

## **HIPPO 2023**

### **11<sup>th</sup> INTERNATIONAL ENGLISH LANGUAGE OLYMPIAD ENGLISH WITHOUT BORDERS**

#### **ANNEX 3**

#### **Regulations for Remotely Observed Online Examinations**

The aim of this document is to provide guidance to the Hippo Country Coordinators where examinations are held online and are observed remotely.

N.B. Remotely observed online examinations are only permitted in the preliminary round.

#### **Country Coordinators**

The Country Coordinator will receive passwords per category needed to access the examinations. This password is the same for all the candidates of the same category.

The following two documents will also be provided:

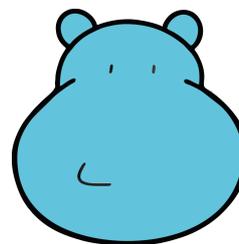
- 1) A Template Report – to be completed by invigilators for each online session.
- 2) Instructions to Candidates – to send to the candidates together with log-in details.

Once these have been received, the Country Coordinator needs to forward them to the School Coordinators.

Depending on the number of candidates per venue, each Country Coordinator, in agreement with the approved venues and their coordinators and invigilators, needs to produce a list of candidates per school and online session. That is, if a country has 79 approved venues, each of them will need to provide a schedule for the online examinations. To do so, the schools need to use the provided Template.

Although the preliminary round tests can be held in two days, the same category sessions will need to be held simultaneously. The maximum number of candidates per online session is 25. That means that if a venue has registered 95 candidates for Hippo 5, there will need to be 4 simultaneous online sessions, each with a maximum of 25 candidates.

Each group of 25 students will need to be invigilated by one of the invigilators listed in the venue approval form. The invigilation needs to be done via Zoom, Meet or similar.



The maximum allowed time for the preliminary round tests is as follows:

	LITTLE HIPPO	HIPPO 1	HIPPO 2	HIPPO 3	HIPPO 4 & S10	HIPPO 5 & S15	HIPPO S19
READING	20 min.	30 min.	30 min.	30 min.	40 min.	45 min.	45 min.
USE - MC	20 min.	20 min.	20 min.	20 min.	30 min.	30 min.	30 min.
TOTAL	40 min.	50 min.	50 min.	50 min.	70 min.	75 min.	75 min.

**Informing Hippo Association.** Once you have prepared the lists, Global Hippo Association needs to be provided with the following information:

- a) Dates and times of the tests
- b) Student names per group
- c) Invigilator names per group

Venues need to use the attached template (Timetable) and fill it in with the required information, which then needs to be sent to the Country Coordinator. Once the Country Coordinator has received the lists from individual venues, these need to be forwarded to [info@hippo-olympiad.org](mailto:info@hippo-olympiad.org). The deadline for providing Hippo Association with complete lists is **3 working days** before the preliminary round date.

#### **A Week Before the Examination Day – School Coordinators & Invigilators**

In order to be able to send Zoom invitations to the students, the invigilators need to make sure they have all their email addresses.

**Zoom.** Invigilators need to download the Zoom application for Windows or Mac and set up their Zoom account.

#### **Three Working Days Before the Examination Day**

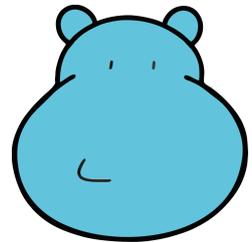
School Coordinators need to send completed templates (candidate lists) to the Country Coordinator, who will then forward them to [info@hippo-olympiad.org](mailto:info@hippo-olympiad.org).

The candidates also need to be provided with the Instructions to Candidates.

#### **One Day Before the Examination Day – School Coordinators & Invigilators**

In the meantime, the invigilators need to test their equipment and Internet connection, including Zoom, prior to starting the exam.

Once they have logged into their account, they need to click on *Schedule a meeting*. The following settings need to be applied to each session prior to sending out invitations.



