be affected by or suitable for change the form or character of something.	The design was transformable because it could be adjusted for different users.	UNATTEMPTED	Latin suffix pattern
2876	2875	MNEMONIC	NOUN	EXPERT	UK- Adult	a device that helps memory.	The teacher shared a mnemonic to help students remember the planets.	UNATTEMPTED	UK standard English spe pattern
2877	2876	ACQUIESCE	VERB	EXPERT	UK- Adult	to accept something reluctantly but without protest.	After a long discussion, the committee chose to acquiesce to the revised proposal.	UNATTEMPTED	UK standard English spe pattern
2878	2877	CAESAREAN	ADJECTIVE	EXPERT	UK- Adult	relating to a surgical birth through the abdomen.	The doctor discussed the caesarean procedure with the patient.	UNATTEMPTED	UK standard English spe pattern
2879	2878	DIARRHOEA	NOUN	EXPERT	UK- Adult	an illness involving frequent loose bowel movements.	The clinic treated several cases of diarrhoea after the outbreak.	UNATTEMPTED	UK standard English spe pattern
					UK- Adult	a division into two sharply different parts.	The lecture explored the dichotomy between freedom and		UK standard English spe

Imported spreadsheet preview.

DESTRUCTIVE RESET WARNING Reset Database clears progress, statistics and leaderboard data. In Competition Edition, the reset also erases existing, in-progress and completed competitions. Retain required reports before resetting.

CHAPTER 4

Spelling Rules and Advanced Filter

Turn large collections into structured lessons built around patterns, roots and learner performance.

What Is a Spelling Rule?

A spelling rule is a recurring pattern that helps explain or predict how words are written. Rules reduce reliance on memorisation by grouping words according to letter patterns, suffixes, roots, word origins and spelling conventions. Rules have exceptions, so the aim is informed pattern recognition rather than assuming every word behaves identically.

Rule or pattern	Explanation	Examples
1-1-1 doubling	A one-syllable word ending in one vowel plus one consonant usually doubles the final consonant before a vowel suffix.	run -> running; hop -> hopping
Drop the final e	A silent final e is commonly dropped before a suffix beginning with a vowel.	make -> making; use -> using
CK after a short vowel	CK commonly represents /k/ after a short vowel in a one-syllable word.	back; neck; pick
IE/EI pattern	Many words use ie, while ei commonly follows c; exceptions still require study.	field; receive; ceiling
Greek PH	Greek-derived words often use ph for the /f/ sound.	phonics; photograph; pharmacy
British -ise/-isation	British spellings may use s where American spellings frequently use z.	organise; generalisation
French origin	French-derived words may preserve less predictable letter patterns or endings.	ballet; buffet; silhouette
Compound words	Two complete words combine to form one word.	sunlight; football; toothpaste

Two Ways to Study Rules

Method 1: select a supplied RULE WordBank, such as doubling, silent-letter, suffix, Greek-root or British-spelling collections. Method 2: use Advanced Filter to create a dynamic rule set from several WordBanks without building a new collection.

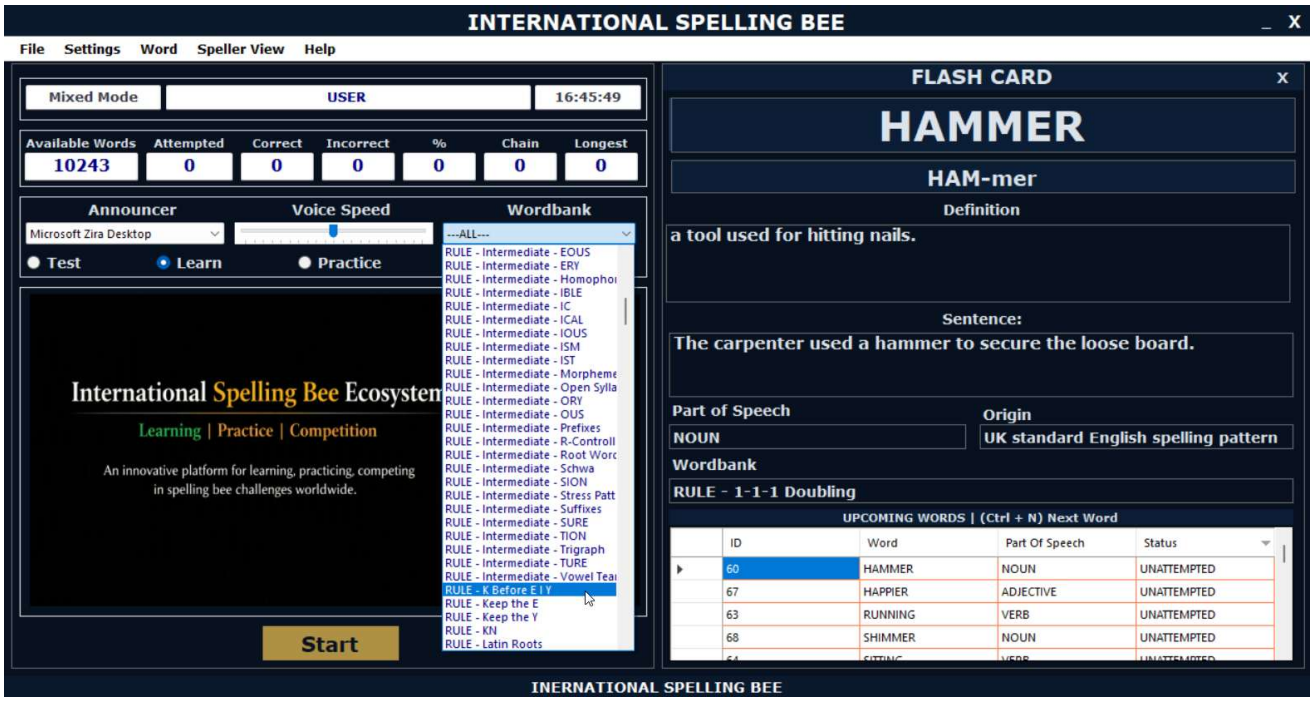


Figure 4.1 – Preloaded Spelling Rules selection from the WordBank Menu.

Advanced Filter

Figure 4.2 - Advanced Filter combining word length, letter sequences, WordBank, level, part of speech, status, origin and sort order to create targeted study sets.

Filter	Examples
Word Length	= 8, > 10, >= 12, < 6 or <= 5
Starts With	Prefixes and initial sequences such as anti, pre, trans or geo
Contains	Patterns such as ph, ie, ei, tion or double consonants
Ends With	Suffixes such as tion, sion, cious, ous, ise or ize
Excluding	Remove selected letters or sequences
WordBank	Use one or multiple collections
Part of Speech / Origin	Build grammatical or etymological sets
Status	Target UNATTEMPTED, LEARNT, PRACTISED, CORRECT or INCORRECT words

Example Filter Recipes

- Greek PH: Contains = PH; Origin = Greek; Word Length > 7.
- Latin TION: Ends With = TION; Word Length > 8.
- British OUR: Contains = OUR; use the relevant UK WordBanks.
- Championship remediation: Word Length >= 12; Status = INCORRECT.
- Foundation practice: Word Length <= 5; Status = UNATTEMPTED.

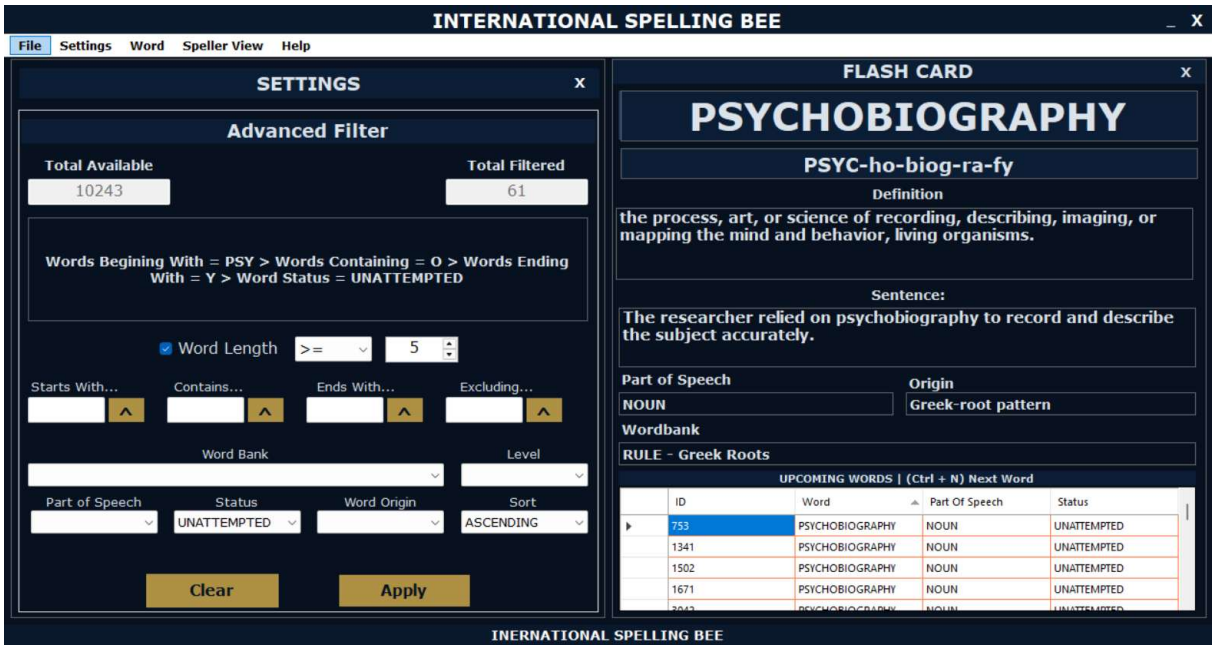


Figure 4.3 – use the Advanced Filter to create your own spelling rules.

Rule-Based Words in Competition Mode

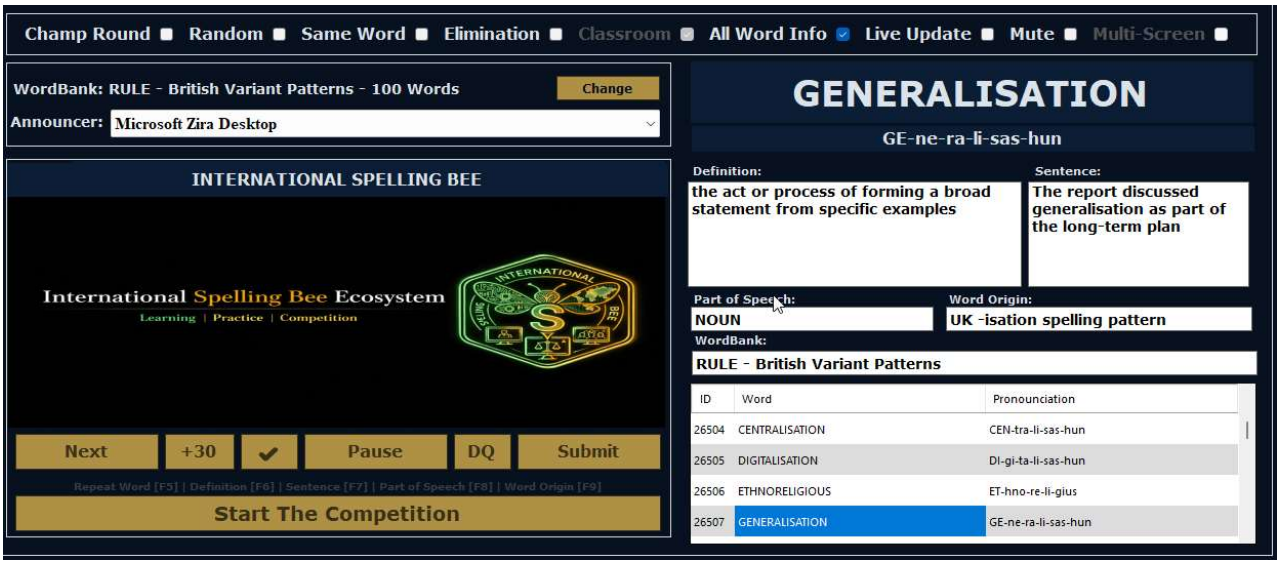


Figure 4.4 - Rule-based WordBank in Competition Mode. The current word, pronunciation guide, definition, sentence, part of speech, origin and upcoming rule words are available together.

CHAPTER 5

Learning Modes

Move from understanding to guided practice, independent assessment and timed performance.

Learn Mode

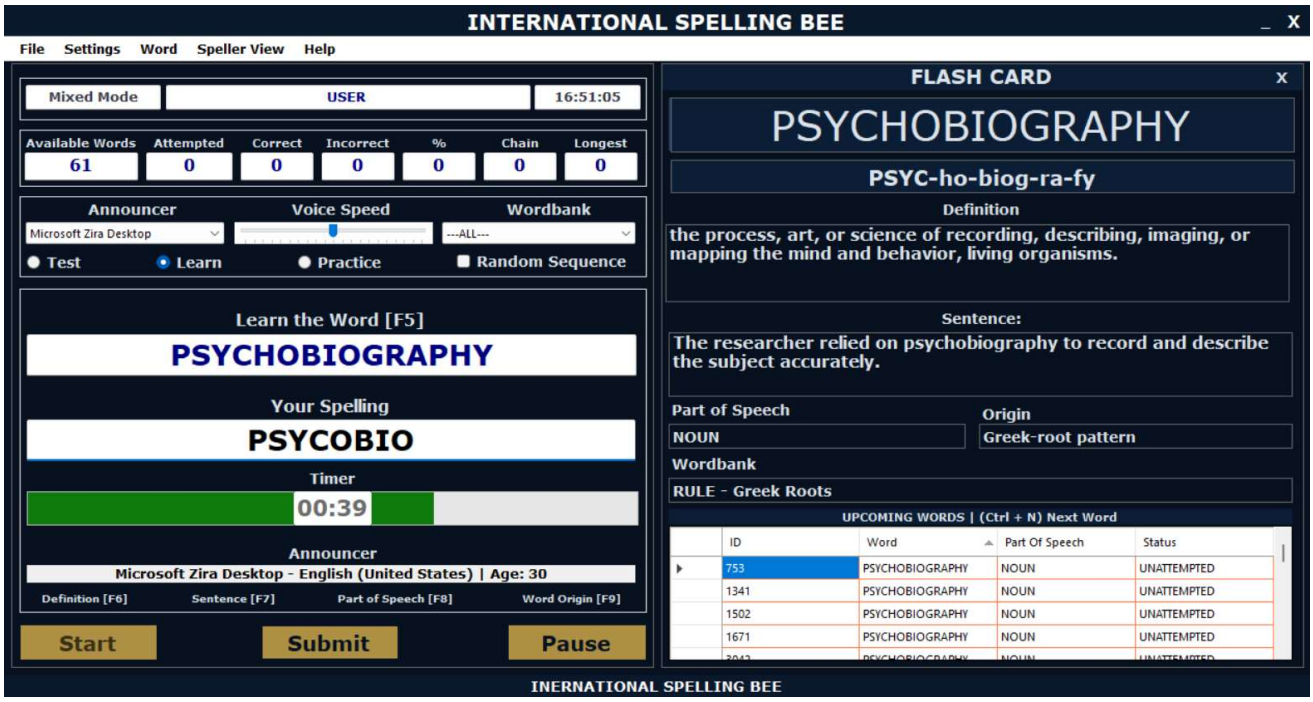


Figure 5.1 - Learn Mode with complete word information, pronunciation, timer, upcoming words and learning controls.

