HIPPO2021

9th INTERNATIONAL ENGLISH LANGUAGE OLYMPIAD

ENGLISHWITHOUTBORDERS

ANNEX 2

Regulations for Paper-Based Examinations

Test Materials

- Do not open test materials until the time of the test.

- Store all test materials in a locked safe, or cabinet, in a locked and secure room.

Invigilators

- At least one invigilator must be present throughout the test.

- At least one teacher of English must be present throughout the test. The teacher of English can also be an invigilator.

- No person who has taught any of the candidates in English may act as the sole invigilator.

- No relative of or person directly interested in a candidate may invigilate a test when this candidate is present.

- Where there are more than 25 candidates, one additional invigilator will normally be required for each additional 25 candidates, or part thereof.

- When only one invigilator is present, this invigilator must be able to contact immediate assistance without disturbing candidates or leaving the room.

- Check the attendance register (downloaded from .SOA) is available and correct. This document must be completed and returned with the completed tests.

- Only candidates whose names appear on the attendance register can be permitted to take part in the Olympiad. No tests from unregistered candidates will be accepted.

Tests

- After the tests, pack and seal the papers, sorting by level.

- Post the tests on the first working day to the address that your country coordinator has provided with the tests.

- GLOBAL HIPPO ASSOCIATION can only be responsible for the tests from the moment of receipt.

## Instructions for Invigilators

Arranging the Room

- Check that any display material that might be useful to candidates has been cleared from the walls.

- Check that desks are positioned at least 1 metre apart.

- Check that a wall clock is clearly visible to all candidates.

- Display a board showing the test start and finish times.

Identifying Candidates

- Make sure you know the identity of every candidate in the room, by checking if necessary.

Before the Tests

- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones, dictionaries, etc.

- Give out answer sheets (OMR forms). Give time to the candidates to complete the personal information part of the form. The personal information boxes need to be completed in BLOCK CAPITALS.

- Make sure the candidate numbers have been completed correctly. The OMRs with incorrect or incomplete candidate numbers will not be marked.

- Read out the instructions on the front of the question paper.

- Tell candidates when they may begin and how much time they have to complete the test.
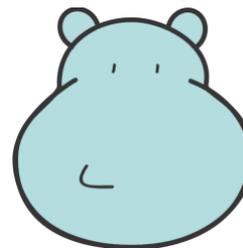
- **One answer sheet (OMR form) needs to be used for all three tests.** For that reason, in the preliminary round, the Reading test needs to be completed first, then the Use of English test and finally the Listening test. Candidates need to be given 5 minutes after the end of the listening recording to transfer their answers on to the answer sheet. In the semi-final round, the Reading test is completed first and then the Writing test – only the Reading test answers are to be given on the OMR form.

- After each component (Reading, Use of English, Listening) the test booklets need to be collected. After all three tests have been completed, the OMRs need to be collected.

During the Examination

- Do not allow candidates to enter the room if the test has already started.

- Be vigilant and supervise the candidates at all times to prevent cheating.

• If you discover cheating, take away any unauthorised material and allow the candidate to continue. Make a note on the attendance register next to the candidate's name.

• Candidates can leave the room only to go to the toilet and must be accompanied by a responsible adult.

- Tell the candidates to stop writing at the end of the test.

After the Tests

- Collect the tests and answer sheets before candidates leave the examination room ensuring that all details on the front page have been completed.

- Sign the attendance register.

- Pack and post the answer sheets together with attendance register.