My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: Hippo 1 Preliminary Round Examinations

Description (Optional): Enter your meeting description

When: 01/26/2021 11:00 AM

Duration: 1 hr 30 min

Time Zone: (GMT+1:00) Rome

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID 710 423 8080

Video: Host  on  off  
Participant  on  off

Meeting Options:  Allow participants to join anytime  
 Mute participants upon entry   
 Automatically record meeting on the local computer  
 Approve or block entry to users from specific regions/countries

Change the topic to the name of the exam.  
Select the date, time and duration (it will depend on the maximum length for the category).

Switch on the video for both the host (Invigilator) and the participants (Candidates).

The invigilators need to start a Zoom session and email to all the candidates an invitation to join the session at the scheduled examination start time.

The email invitation is generated by the system and will contain the following information:

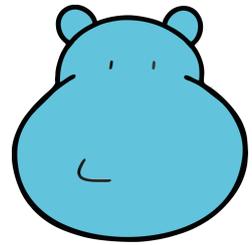
Cc:

Subject: Please join Zoom meeting in progress

Join Zoom Meeting  
<https://us04web.zoom.us/j/567533144?pwd=RGNwQys1c0UvU211SzRFaTRiVjVLZz09>

Meeting ID: 567 533 144  
 Password: 926027

**NB** The link, username and password here are examples only. Do not attempt to use.



The invigilator should amend the content of the automatically generated invitation prior to sending, for example by adding the link to the testing website and candidate number. The invigilators need to include a reminder that the candidates **MUST** download Zoom application on the PC they are going to use for the tests and that they **MUST** complete the sample tests. The password needs to be sent once all the candidates have connected to Zoom.