- Listen to the word and pronunciation.
- Read the definition, sentence, part of speech and origin.
- Identify roots, prefixes, suffixes and rule patterns.
- Look away from the spelling and type the word from memory.
- Use Word Statistics later to move LEARNT words into testing.

Practice Mode

Figure 5.2 - Practice Mode uses an unscrambling activity and immediate correction to reinforce spelling patterns.

Practice Mode is a guided activity designed to strengthen visual memory, letter order and pattern recognition before the learner is assessed independently. The word is presented as an unscrambling activity: the learner rearranges or enters the letters to form the correct spelling and receives immediate feedback.

What Practice Mode Records

Event	Effect on statistics
A word is opened in Practice Mode	The word is no longer treated as completely untouched.
The learner completes the unscrambling activity	The word is marked PRACTISED.
The learner requires several attempts	The activity still provides guided reinforcement; it is not counted as an independent Test result.
The learner later enters Test Mode	The independent attempt can then become CORRECT or INCORRECT.

Recommended Practice Procedure

- Select a WordBank or apply Advanced Filter before opening Practice Mode.
- Listen to the word and review the pronunciation guide where available.
- Study the visible letter group and identify familiar prefixes, suffixes, roots or doubled letters.
- Unscramble the letters without rushing.
- Review the correction and compare the attempted order with the approved spelling.
- Repeat the activity with INCORRECT, LEARNT or UNATTEMPTED filtered words for targeted work.

When to Use Practice Mode

Scenario	Recommended use
A learner has just studied a rule	Practise only words from the selected rule WordBank.
A learner repeatedly confuses letter order	Use Contains, Starts With or Ends With filters to create a pattern-specific set.
A learner is not ready for independent testing	Use Practice before Test so correction remains immediate and supportive.
A tutor wants evidence of guided work	Use PRACTISED status and the session report alongside later Test results.

IMPORTANT DISTINCTION PRACTISED shows that the learner completed guided work. It does not mean the word was independently spelled correctly under Test conditions.

Test Mode

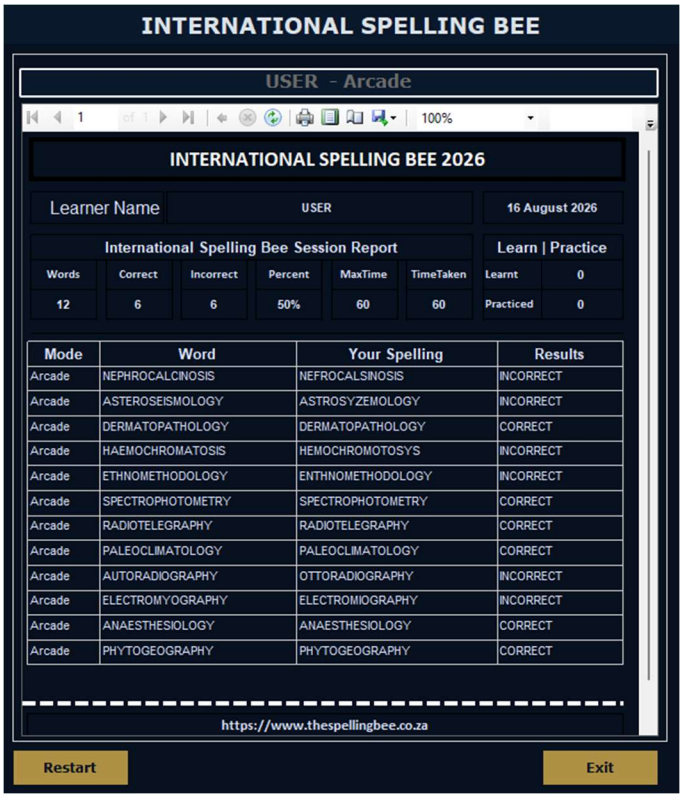


Figure 5.3 - A Test session report records correct and incorrect answers, percentage, timing and each entered spelling.

Test Mode measures what the learner can spell without seeing the approved spelling. The learner chooses the required number of words before starting. Each attempt is recorded as CORRECT or INCORRECT and contributes to the learner statistics stored for the signed-in Windows user.

- Maximum Words controls the test length.
- The configured timer applies per word where timing is enabled.
- The end-of-session report shows correct, incorrect, percentage, timing and each entered spelling.
- Use Advanced Filter after the test to isolate INCORRECT words and create a focused recovery session.

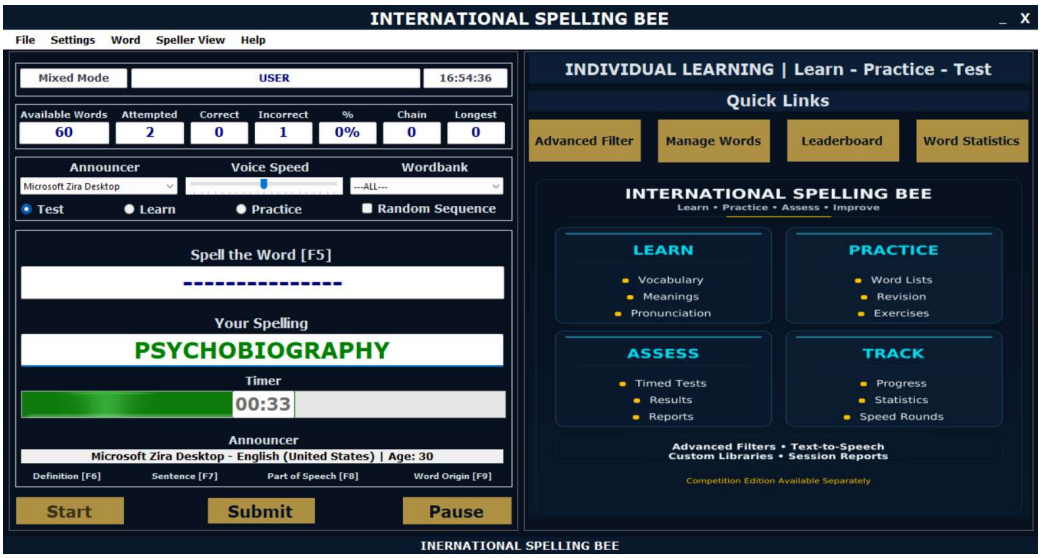


Figure 5.4 - A Test session will announce words and allow you to use the available shortcut keys for the etymology.

Individual Speed Round

Figure 5.5- Individual Speed Round. A learner hears words and types them while the entire round timer counts down.

Individual Speed Round is designed for personal competition preparation. The learner hears a sequence of words and types each spelling while one countdown controls the complete round. The timer is not restarted for each word.

Countdown Timer Behaviour

The timer remains visible throughout the round. When 30 seconds or less remains, the countdown display turns red to give the learner a clear visual warning that the round is nearing completion.

During the Round

- Listen to each word and type the spelling as quickly and accurately as possible.
- Submit the spelling and continue to the next word while time remains.
- Use the Speller or Audience display when practising with more than one monitor.
- Use a three-screen layout for a limited competition-style simulation where available.

End-of-Round Results

At the end of the Individual Speed Round, the result summary records the number of words attempted, the number spelled correctly and the time taken. These results help the learner compare speed and accuracy between repeated rounds.

Result	How to interpret it
Words Attempted	The total number of words reached during the round.
Words Correct	The number of submitted spellings that matched the approved spelling.
Accuracy	Correct words compared with words attempted.
Time Taken	The duration used to complete the recorded activity or the time available before the round ended.

PERFORMANCE PRINCIPLE A higher attempted-word total is useful only when accuracy remains strong. Track both speed and correctness when comparing rounds.

Figure 5.6 - Individual Speed Round Results.

CHAPTER 6

Learning Tools, Statistics and Reports

Use evidence to decide what should be learned next.

Flashcards

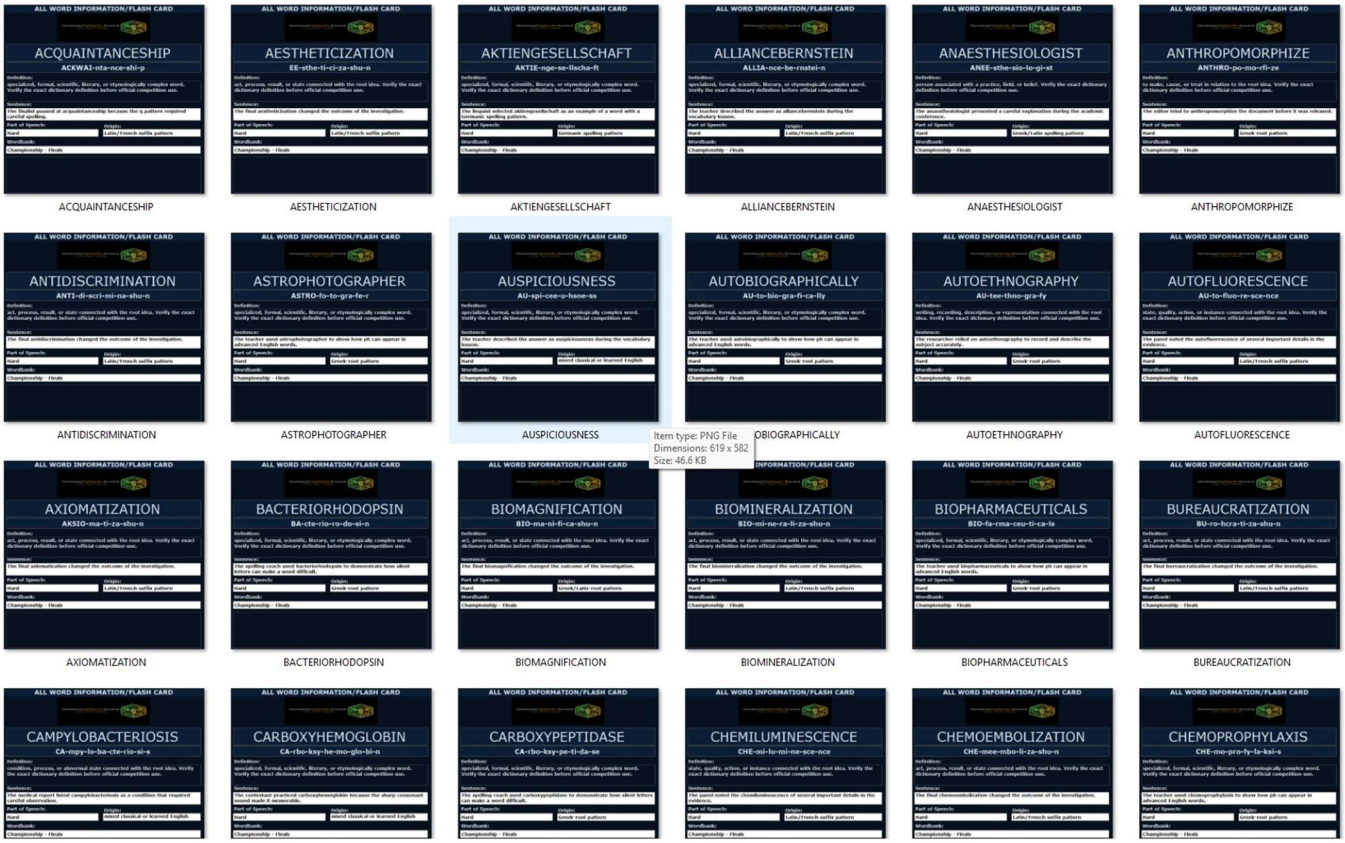


Figure 6.1 - Flashcards present words and supporting information for structured review.

Text-to-Speech

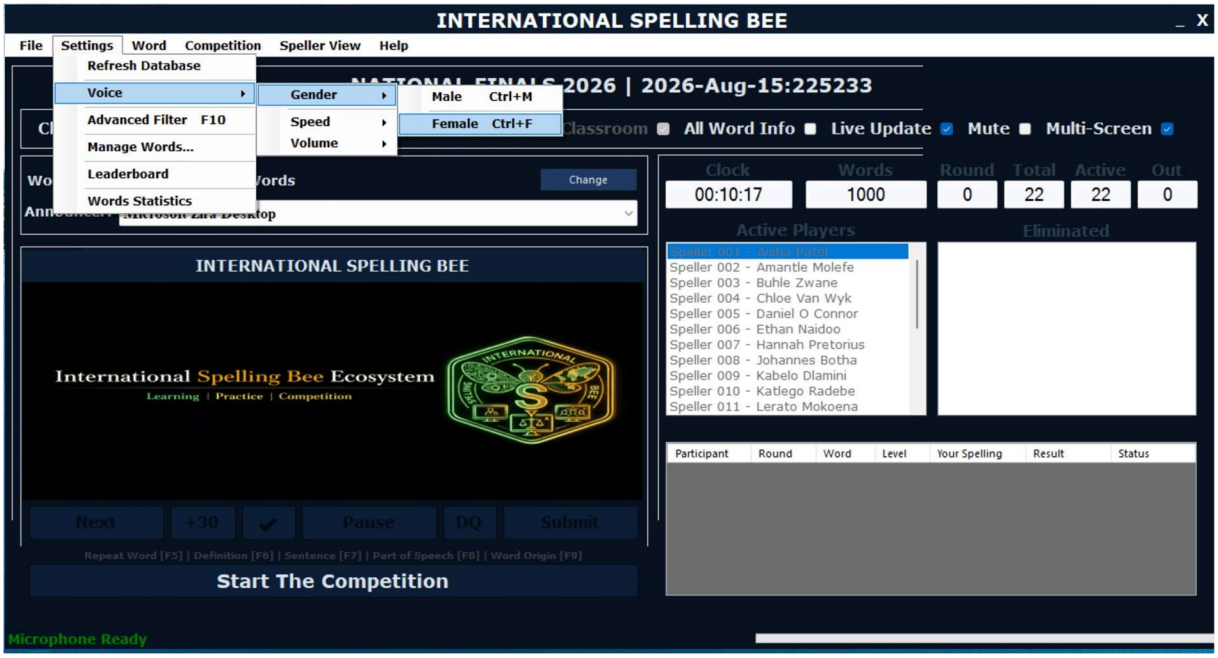


Figure 6.2 - Text-to-Speech and announcer settings support available Windows voices and multilingual delivery.

