



HIPPO 2023

11th INTERNATIONAL ENGLISH LANGUAGE OLYMPIAD

ENGLISH WITHOUT BORDERS

Printing and Packaging Instructions

General Information

This document is intended for use by the staff of the Global Hippo offices or coordinators where examination materials are printed and packed in order to be sent to the preliminary round venues.

The guidelines contained in this document are meant to ensure the same standard across the regions and countries and provide the same level of services to all the participating schools and candidates.

Exam Materials

The preliminary round exam materials consist of:

Category	Reading & Use of English Booklet
Little Hippo	3xA3 or 5xA4 sheets
Hippo 1	3xA3 or 5xA4 sheets
Hippo 2	3xA3 or 6xA4 sheets
Нірро З	3xA3 or 5xA4 sheets
Hippo 4 & \$10	3xA3 or 6xA4 sheets
Hippo 5 & \$15	4xA3 or 6xA4 sheets
Hippo S19	4xA3 or 6xA4 sheets

Exam materials need to be printed and packed as a booklet (both together). Exams need to be first placed in a transparent plastic sleeve, up to 10 exams in a sleeve. For example, if the number of candidates for the level at the venue is 15, there will be two plastic sleeves containing booklets, one containing 10 and one containing 5.

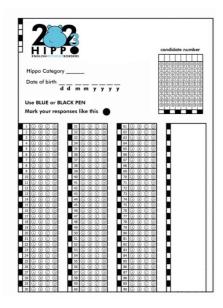
Each of the plastic sleeves need to be sealed with a protective seal (attached, file name: *Protective Seal 2023*).

The plastic sleeves then need to be placed in an envelope on which the Hippo category is clearly marked.





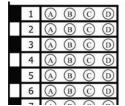
OMR (Answer Sheet) Printing Instructions

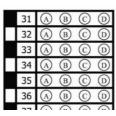


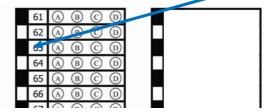
Coordinators are kindly asked to follow the instructions to properly print and scan OMRs. The OMRs that are not printed in accordance with the guidance cannot be marked by the OMR reader and will not have a score.

When printing OMRs (answer sheets), the following settings need to be used: Print the PDF file as A4 - click 'actual size, on 80 g/m² A4 paper with a laser printer. DO NOT print from a browser but use software such as Adobe Acrobat so you have custom settings.

DO NOT use the save toner option – printed OMRs have to have completely black squares, not grey. The squares are used by the OMR software for positioning the **key while scanning**.







A sample OMR with the dimensions that a printed OMR needs to have is attached to this document.

Parcel Contents

Each of the parcels need to contain:

- 1. the appropriate number of booklets (in plastic sleeves, sealed and then placed in a single envelope per category),
- 2. the appropriate number of OMRs (Answer Sheets),
- 3. stickers to be used to seal the tests once they have been completed (attached, file name: *Coordinator Seal 2023*),
- 4. candidate certificates of participation (file name: *Hippo 2023 Candidate Certificate*) blank, as many as there are participants at the venue,
- 5. invigilator certificates of appreciation blank as many as there are invigilators listed in the venue approval form plus one for the hippo coordinator (file name: *Hippo 2023 Invigilator Certificate*),
- 6. hippo coordinator certificate (file name: *Hippo 2023 Coordinator Certificate 2022*),
- 7. venue approval certificate (file name: Hippo 2023 Venue Certificate) to each participating venue,





- 8. Olympiad (file name: *Hippo 2023 Regulations*) and Examination Regulations for paper-based examinations; (file name: *Hippo 2023 ER Annex 2*);
- 9. address for the return of examination materials.

Any questions regarding the exam printing and packaging need to be sent to <u>coordination@hippo-</u>olympiad.org.

OMR (Answer Sheet) Scanning Instructions

Before scanning the OMRs, please check:

- 1. if the answers/circles are filled in completely,
- 2. that the OMR is not damaged all irregularities on the OMR will result in a bad scan and the software will not be able to read it.

Scan the OMRs (Answer sheets) using a scanner with an automatic document feeder with the following settings:

File type: .jpeg,

Resolution: 300dpi grayscale,

Size: A4.

Hippo Association will only accept scanned OMRs, not pictures or scans made with phone apps.

On the following pages, you will find examples of bad scans and reasons why they cannot be read and marked automatically. Such scans will not be accepted.