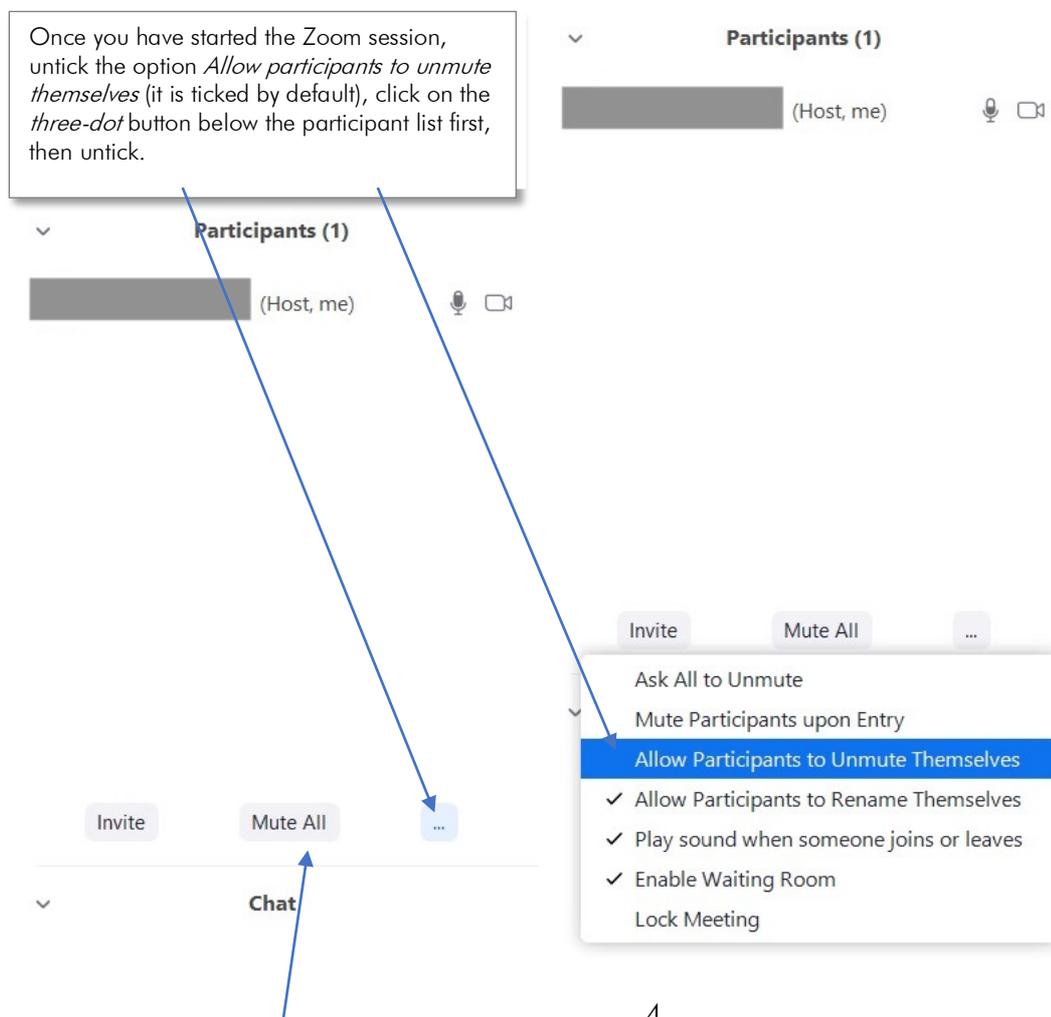
## On the Examination Day

### General Zoom Settings for Sessions

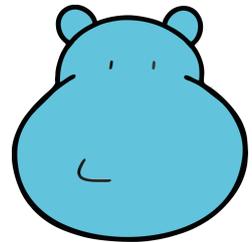
- 1) Select 'gallery view'.
- 2) Have both the 'manage participants' and the 'chat' windows opened to the side of the screen.
- 3) Make sure that the 'chat' settings are set to 'everyone chat publicly'.
- 4) As the candidates join the session, they will be automatically admitted to the 'waiting room'.

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

Once you have started the Zoom session, untick the option *Allow participants to unmute themselves* (it is ticked by default), click on the *three-dot* button below the participant list first, then untick.



The screenshot shows the Zoom interface with the 'Participants (1)' list on the left and the settings menu open on the right. The settings menu includes options like 'Ask All to Unmute', 'Mute Participants upon Entry', and 'Allow Participants to Unmute Themselves'. The 'Allow Participants to Unmute Themselves' option is currently checked and highlighted in blue. Blue arrows indicate the steps: one points to the three-dot menu icon, and another points to the 'Allow Participants to Unmute Themselves' option in the dropdown menu.



The session needs to start with the Reading, followed by the Use of English. A short break can be scheduled between the units, but the online session needs to be kept running during the breaks.

Once the invigilator has started the Zoom session, they need to admit the candidates and then run audio checks to ensure that all Candidates can hear the invigilator and can be heard. The invigilator needs to explain to the candidates what is going to happen during the exam session as well as the order in which the units are taken.

**IMPORTANT:** Make sure that each candidate has been provided with a telephone number they can reach the invigilator on in case of any unexpected events during the exam session (loss of Internet connection etc.).

The candidate needs to be the only one in the room, and cannot have anything on the desk / table. Before the beginning of the test, each candidate needs to show his / her room and the desk to the invigilator using the PC camera.

All the candidates need to start the same unit at the same time. For that reason, the invigilator needs to guide them through the process and advise when to start. In addition, the invigilator needs to advise the candidates NOT to start the next unit, but type *Finished* in the Zoom Chat box and wait for further instructions.

After the environment check, the invigilator needs to make sure all the candidates have their candidate number. Once all the candidates have connected to Zoom, they need to go to <https://soa.hippo-competition.org/quiz/start>. Once on the page, candidates need to choose their country from the drop-down menu, insert their candidate ID, DOB and the password provided by the invigilator:

### Start your quiz

**HIPPO OLYMPIAD - START YOUR QUIZ**

Country	Student ID
Choose... ▼	

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Date of Birth

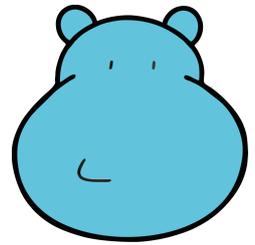
D	D	M	M	Y	Y	Y	Y

Exam Password

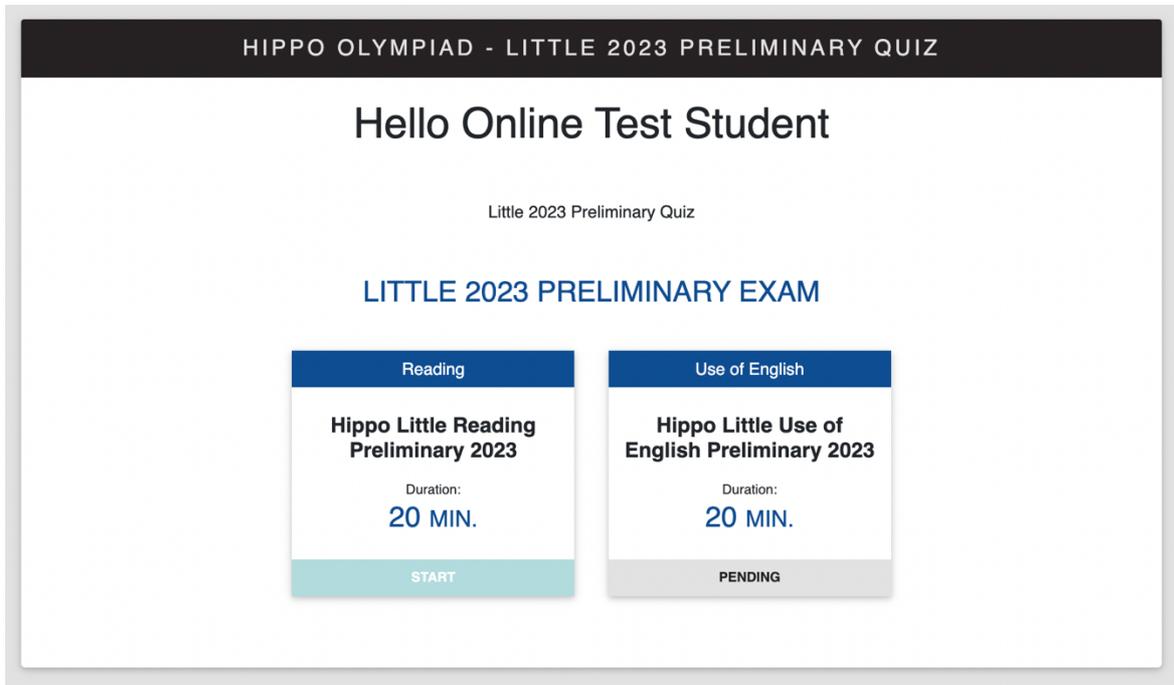
.....

**START QUIZ**

5

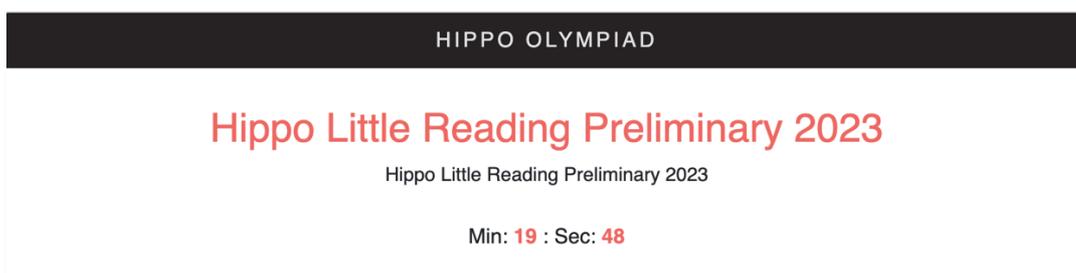


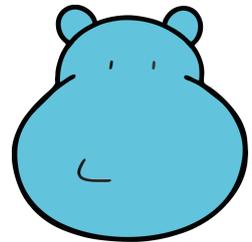
After inserting all the necessary data, they will see the following screen:



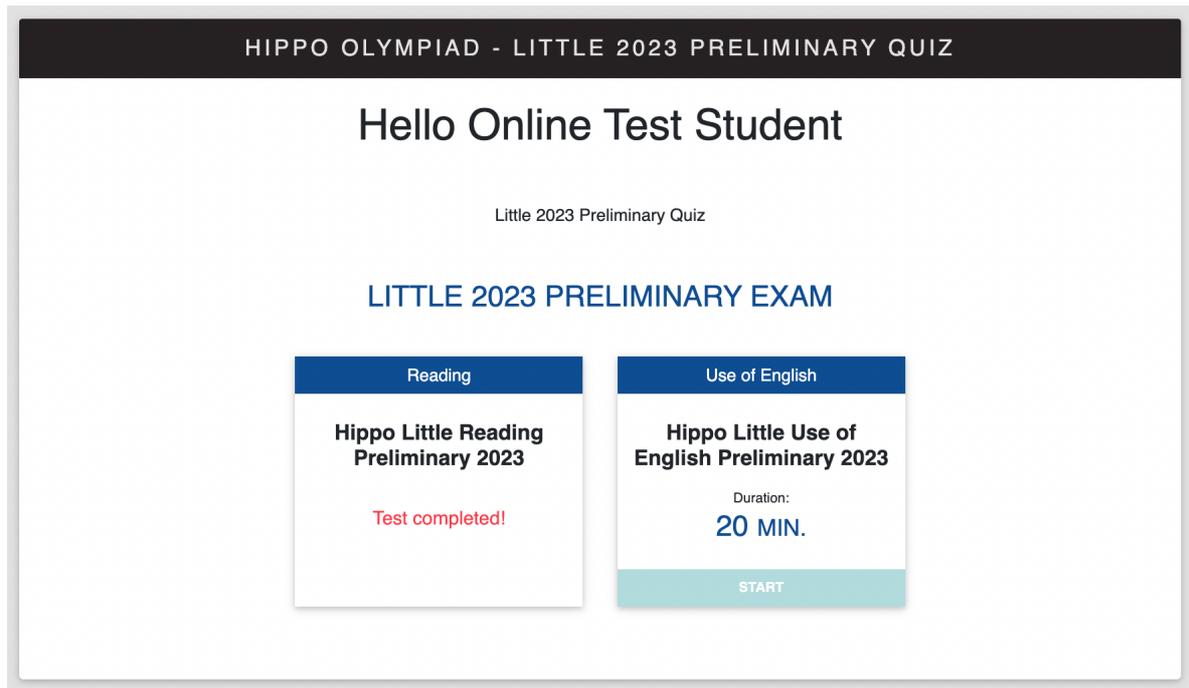
**NB** The whole test, e.g. reading, is within one page. Candidates need to scroll up and down and can change their answers until they submit the exam or until the time is up.

The candidates will also see the timer at the top of the page:





After a candidate has submitted the exam, they will be redirected to the test home page. At that point, they then need to type *Finish* in the Zoom Chat box to inform the invigilator. Once all the candidates have finished the reading unit, the invigilator can advise the candidates to start the Use of English unit:



HIPPO OLYMPIAD - LITTLE 2023 PRELIMINARY QUIZ

Hello Online Test Student

Little 2023 Preliminary Quiz

LITTLE 2023 PRELIMINARY EXAM

Reading

Hippo Little Reading Preliminary 2023

Test completed!

Use of English

Hippo Little Use of English Preliminary 2023

Duration: 20 MIN.

START

*Candidates are strongly advised to make sure they have a stable internet connection. Each candidate can log in only once. In case there are technical difficulties, the invigilator needs to inform the country coordinator immediately so they can contact Global Hippo Association (assistance available 24/7 during the examination period). The assistance phone number will be sent to each coordinator.*

Taking pictures of the examination pages is strictly forbidden. The copy / paste function is disabled for both units.

After each session, the invigilator needs to complete the report (a template will be sent together with the rest of the information) and send it to their Country Coordinator once they have finished all the online sessions for that category. The invigilators need to report any irregularities that may occur during the test – this needs to be done within the report. Once the Country Coordinator has received all the completed reports, they need to be sent to [info@hippo-olympiad.org](mailto:info@hippo-olympiad.org).