The ecosystem can be used in any language when a validated word list and suitable Text-to-Speech voice are available. A human pronouncer may be used when an appropriate voice is unavailable.

Word Status Lifecycle

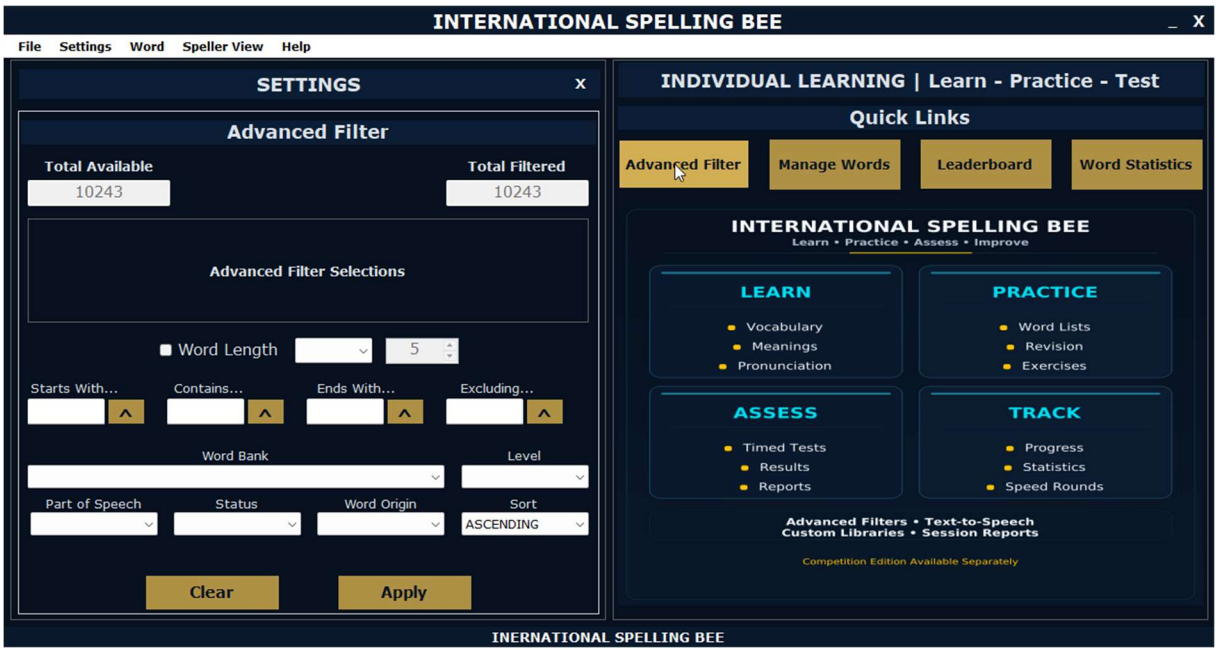


Figure 6.3 - Word Statistics summarise activity and provide quick access to Advanced Filter and targeted learning.

Status	How it is assigned	Recommended next use
UNATTEMPTED	New word not yet encountered.	Introduce new vocabulary.
LEARNT	Seen and typed in Learn Mode.	Move to independent testing.
PRACTISED	Completed through the unscrambling Practice activity.	Reinforce or test.
CORRECT	Spelled correctly in Test Mode.	Review mastery or build confidence.
INCORRECT	Spelled incorrectly in Test Mode.	Create a focused revision set.

Figure 6.4 - Word Statistics.

Leaderboard

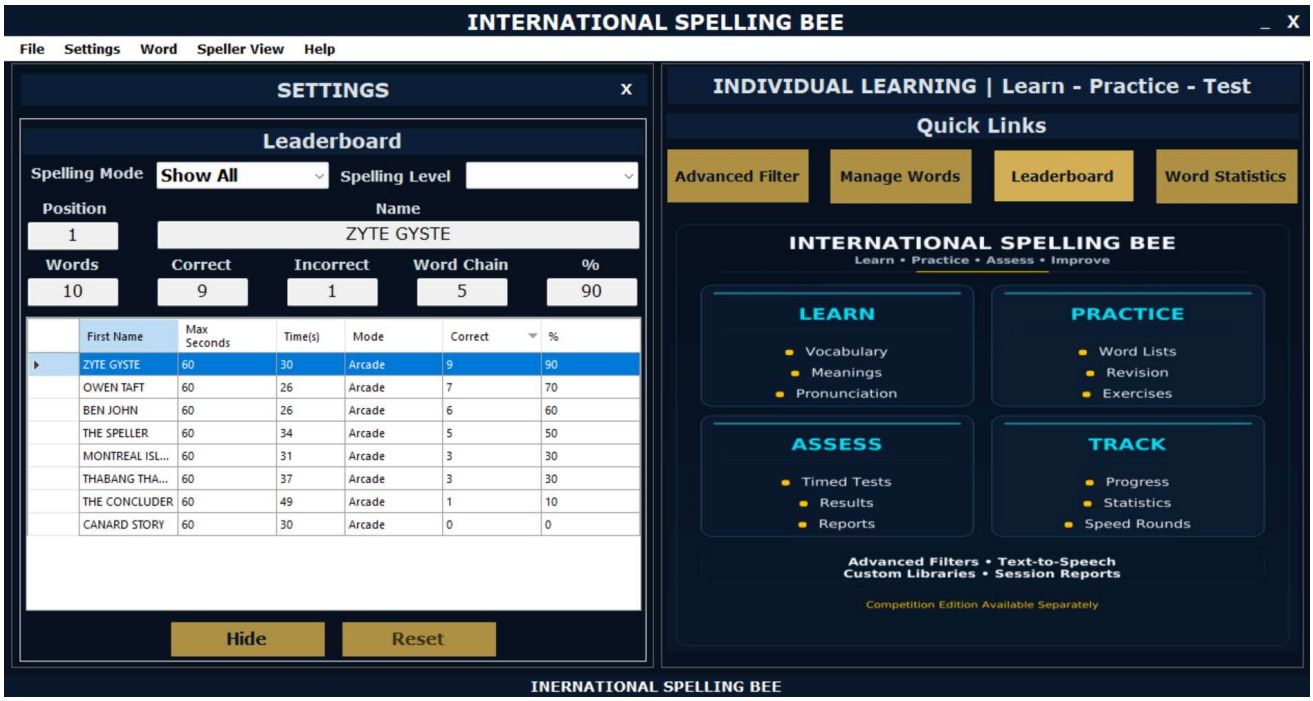


Figure 6.5 - Leaderboard showing position, name, words, correct, incorrect, word chain and percentage.

Participants are ranked first by the highest number of correct words. If correct-word totals are equal, the percentage of correct spellings from the words attempted is used as the next ranking measure. Spelling Level is only a leaderboard grouping and has no effect on WordBank difficulty.

CHAPTER 7

Guidance for Learners, Parents, Teachers and Tutors

Practical recommendations for every person supporting a learner's preparation.

Learners

- Begin with Learn Mode before moving unfamiliar words into Practice and Test.
- Use INCORRECT status to avoid repeatedly studying already mastered words.
- Use Individual Speed Round to compare both attempted words and correct words over time.
- Study spelling rules and origins to recognise families of words.

Parents

- Import school lists into a dedicated WordBank.
- Use short, regular sessions rather than one long session.
- Review the session report and focus on the actual entered spelling.
- Use a separate Windows account when private learner-specific statistics are required.

Teachers

- Create WordBanks by class, grade, week, topic or spelling rule.
- Use Advanced Filter to differentiate study by word length, origin, status or pattern.
- Teach the rule first, then use Learn, Practice and Test as a structured sequence.
- Use reports to identify class-wide patterns and remediation needs.

Tutors

- Assess first, then create a targeted intervention from INCORRECT words.
- Combine status with Contains, Starts With, Ends With, origin and part of speech.
- Use repeated reports to show evidence of progress to parents.
- Move learners from guided Practice to independent Test and then timed Speed Round.

CHAPTER 8

Competition Preparation

Prepare approved words, participants, devices, displays and audio before the first live attempt.

Manual Participant Entry

- Select the total number of participants.
- Add each participant in the required competition sequence.
- Review names and optional display information before starting.
- Use Edit to correct participant information or order.

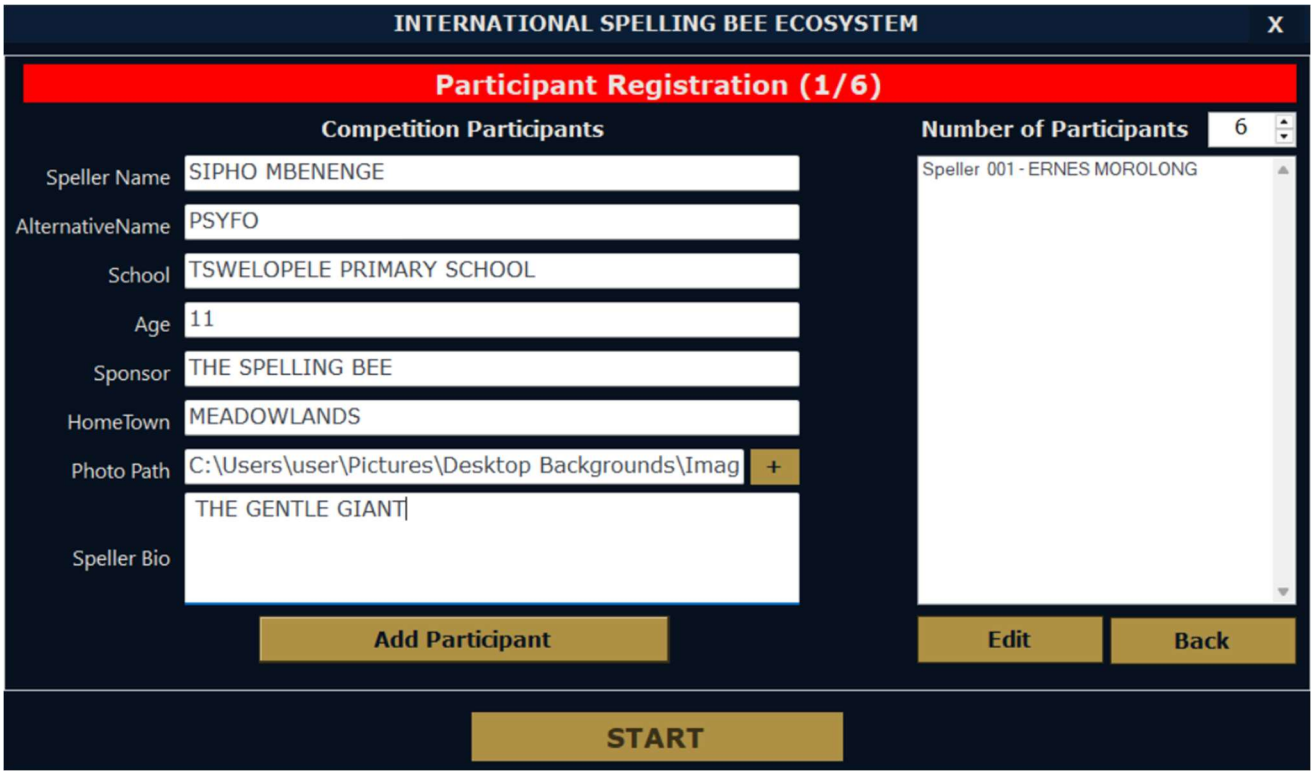
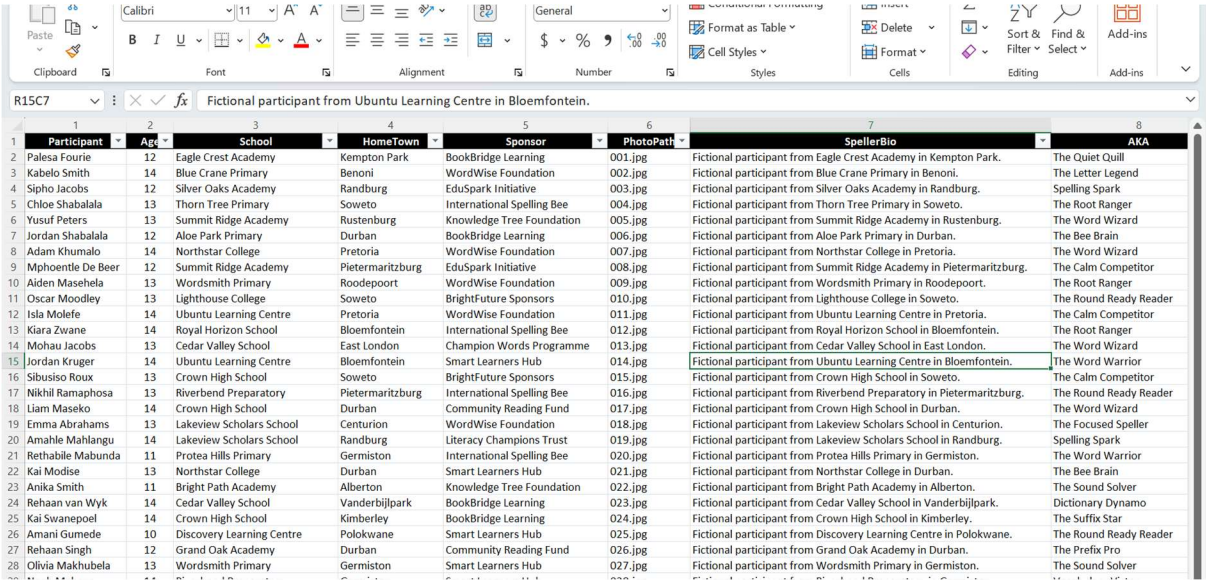


Figure 8.1 - Participant Registration. Review imported participants, assigned order and participant information before selecting Start.

Spreadsheet Participant Import



R15C7 | Fictional participant from Ubuntu Learning Centre in Bloemfontein.