(B) (C)

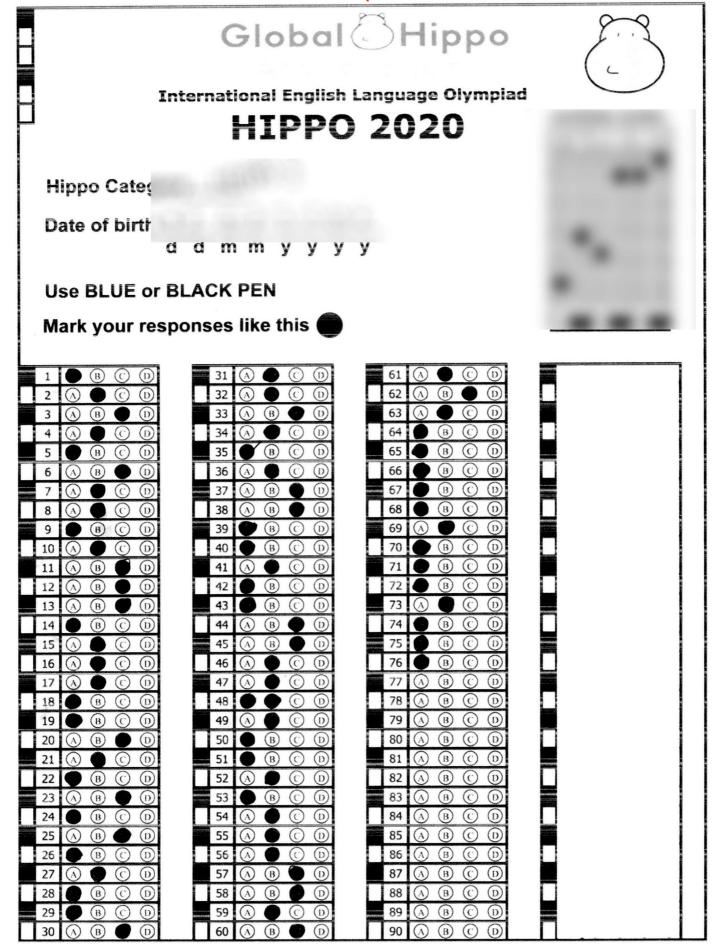
60

(B)

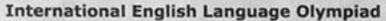
(B) (C)

INCORRECTLY SCANNED OMR EXAMPLE 1

1. the scan is tilted / not straight; 2. there are white lines in the black squares







HIPPO 2020



candidate number

Hippo Categ

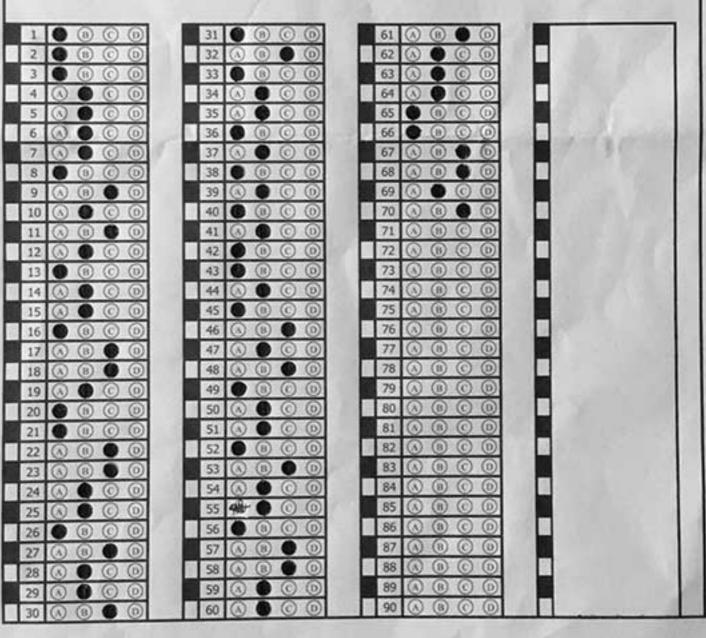
Date of birth

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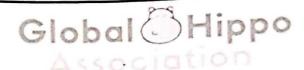
Use BLUE or BLACK PEN

Mark your responses like this





The scan is not straight.





International English Language Olympiad

HIPPO 2020

Hippo Catego

Date of birth

Use BLUE or BLACK PEN

Mark your responses like this



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INCORRECTLY SCANNED OMR EXAMPLE 4

1. the scan is tilted / not straight; 2. there are white lines in the black squares