Participant	Age	School	HomeTown	Sponsor	PhotoPath	SpellerBio	AKA
Palesa Fourie	12	Eagle Crest Academy	Kempton Park	BookBridge Learning	001.jpg	Fictional participant from Eagle Crest Academy in Kempton Park.	The Quiet Quill
Kabelo Smith	14	Blue Crane Primary	Benoni	WordWise Foundation	002.jpg	Fictional participant from Blue Crane Primary in Benoni.	The Letter Legend
Sipho Jacobs	12	Silver Oaks Academy	Randburg	EduSpark Initiative	003.jpg	Fictional participant from Silver Oaks Academy in Randburg.	Spelling Spark
Chloe Shabalala	13	Thorn Tree Primary	Soweto	International Spelling Bee	004.jpg	Fictional participant from Thorn Tree Primary in Soweto.	The Root Ranger
Yusuf Peters	13	Summit Ridge Academy	Rustenburg	Knowledge Tree Foundation	005.jpg	Fictional participant from Summit Ridge Academy in Rustenburg.	The Word Wizard
Jordan Shabalala	12	Aloe Park Primary	Durban	BookBridge Learning	006.jpg	Fictional participant from Aloe Park Primary in Durban.	The Bee Brain
Adam Khumalo	14	Northstar College	Pretoria	WordWise Foundation	007.jpg	Fictional participant from Northstar College in Pretoria.	The Word Wizard
Mphoentle De Beer	12	Summit Ridge Academy	Pietermaritzburg	EduSpark Initiative	008.jpg	Fictional participant from Summit Ridge Academy in Pietermaritzburg.	The Calm Competitor
Aiden Masehela	13	Wordsmith Primary	Roodepoort	WordWise Foundation	009.jpg	Fictional participant from Wordsmith Primary in Roodepoort.	The Root Ranger
Oscar Moodley	13	Lighthouse College	Soweto	BrightFuture Sponsors	010.jpg	Fictional participant from Lighthouse College in Soweto.	The Round Ready Reader
Isla Molefe	14	Ubuntu Learning Centre	Pretoria	WordWise Foundation	011.jpg	Fictional participant from Ubuntu Learning Centre in Pretoria.	The Calm Competitor
Kiara Zwane	14	Royal Horizon School	Bloemfontein	International Spelling Bee	012.jpg	Fictional participant from Royal Horizon School in Bloemfontein.	The Root Ranger
Mohau Jacobs	13	Cedar Valley School	East London	Champion Words Programme	013.jpg	Fictional participant from Cedar Valley School in East London.	The Word Wizard
Jordan Kruger	14	Ubuntu Learning Centre	Bloemfontein	Smart Learners Hub	014.jpg	Fictional participant from Ubuntu Learning Centre in Bloemfontein.	The Word Warrior
Sibusiso Roux	13	Crown High School	Soweto	BrightFuture Sponsors	015.jpg	Fictional participant from Crown High School in Soweto.	The Calm Competitor
Nikhil Ramaphosa	13	Riverbend Preparatory	Pietermaritzburg	International Spelling Bee	016.jpg	Fictional participant from Riverbend Preparatory in Pietermaritzburg.	The Round Ready Reader
Liam Maseko	14	Crown High School	Durban	Community Reading Fund	017.jpg	Fictional participant from Crown High School in Durban.	The Word Wizard
Emma Abrahams	13	Lakeview Scholars School	Centurion	WordWise Foundation	018.jpg	Fictional participant from Lakeview Scholars School in Centurion.	The Focused Speller
Amahle Mahlangu	14	Lakeview Scholars School	Randburg	Literacy Champions Trust	019.jpg	Fictional participant from Lakeview Scholars School in Randburg.	Spelling Spark
Rethabile Mabunda	11	Protea Hills Primary	Germiston	International Spelling Bee	020.jpg	Fictional participant from Protea Hills Primary in Germiston.	The Word Warrior
Kai Modise	13	Northstar College	Durban	Smart Learners Hub	021.jpg	Fictional participant from Northstar College in Durban.	The Bee Brain
Anika Smith	11	Bright Path Academy	Alberton	Knowledge Tree Foundation	022.jpg	Fictional participant from Bright Path Academy in Alberton.	The Sound Solver
Rehaan van Wyk	14	Cedar Valley School	Vanderbijlpark	BookBridge Learning	023.jpg	Fictional participant from Cedar Valley School in Vanderbijlpark.	Dictionary Dynamo
Kai Swanepoel	14	Crown High School	Kimberley	BookBridge Learning	024.jpg	Fictional participant from Crown High School in Kimberley.	The Suffix Star
Amani Gumede	10	Discovery Learning Centre	Polokwane	Smart Learners Hub	025.jpg	Fictional participant from Discovery Learning Centre in Polokwane.	The Round Ready Reader
Rehaan Singh	12	Grand Oak Academy	Durban	Community Reading Fund	026.jpg	Fictional participant from Grand Oak Academy in Durban.	The Prefix Pro
Olivia Makhubela	13	Wordsmith Primary	Germiston	Smart Learners Hub	027.jpg	Fictional participant from Wordsmith Primary in Germiston.	The Sound Solver

Figure 8.2 - Participant spreadsheet template for loading up to 999 participants and assigning competition information.

Column	Purpose
Participant	Official displayed name.
Age	Age where collection and display are permitted.
School	Represented school or organisation.
HomeTown	Town or location.
Sponsor	Participant-level or programme sponsor.
PhotoPath	Image filename such as 001.jpg.
SpellerBio	Short biography for permitted Audience Screen use.
AKA	Alias or alternative display name where used.

PRIVACY Age, school, home town, photographs, biography and aliases may be personal information. Collect and display only what is authorised for the event.

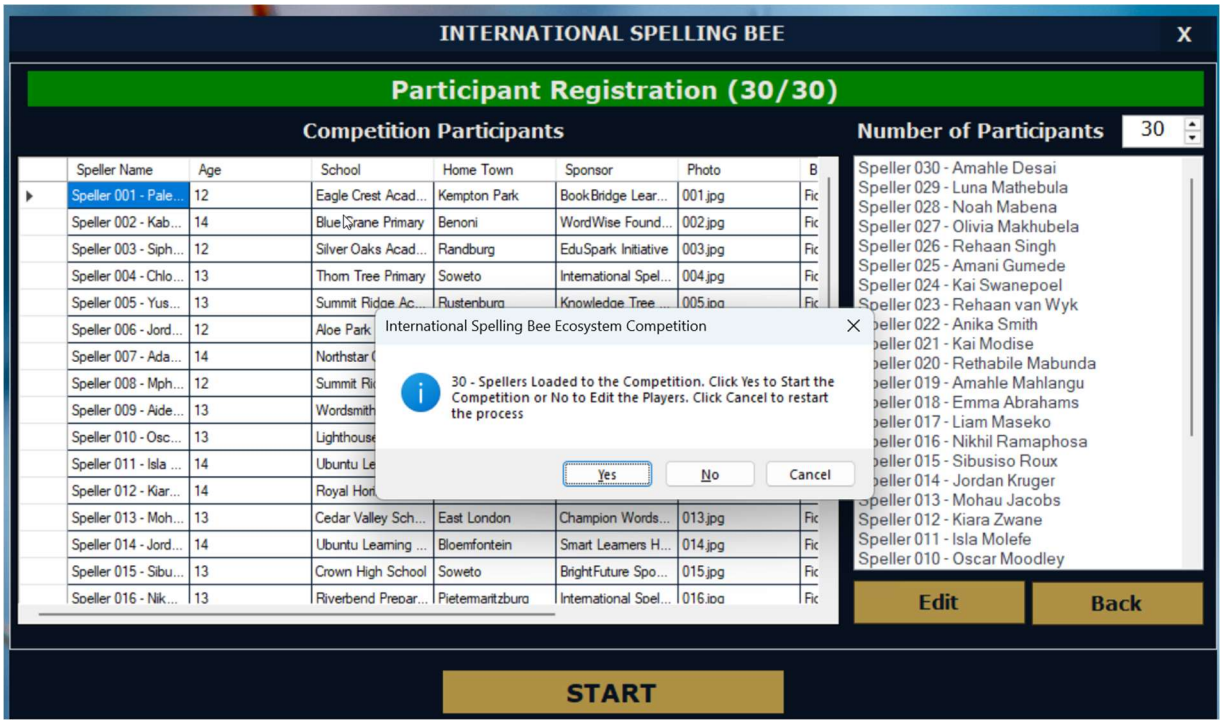


Figure 8.3 - Participant Registration. Review imported participants, assigned order and participant information before selecting Start.

Automatic Speller Sequence

Participant order is assigned during Participant Registration. Once the competition starts, the software selects each speller automatically in the assigned sequence and keeps that sequence for the remainder of the event.

- The adjudicator advances the competition and the next round with a button click.
- Eliminating and later reinstating a speller does not create a new sequence; the reinstated speller returns within the original order.
- If every active speller fails in the same round, all affected spellers are reinstated and competition continues in the original assigned sequence.
- Officials should verify the imported order before starting because the system uses that order automatically.

Configuring Three Extended Displays

- Use the laptop display plus two independent external displays through a docking station or suitable outputs.
- Set Windows to Extend these displays. Do not duplicate the displays.
- A recommended starting point is 1920 x 1200 resolution at 150% scaling; adjust to the venue and monitor size.
- The Audience Screen receives priority when additional monitors are detected.
- Select Speller View to show the Speller Screen.
- Double-click the Speller or Audience header to move that window to the next available display.
- If no additional monitor is detected, MultiScreen is cleared and disabled until a display is reconnected.

CHAPTER 9

Three-Screen Competition Architecture

Give officials, spellers and audiences purpose-built views of the same live event.

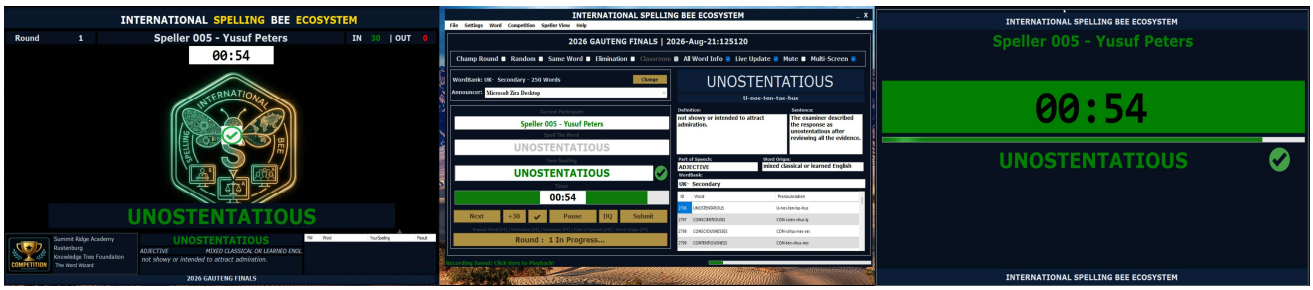


Figure 9.1 - Full three-screen competition architecture: Audience, Adjudicator and Speller views operating together.

Adjudicator Screen

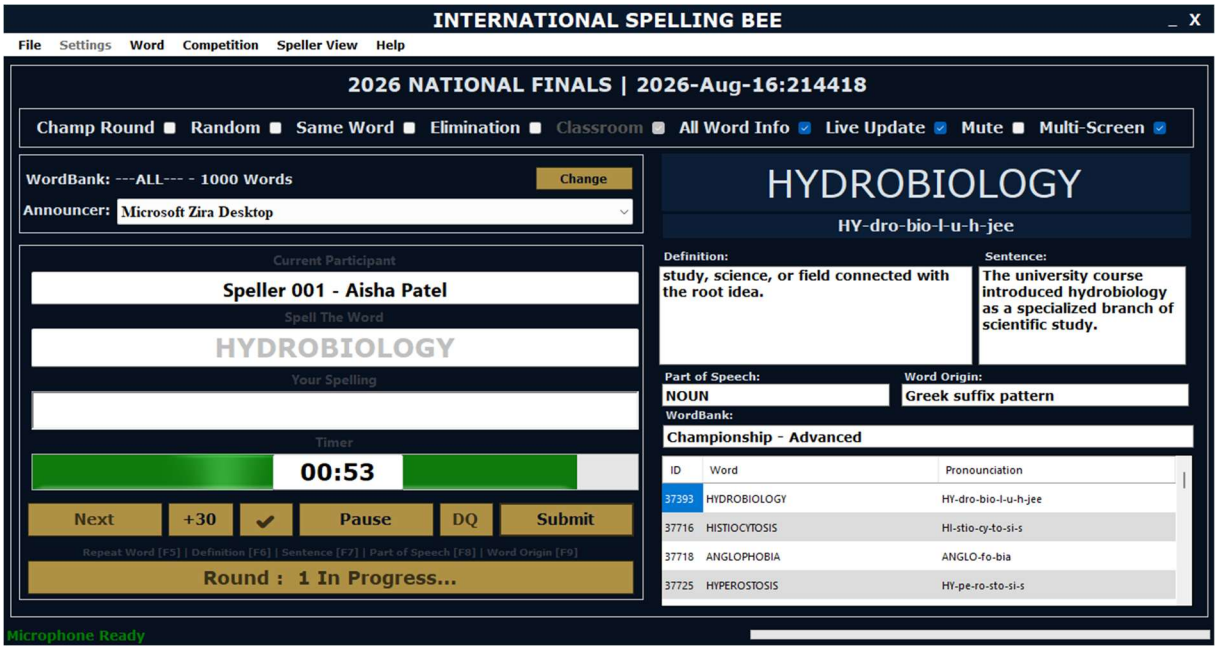


Figure 9.2 - Adjudicator Screen during a spelling attempt, with controls, live spelling, timer, word information and attempt history.

The adjudicator controls progression and captures the spelling. The operator may type the exact letters announced or use the applicable Correct or Incorrect decision control. All Word Information provides the pronunciation guide, definition, sentence, part of speech, origin, WordBank and upcoming words.

Speller Screen

Figure 9.3 - Speller Screen used in a Speed Round and in competition, presenting the participant name, timer and/or masked definition.

The Speller Screen can show the participant name, countdown timer, definition and live letters according to the competition rules. During Competition Speed Round, the default display includes the name, timer and definition.

DEFINITION MASKING If the target word or a recognised plural appears in the definition, the software masks the word with asterisks. Organisers should still remove revealing wording during WordBank review.

Figure 9.4 - Speller Screen used in a Speed Round and in competition, presenting the participant name, timer and masked definition.

Audience Screen

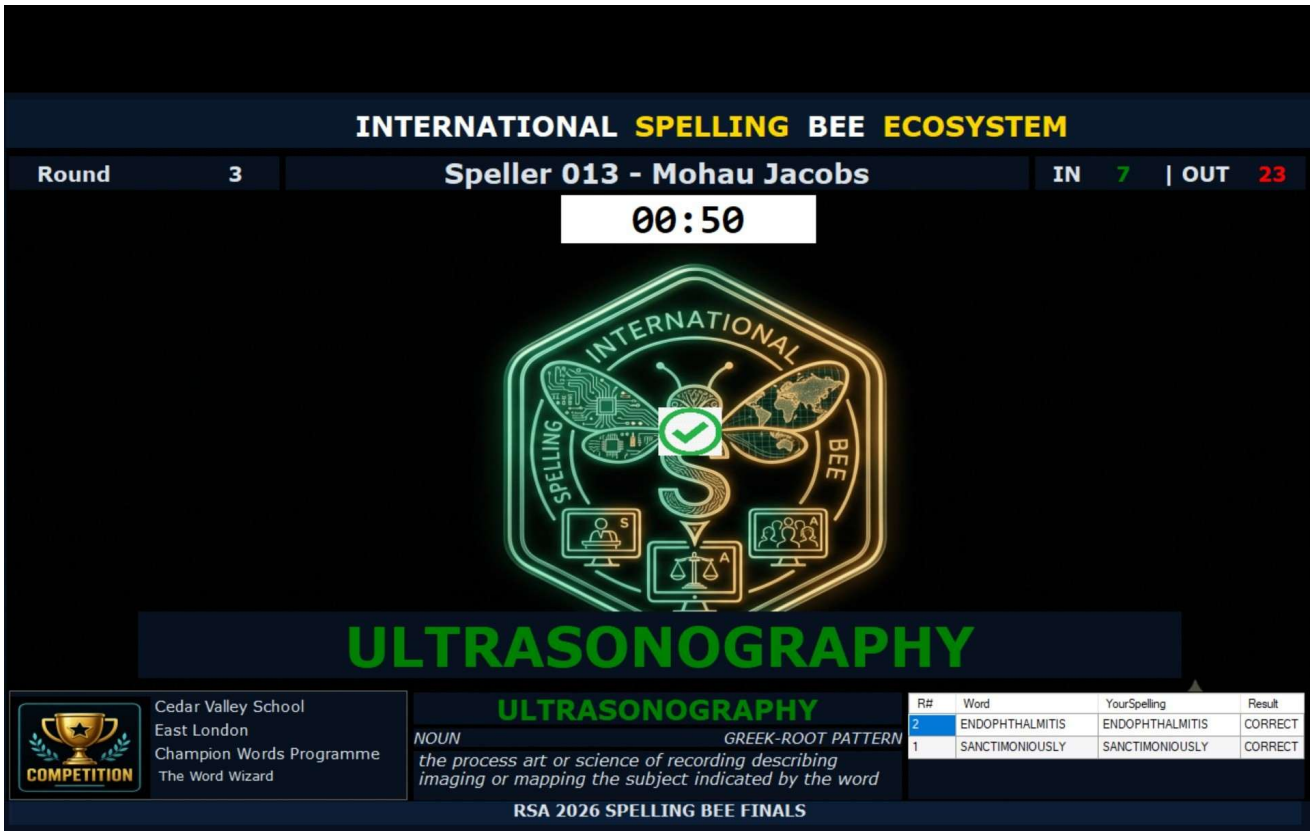


Figure 9.5 - Audience Screen showing the round, current speller, timer, active and eliminated totals, current attempt, profile area and history.

Area	Information
Statistics	Round, timer, active spellers and eliminated spellers.
Current word	Word and etymology where enabled.
Live spelling	Letter-by-letter attempt and immediate correct/incorrect placement. This can be switched on or off according to rules.
Participant profile	Photo, school, age, biography and sponsor information where captured and permitted.
History	Up to four previous-round attempts for the current speller.
Video / sponsor	Built-in webcam or connected video source; sponsor logo when video is not displayed.

CHAPTER 10

Running a Competition

Advance participants and rounds with controlled, auditable actions.

Competition Control Centre

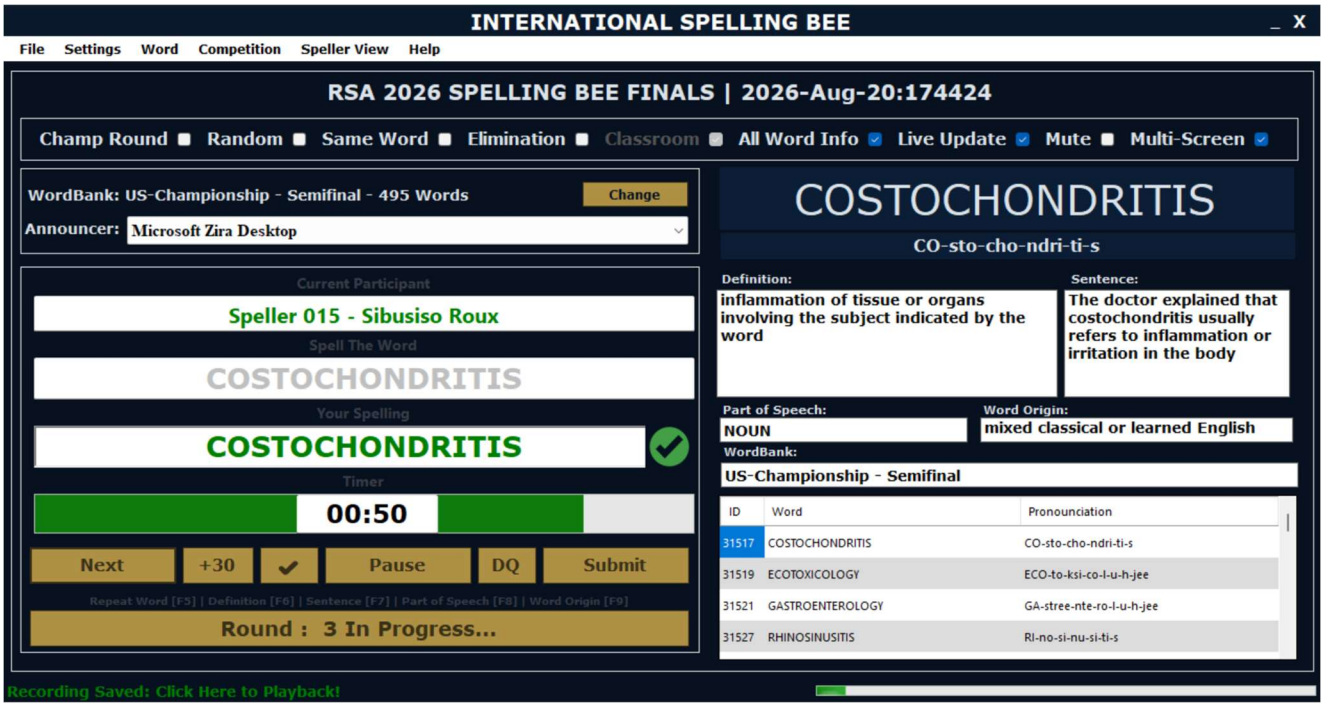


Figure 10.1 - Competition Mode control centre with progression, timing, decision, pause, disqualification and submission controls.

Complete Adjudicator Control Reference

The table below documents every control, checkbox and button visible on the Adjudicator Control Centre shown in Figure 10.1, grouped by screen area.

Menu Bar

Control	Type	Function
File	Menu	Application-level file operations.
Settings	Menu	Access voice, filter and word-management settings.
Word	Menu	Word-related management options.

Competition	Menu	Competition-specific functions (e.g., Previous Results, Challenge Elimination).
Speller View	Menu	Controls related to the Speller Screen.
Help	Menu	Access help and support information.

Competition Rule Toggles (Checkbox Row)

Control	Type	Function
Champ Round	Checkbox	Enables Championship Round rules for this competition.
Random	Checkbox	Presents words in random order rather than a fixed sequence.
Same Word	Checkbox	Gives all spellers in the round the same word.
Elimination	Checkbox	Enables the elimination rule (incorrectly spelt word is given to the next speller).
Classroom	Checkbox	Classroom mode the word to spell is visible directly above the adjudication textbox. If unchecked then the word will not be visible allowing speller to type the word in themselves.
All Word Info ✓	Checkbox (checked)	Displays full word information (definition, sentence, part of speech, origin) to the adjudicator. Unchecked, displays the competition statistics, including histoty or spelling attempts, eliminated and active spellers.
Live Update ✓	Checkbox (checked)	Shows letter-by-letter spelling feedback in real time.
Mute	Checkbox	Mutes audio/announcer sound.
Multi-Screen ✓	Checkbox (checked)	Enables the additional Audience display screen.

WordBank and Voice Selection

Control	Type	Function
WordBank display	Read-only field	Shows the active WordBank name and word count.
Change	Button	Opens the WordBank selection screen to choose a different WordBank.
Announcer dropdown	Dropdown list	Selects the Text-to-Speech voice used to announce words.

Current Participant and Spelling Panel

Control	Type	Function
Current Participant	Label/display	Shows the active speller's number and name.
Spell The Word field	Display field (greyed)	Shows the correct word for adjudicator reference.
Your Spelling field	Text entry field	Shows/allows entry of the letters as announced by the speller.
Correctness indicator	Status icon	Green check confirms the captured spelling matches the correct word.
Timer bar	Progress/countdown display	Shows remaining time for the current word, colour-coded (green to red as time runs low).

Adjudication Control Buttons

Control	Type	Function
Next	Button	Advances to the next speller/word in the sequence.
+30	Button	Adds 30 seconds of authorised extra time to the current attempt.
Correct (✓ icon)	Button	Manually marks the current attempt as correct.
Pause	Button	Pauses competition progression for review or exceptional handling.
DQ	Button	Disqualifies the current participant (requires a reason).
Submit	Button	Finalises and submits the captured spelling for adjudication.

Keyboard Shortcut Reference (On-Screen Hint)

Shortcut	Function
F5	Repeat Word
F6	Definition
F7	Sentence

F8	Part of Speech
F9	Word Origin

Word Information Panel (Right Side)

Control	Type	Function
Word display (large)	Display field	Shows the current word in large text.
Pronunciation guide	Display field	Shows phonetic pronunciation beneath the word.
Definition	Display field	Shows the word's definition.
Sentence	Display field	Shows an example usage sentence.
Part of Speech	Display field	Shows the grammatical category (e.g., NOUN).
Word Origin	Display field	Shows the word's etymology/origin.
WordBank	Display field	Confirms which WordBank the word belongs to.
Upcoming Words table	Data table (ID / Word / Pronunciation)	Lists the next words in the queue with their pronunciation guides for adjudicator preview.

Audio and Recording Status Bar

Control	Type	Function
“Recording Saved: Click Here to Playback!”	Clickable link/status	Confirms the last attempt's audio was saved and provides instant replay access. Also indicates if the microphone is detected and working properly.
Progress bar (bottom right)	Status indicator	Visual indicator reflecting the functionality of the microphone. If the status bar moves that indicates that the microphone is capable of receiving audio.

Normal Turn Workflow

- All active screens display the next speller or next-round information.
- Select Next. The software presents the word and updates the screens.
- Capture the letters exactly as announced, or use the permitted decision control.
- Select Submit. The software determines the result and applies the configured elimination rule.
- All screens are updated with the adjudication.
- Use the quick link to replay the last recording if an immediate review is required.
- Continue to the next automatically selected speller.

End of Round and Round Advancement

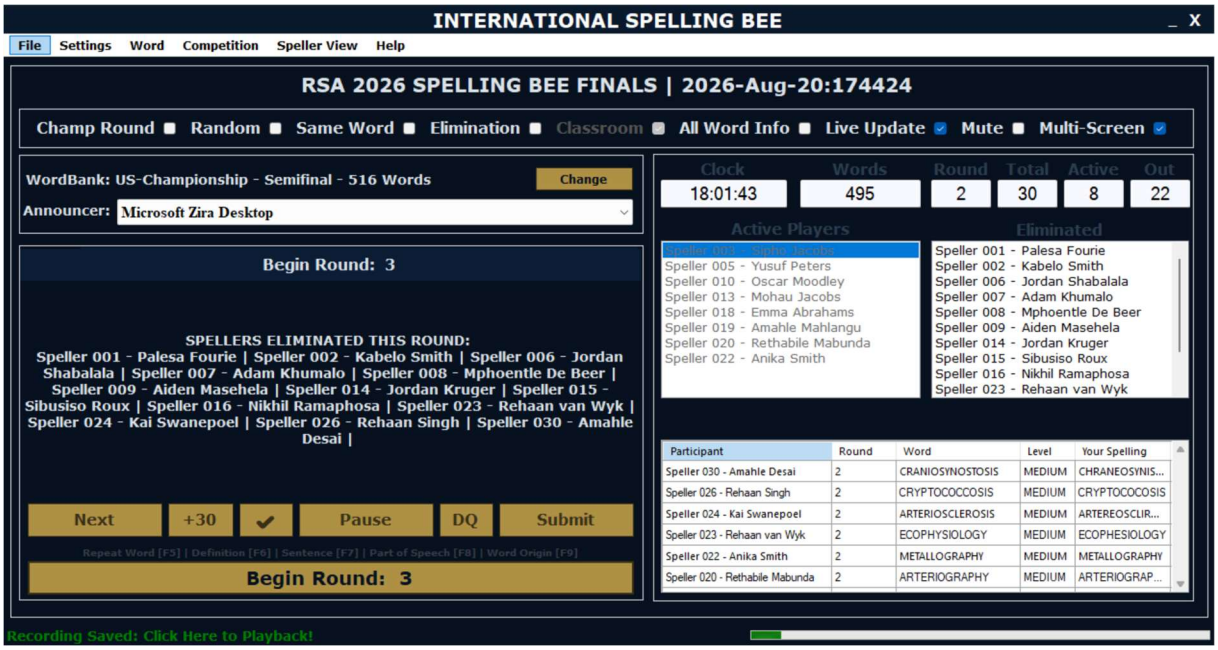


Figure 10.2 - End-of-round review with active and eliminated lists, counts, attempt history and the control used to begin the next round.

Round advancement is completed with a button click. Before advancing, verify active and eliminated totals, resolve eligible challenges and confirm the attempt history. The next round continues in the original participant sequence.

Competition Menu

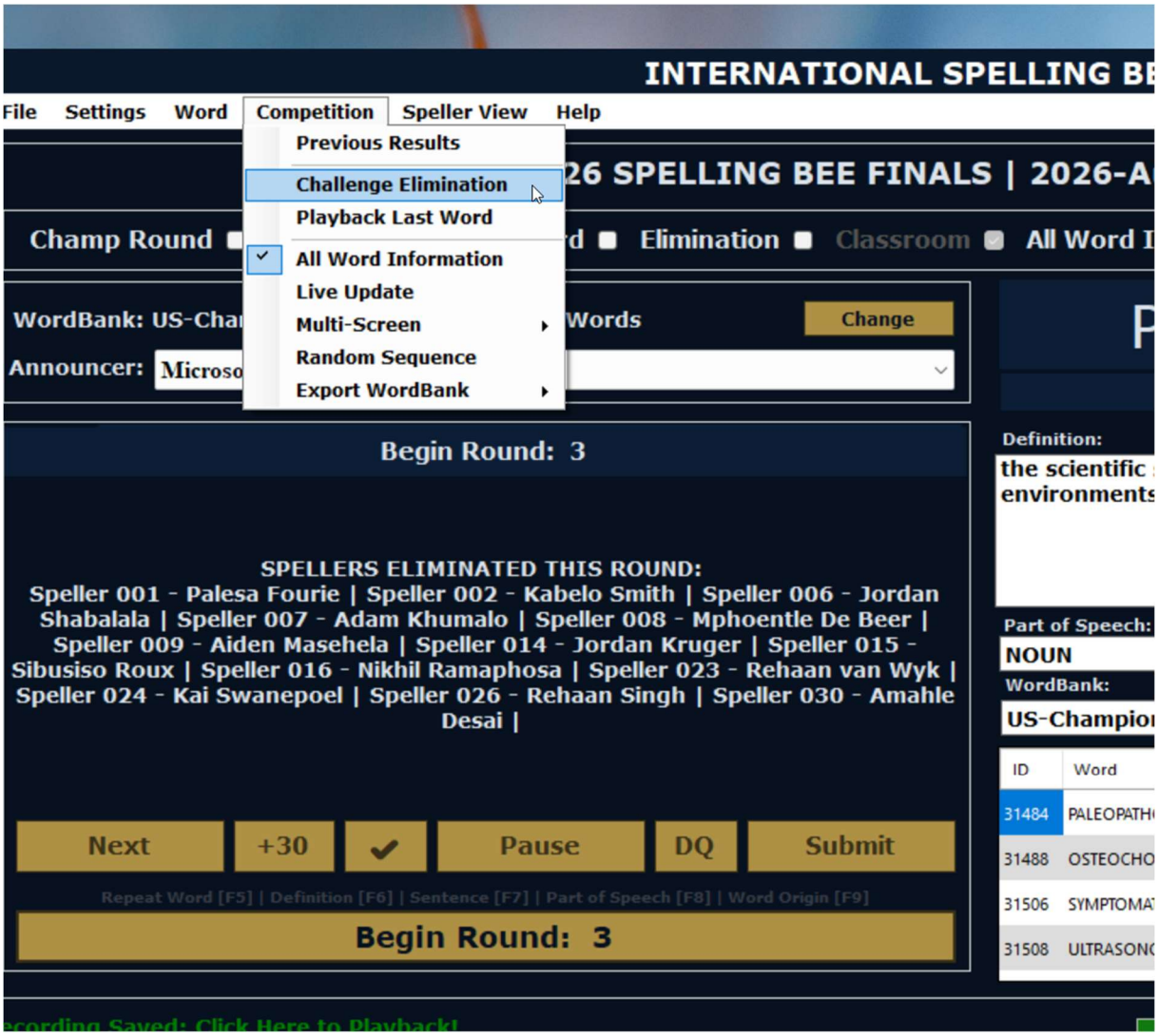


Figure 10.3 - Competition menu with Previous Results, Challenge Elimination, Playback Last Word, All Word Information, Live Update and Multi-Screen controls.

Pause, Disqualification and Challenge Elimination

Pause may be used for an alternative-spelling review, a different pronounced word, technical interference, authorised extra time, disqualification or an authorised correction. A disqualification is different from automatic elimination and requires a factual recorded reason.

- Pause the competition.
- Select DQ.
- Enter a concise factual reason.
- Confirm that the correct participant is referenced.
- Select OK and verify the updated competition state before resuming.

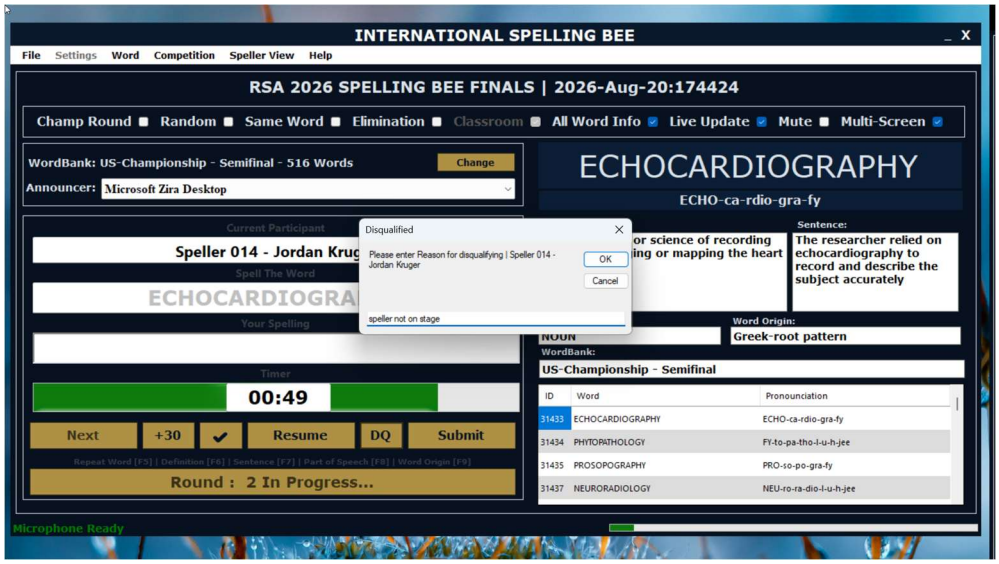


Figure 10.4 – Successful challenge, speller will now return to game and in the original spelling order.

A legitimate elimination challenge is handled at the end of the round. Competition > Challenge Elimination can restore only a speller whom the system eliminated during the round that has just concluded.

- Complete the current round.
- Review the challenge using the competition rules, attempt history and audio where required.
- Open Competition > Challenge Elimination.
- Select the eligible speller eliminated during the round that has just ended.
- Confirm the restoration and verify the active participant count.

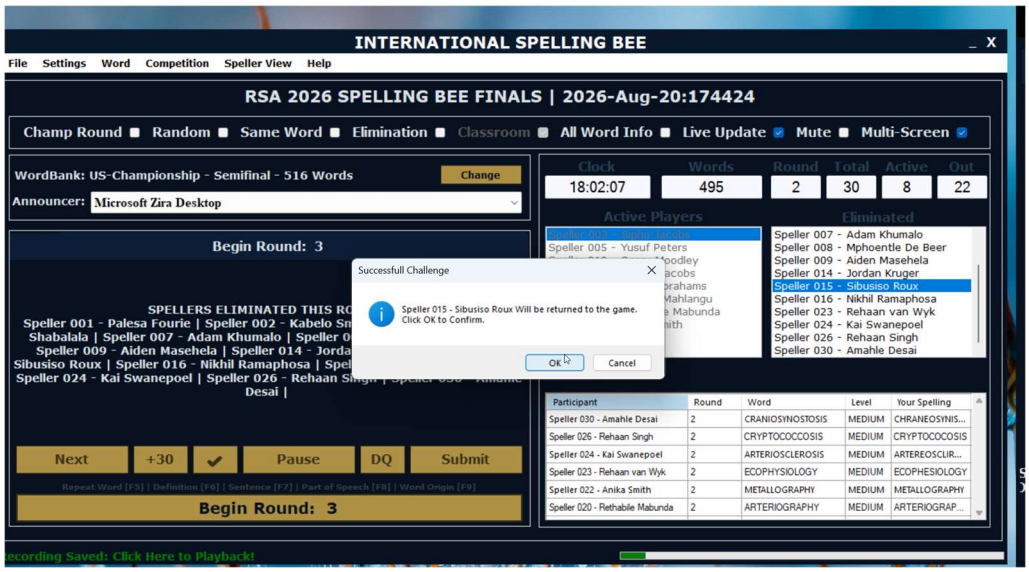


Figure 10.5 – Successful challenge, speller will now return to game and in the original spelling order.

RESTRICTION Challenge Elimination can restore only spellers whom the system eliminated during the round that has just concluded. It is not used for eliminations from earlier rounds.

CHAPTER 11

Competition Speed Round and Tie-Breakers

Use timed rounds for seeding, rapid assessment and championship tie-breakers.

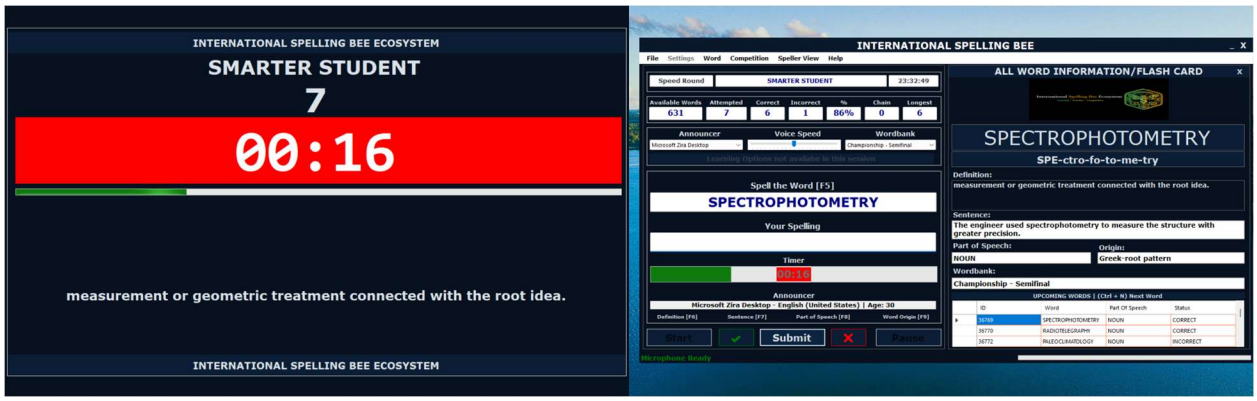


Figure 11.1 - Competition Speed Round using the three-screen environment and a single round timer.

How Competition Speed Round Works

The adjudicator may type the exact letters spoken by the speller or select Correct or Incorrect. Submitting an empty spelling textbox temporarily skips the current word. Skipped words return if time remains. The entire Speed Round is saved as one local audio file, identified using the speller and result information.

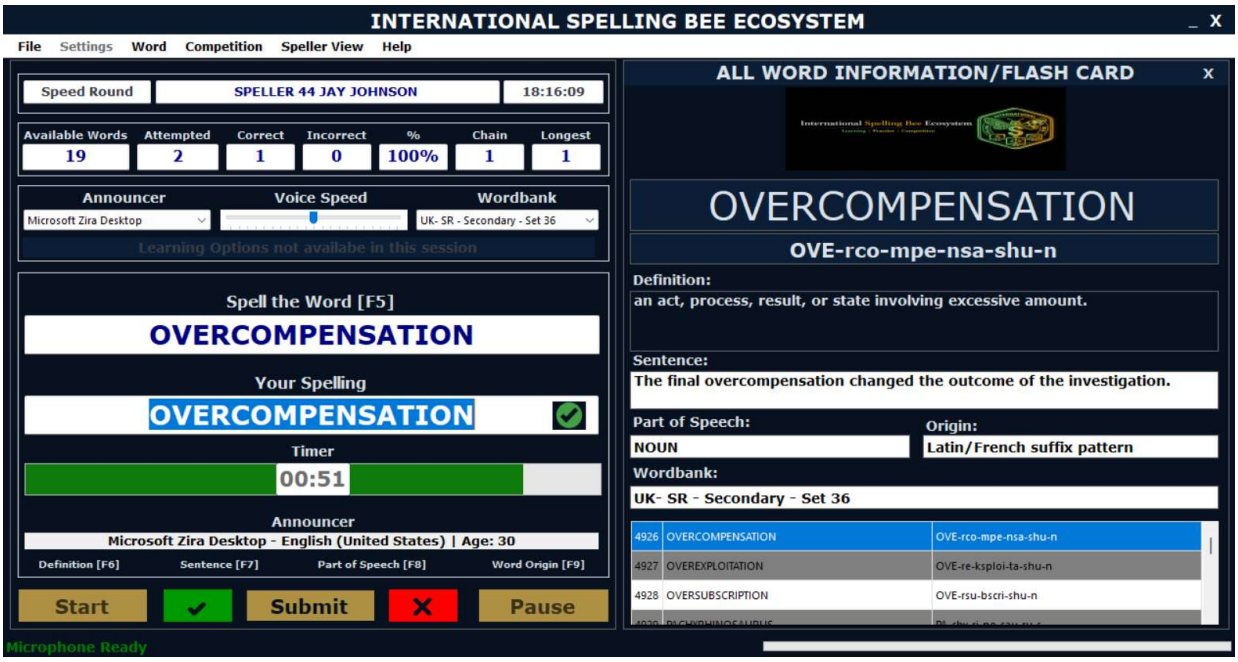


Figure 11.2 - Competition Speed Round using the three-screen environment and a single round timer.

Speller Screen Default During Competition Speed Round

By default, the definition is always shown on the Speller Screen during Competition Speed Round. If the actual target word appears in the definition, that word is replaced by asterisks so the definition does not reveal the spelling. A recognised plural form is also masked where applicable.

DATA QUALITY REMAINS ESSENTIAL Automatic masking is a safeguard, not a substitute for WordBank review. Organisers should still remove the target word and revealing variants from definitions before competition day.

Timer Warning

When 30 seconds or less remains, the Speed Round countdown turns red. The colour change gives the speller, adjudicator and relevant display viewers an immediate warning that the round is nearing completion.

Competition Speed Round Results

The end-of-round results identify the number of words attempted, the number spelled correctly and the time taken. The complete round audio is saved as one file rather than one recording per word.

Figure 11.3 - Competition Speed Round using the three-screen environment and a single round timer.

Designing Fair Speed Round WordBanks

- For seeding, create a unique 10-word or 20-word WordBank for each speller.
- Use equal-sized lists of equivalent difficulty.
- Name each list clearly so its assigned speller and purpose are unambiguous.
- Test pronunciation guides, Text-to-Speech and word order before the event.
- For a final tie-breaker, use a longer list so finalists can spell as many words as possible in the allotted time.

Individual vs Competition Speed Round

Individual Learning Speed Round	Competition Speed Round
Learner hears and types successive words.	A live speller spells aloud while an adjudicator captures or judges the attempt.
Uses one timer for the complete round.	Uses formal competition timing, scoring and skipped-word return.
Limited multi-screen simulation is available.	Uses the full three-screen architecture.
No competition recording workflow.	Full round audio, replay, results and reporting.

CHAPTER 12

Audio, Broadcasting and Sponsor Presentation

Create a professional event experience while preserving evidence and respecting privacy.

Audio Recording and Replay

Figure 12.1 - Microphone detection and live volume monitoring on the Competition start screen.

Competition Mode records the delivered word and the speller's announced spelling whether words are delivered by Text-to-Speech or a human pronouncer. A quick link makes the latest spelling immediately available for replay, while all recordings are retained in the competition-designated local folder.

Video and Livestreaming

The Audience Screen can display video from the built-in webcam or another compatible source connected to the competition computer. The complete Audience Screen can be captured by livestream software, combining video, live statistics, participant information and sponsor branding.

Sponsor Visibility

Figure 12.2 - Sponsor visibility on the Audience Screen alongside participant and competition information.

Figure 12.3 - Branded learning tool showing how an approved partner identity can extend into preparation activities.

PRIVACY-CONTROLLED DISPLAY If participant photographs, age, school or biography cannot be shown to the venue or livestream audience, replace participant information with approved sponsor or event content.

CHAPTER 13

Previous Competitions and Comprehensive Reports

Preserve the complete competition story - from summary and champion to every individual spelling attempt.

Opening Previous Results

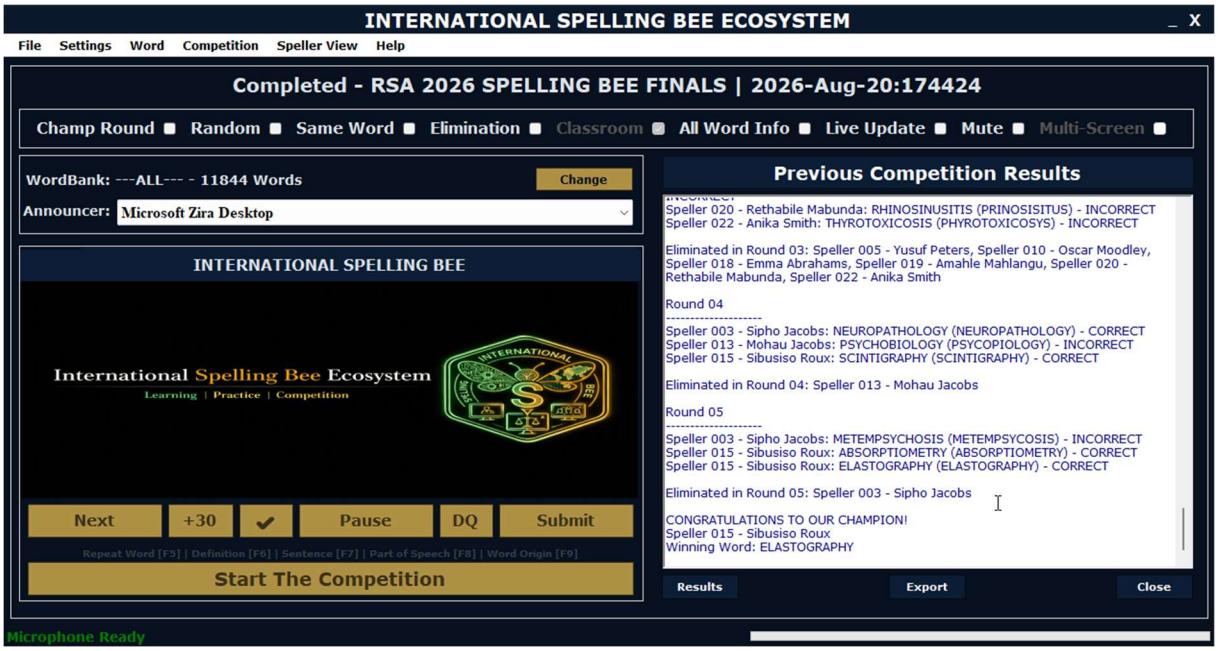


Figure 13.1 - Previous Competition Results with competition summary, placements, round outcomes and winning word.

- Select Resume Previous Competition on the start screen.
- Open Competition and select Previous Competition Results.
- Choose the required in-progress or completed competition.
- Use the same countdown setting used when the competition was created.
- Select Results for on-screen viewing or Export to create the comprehensive local report.
- Allow all participant pages to finish generating before closing.

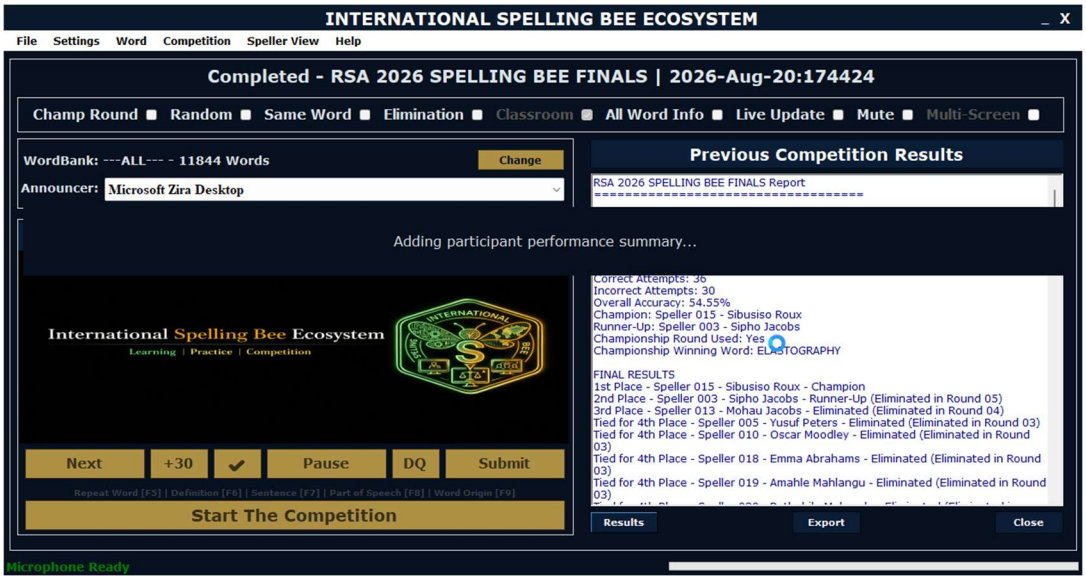
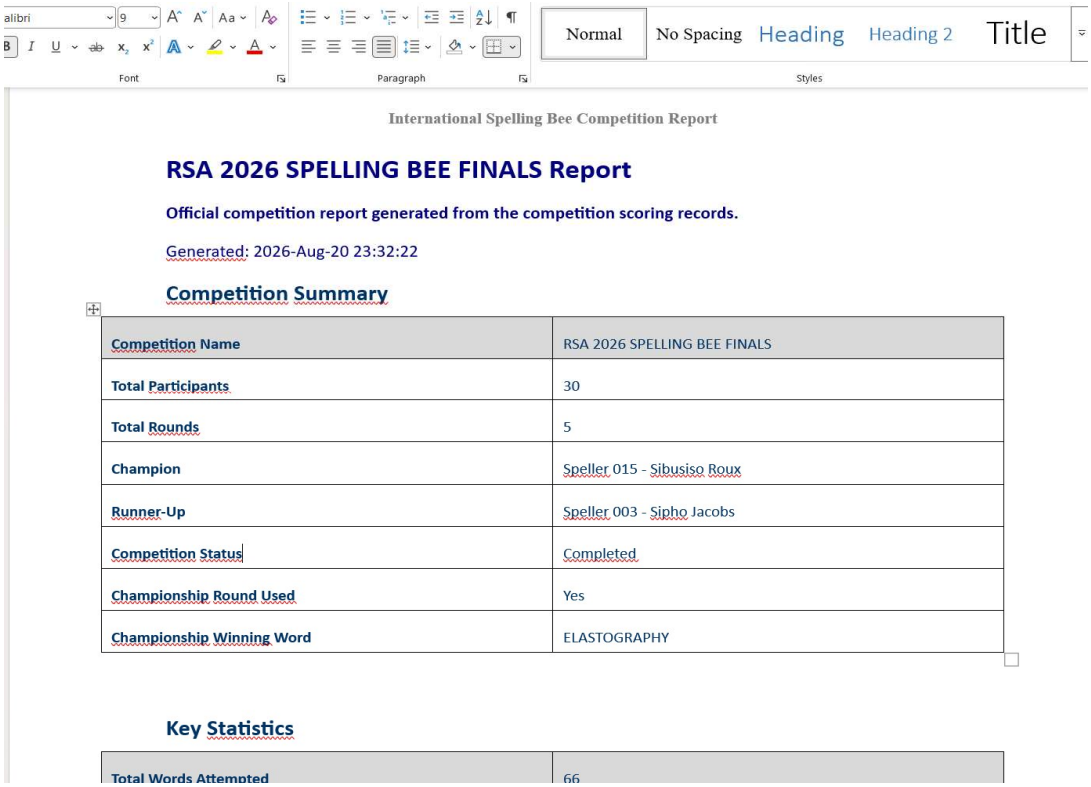


Figure 13.2 - Report-generation progress. Allow individual participant pages and summaries to finish before closing.

NO MICROSOFT WORD REQUIRED If Microsoft Word is not installed, the report can still be viewed on screen within the application. The file is saved locally before opening for verification.

What the Comprehensive Report Contains

Report section	Purpose
Competition summary	Event name, status, participant count, rounds, champion, runner-up and winning word.
Key statistics	Words attempted, correct, incorrect, overall accuracy and elimination activity.
Final results	Placements, ties, status and elimination round.
Round summaries	Participants, correct, incorrect and eliminations per round.
Detailed attempts	Assigned word, spelling entered and recorded result for every attempt.
Champion word path	Complete sequence leading to the championship result.
Individual speller pages	Placement, status, accuracy and every attempted word for each participant.
Adjudication record	Officials, incidents, appeals, disputes and technical interruptions where captured.



International Spelling Bee Competition Report

RSA 2026 SPELLING BEE FINALS Report

Official competition report generated from the competition scoring records.

Generated: 2026-Aug-20 23:32:22

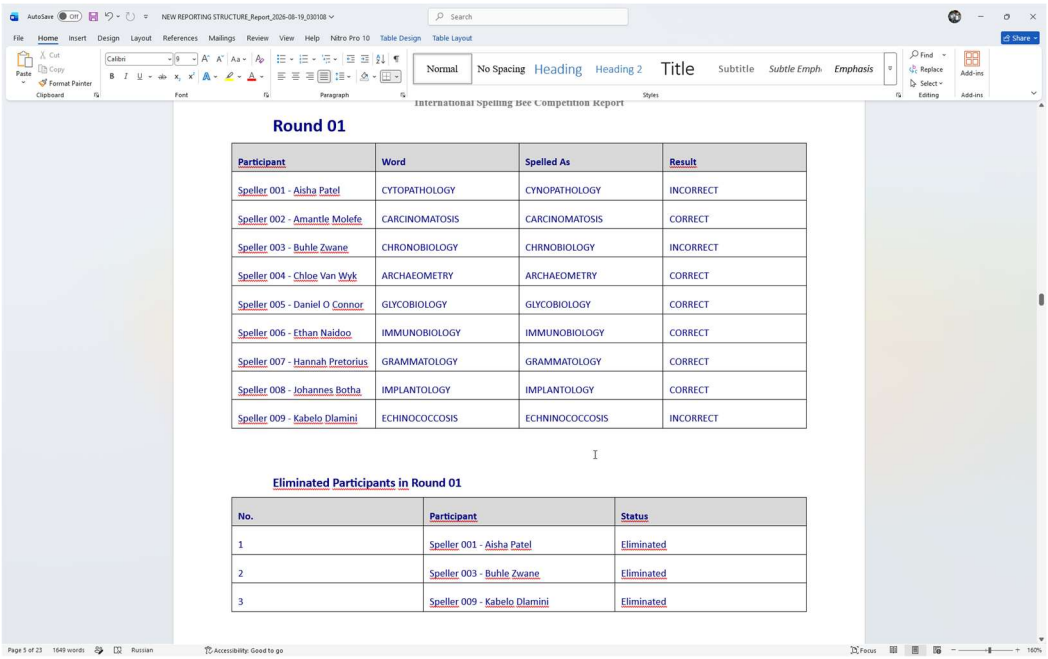
Competition Summary

Competition Name	RSA 2026 SPELLING BEE FINALS
Total Participants	30
Total Rounds	5
Champion	Speller 015 - Sibusiso Roux
Runner-Up	Speller 003 - Sipho Jacobs
Competition Status	Completed
Championship Round Used	Yes
Championship Winning Word	ELASTOGRAPHY

Key Statistics

Total Words Attempted	66

Figure 13.3 - Champion announcement and championship word path in the exported report.



International Spelling Bee Competition Report

Round 01

Participant	Word	Spelled As	Result
Speller 001 - Aisha Patel	CYTOPATHOLOGY	CYNOPATHOLOGY	INCORRECT
Speller 002 - Amantle Molefe	CARCINOMATOSIS	CARCINOMATOSIS	CORRECT
Speller 003 - Buhle Zwane	CHRONOBIOLOGY	CHRNOBIOLOGY	INCORRECT
Speller 004 - Chloe Van Wyk	ARCHAEOMETRY	ARCHAEOMETRY	CORRECT
Speller 005 - Daniel O Connor	GLYCOBIOLOGY	GLYCOBIOLOGY	CORRECT
Speller 006 - Ethan Naidoo	IMMUNOBIOLOGY	IMMUNOBIOLOGY	CORRECT
Speller 007 - Hannah Pretorius	GRAMMATOLOGY	GRAMMATOLOGY	CORRECT
Speller 008 - Johannes Botha	IMPLANTOLOGY	IMPLANTOLOGY	CORRECT
Speller 009 - Kabelo Dlamini	ECHINOCOCCOSIS	ECHNINOCOCCOSIS	INCORRECT

Eliminated Participants in Round 01

No.	Participant	Status
1	Speller 001 - Aisha Patel	Eliminated
2	Speller 003 - Buhle Zwane	Eliminated
3	Speller 009 - Kabelo Dlamini	Eliminated

Figure 13.4 - Round results and eliminated-participant records in the exported report.

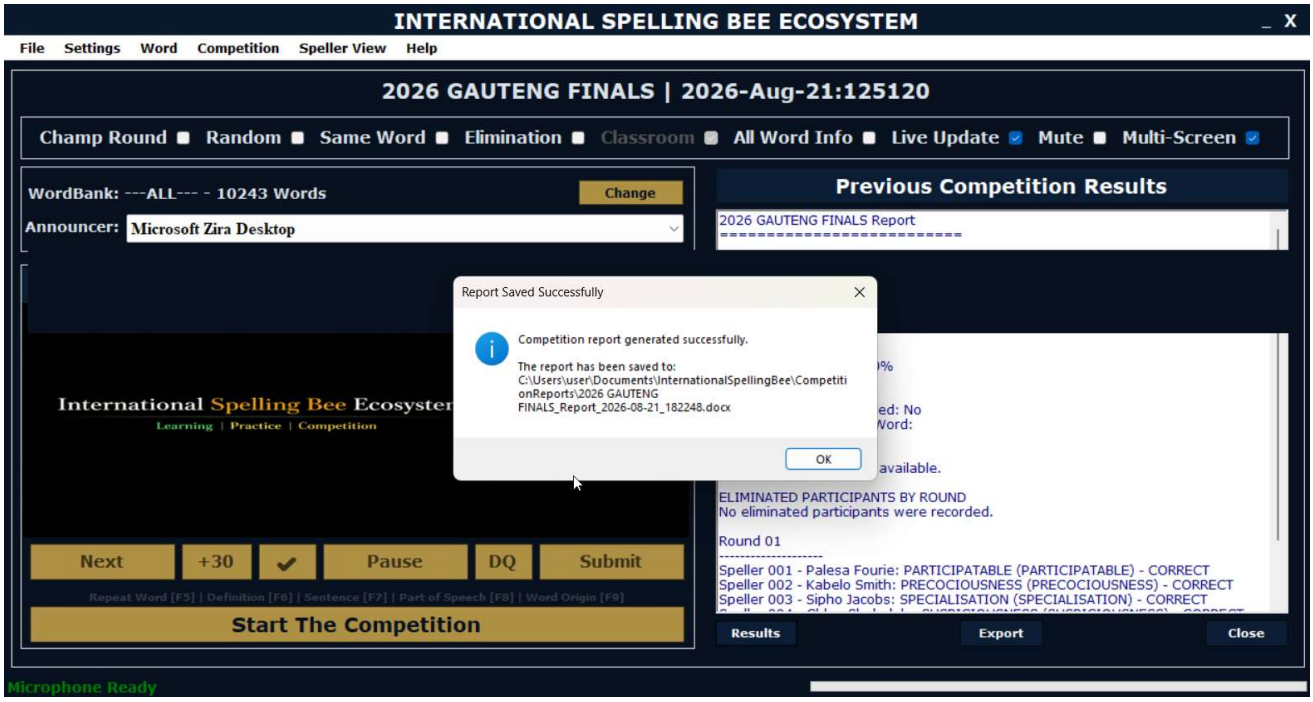


Figure 13.5 - Round results and eliminated-participant records in the exported report.

Report Benefits

- Creates an official and traceable competition record.
- Supports disputes through detailed attempt history and audio evidence.
- Provides every speller with an individual participation record.
- Supplies verified information for awards, announcements and programme reporting.
- Extends approved sponsor visibility beyond competition day.
- Supports archiving, future planning and performance review.

CHAPTER 14

Operational Checklists and Troubleshooting

Use concise checks to prepare, operate and close an event consistently.

Learning Data Quality Checklist

- Confirm the approved spelling variant.
- Add accurate definitions, sentences, pronunciation guides, origins and parts of speech.
- Remove duplicate and confusing alternative spellings.
- Test WordBanks in the intended learning mode.
- Use Advanced Filter and Word Statistics to verify target groups.

Competition Readiness Checklist

- Verify participant order and consent-controlled information.
- Confirm competition name, timer, delivery method and rules.
- Confirm Microphone Ready and movement on the volume meter.
- Test the three extended displays at the selected resolution and scaling.
- Verify Audience Screen privacy, video and sponsor settings.
- Test the approved WordBank and pronunciation guides.
- Confirm the report save location and available storage.

Common Issues

Issue	Action
No microphone found	Connect or enable the device and confirm Windows detects it.
Microphone ready but no volume movement	Check mute, gain and the selected Windows input.
Additional screen disappears	Reconnect the display; MultiScreen remains disabled until another monitor is detected.
Wrong display used	Double-click the Speller or Audience header, or use the Competition menu to move the screen.
Report does not open in Word	Use the in-app viewer; the locally saved report remains available.

Incorrect learner separation	Use separate Windows accounts; session names do not create separate databases.
Accidental database reset risk	Do not proceed until required reports and records have been retained.

Figure 13.6 – Microphone Not Detected/Disconnected

CHAPTER 15

Frequently Asked Questions

Quick answers to the most common questions about the ecosystem.

Does entering a name create a permanent learner profile?

No. The name applies to the current session and is used primarily for the leaderboard.

How are learner statistics separated?

Statistics belong to the signed-in Windows user database. Use separate Windows accounts for private learner-specific data.

What happens if Spelling Level is left blank?

Learning continues normally. The setting is only used for leaderboard grouping.

Does Spelling Level select harder words?

No. WordBank and filter selection determine the actual words and difficulty.

Can the software operate in languages other than English?

Yes, when a validated word list and suitable Text-to-Speech voice or human pronouncer are available.

Why do some WordBanks start with UK or US?

The prefix identifies the main English spelling convention used in that WordBank.

Are the supplied 10,000+ words an official competition list?

No. They are starter content. Organisers must load and validate approved competition words.

Can unneeded WordBanks be deleted?

Yes, from Word Management.

What does Reset Database remove?

It clears progress, statistics and leaderboards. Competition Edition also loses existing, in-progress and completed competitions.

What is the difference between LEARNT and PRACTISED?

LEARNT comes from Learn Mode; PRACTISED comes from the guided unscrambling activity.

What makes a word CORRECT or INCORRECT?

An independent Test Mode attempt assigns CORRECT or INCORRECT.

What does the Advanced Filter do?

It creates a dynamic study set across one or multiple WordBanks using structure, origin, status and other criteria.

Can word length use ranges?

Yes. Use equal to, greater than, greater than or equal to, less than, or less than or equal to.

Why does the Speed Round timer turn red?

The timer turns red when 30 seconds or less remains to warn that the round is nearing completion.

What does the Individual Speed Round result show?

Words attempted, words correct and time taken.

Is the definition always shown during Competition Speed Round?

Yes, by default the definition is shown on the Speller Screen.

What if the target word appears in the definition?

The target word is replaced by asterisks. Organisers should still remove revealing wording during review.

How are leaderboard positions calculated?

Highest correct-word total first, then highest correct percentage from words attempted.

How are competition spellers selected?

Automatically in the participant sequence assigned at registration.

Does reinstatement change the sequence?

No. A reinstated speller returns within the original order.

What happens if every speller fails in the same round?

The affected spellers are reinstated and continue in the original sequence.

How is the next round started?

The adjudicator advances the round with the applicable button after reviewing the end-of-round state.

What is Challenge Elimination?

An end-of-round function that restores an eligible speller eliminated during the round that just ended.

Is disqualification the same as elimination?

No. Disqualification is an exceptional official action that requires a recorded reason.

Is a separate microphone test required?

Normally no. Microphone Ready plus a moving volume meter confirms incoming audio.

What if the microphone is detected but the meter does not move?

Check mute, gain and the selected Windows input device.

Does manual word delivery disable recording?

No. Competition audio is recorded whether Text-to-Speech or a human pronouncer delivers the word.

How is Competition Speed Round audio saved?

The complete round is saved as one audio file, not one file per word.

Can the Audience Screen show live video?

Yes, using the built-in webcam or another compatible connected source.

Can participant details be hidden?

Yes. Replace restricted participant information with approved sponsor or event content.

Can reports be viewed without Microsoft Word?

Yes. The application includes an on-screen report viewer.

Why must the same timer be used when resuming?

The resumed competition must use the original timing configuration to continue consistently.

How should Speed Round seeding lists be prepared?

Create equivalent unique 10-word or 20-word WordBanks for each speller.

What should be used for a final Speed Round tie-breaker?

Use a longer WordBank so finalists can spell as many words as possible in the allotted time.

CHAPTER 16

Quick Reference and Glossary

A concise operational reference for learners, educators and competition officials.

Glossary

Term	Meaning
Adjudicator Screen	Primary competition-control interface for word presentation, spelling capture and decisions.
Advanced Filter	Dynamic selection engine combining length, letter patterns, WordBank, origin, part of speech and status.
Audience Screen	Public display for statistics, profiles, history, video and sponsor content.
Challenge Elimination	End-of-round function that restores an eligible speller eliminated during the just-completed round.
Competition Speed Round	Formal timed round with adjudication, skipped-word return, audio and reporting.
Individual Speed Round	Learning activity in which the learner hears and types successive words against one round timer.
Pronunciation Guide	Readable guidance stored with a word and displayed where applicable.
Speller Screen	Focused display for participant name, timer, definition and permitted live information.
WordBank	Named collection of words used for learning or competition.
Word Statistics	Status-based record of unattempted, learnt, practised, correct and incorrect words.

Keyboard and Control Reference

Action	Control
Repeat Word	F5
Definition	F6
Sentence	F7
Part of Speech	F8
Word Origin	F9
Replay latest spelling	Competition > Playback Last Word
Restore eligible speller	Competition > Challenge Elimination
Show full word details	Competition > All Word Information

Appendix: List of Figures and Screenshot Register

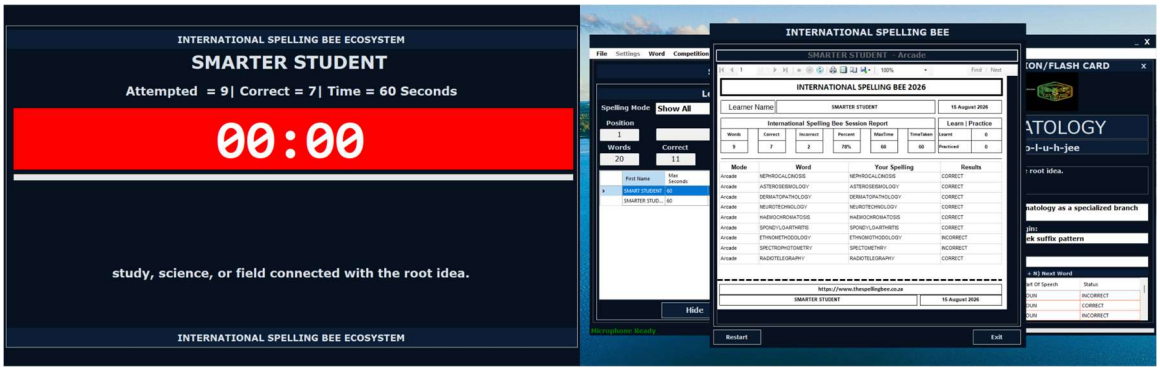
The screenshots are positioned within the chapter where each screen is used. This register provides a quick visual index and supports future updates: replace any placeholder with an authentic screenshot as it becomes available.

Figure	Screen or Feature	Status
2.1	Learning start screen: choose the mode, session name, timing, word count, leaderboard level and delivery method.	Included
2.2	Competition start screen: start or resume an event, select delivery and timing, verify microphone readiness and load participants.	Included
3.1	WordBank Management. Create, import, edit, delete and reset WordBanks while maintaining definitions, sentences, origin, level, part of speech, status and pronunciation information.	Included
4.1	Advanced Filter combining word length, letter sequences, WordBank, level, part of speech, status, origin and sort order to create targeted study sets.	Included
4.2	Rule-based WordBank in Competition Mode. The current word, pronunciation guide, definition, sentence, part of speech, origin and upcoming rule words are available together.	Included
5.1	Learn Mode with complete word information, pronunciation, timer, upcoming words and learning controls.	Included
5.2	Practice Mode uses an unscrambling activity and immediate correction to reinforce spelling patterns.	Included
5.3	A Test session report records correct and incorrect answers, percentage, timing and each entered spelling.	Included
5.4	Individual Speed Round. A learner hears words and types them while the entire round timer counts down.	Included
6.1	Flashcards present words and supporting information for structured review.	Included
6.2	Text-to-Speech and announcer settings support available Windows voices and multilingual delivery.	Included
6.3	Word Statistics summarise activity and provide quick access to Advanced Filter and targeted learning.	Included
6.4	Leaderboard showing position, name, words, correct, incorrect, word chain and percentage.	Included

8.1	Participant Registration. Review imported participants, assigned order and participant information before selecting Start.	Included
8.2	Participant spreadsheet template for loading up to 999 participants and assigning competition information.	Included
9.1	Full three-screen competition architecture: Audience, Adjudicator and Speller views operating together.	Included
9.2	Adjudicator Screen during a spelling attempt, with controls, live spelling, timer, word information and attempt history.	Included
9.3	Speller Screen used in a Speed Round, presenting the participant name, timer and masked definition.	Included
9.4	Audience Screen showing the round, current speller, timer, active and eliminated totals, current attempt, profile area and history.	Included
10.1	Competition Mode control centre with progression, timing, decision, pause, disqualification and submission controls.	Included
10.2	End-of-round review with active and eliminated lists, counts, attempt history and the control used to begin the next round.	Included
10.3	Competition menu with Previous Results, Challenge Elimination, Playback Last Word, All Word Information, Live Update and Multi-Screen controls.	Included
11.1	Competition Speed Round using the three-screen environment and a single round timer.	Included
12.1	Microphone detection and live volume monitoring on the Competition start screen.	Included
12.2	Sponsor visibility on the Audience Screen alongside participant and competition information.	Included
12.3	Branded learning tool showing how an approved partner identity can extend into preparation activities.	Included
13.1	Previous Competition Results with competition summary, placements, round outcomes and winning word.	Included
13.2	Report-generation progress. Allow individual participant pages and summaries to finish before closing.	Included
13.3	Champion announcement and championship word path in the exported report.	Included
13.4	Round results and eliminated-participant records in the exported report.	Included

INTERNATIONAL SPELLING BEE ECOSYSTEM

Learn with purpose. Compete with confidence. Report with evidence.



The complete ecosystem connects preparation, competition delivery and professional reporting.

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