



13th HIPPO *annex 3*

examination regulations for on premises online exams

The aim of this document is to provide guidance to the Hippo Country Coordinators where examinations are held on school premises and invigilated by the venue staff.

A Week Before the Examination Day

Timetables. Country Coordinators who have chosen remotely observed online examinations for preliminary round of Hippo 2025, are provided with the following two documents:

- 1) Timetable Template
- 2) Instructions to Candidates

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

Three Days Before the Examination Day – Country Coordinators, School Coordinators & Invigilators

Timetables. 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 Timetable.

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.

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

	BABY HIPPO	LITTLE HIPPO	HIPPO 1	HIPPO 2	HIPPO 3	HIPPO 4	HIPPO 5
READING	20 min.	20 min.	30 min.	30 min.	30 min.	40 min.	45 min.
USE MC	20 min.	20 min.	20 min.	20 min.	20 min.	30 min.	30 min.
TOTAL	40 min.	40 min.	50 min.	50 min.	50 min.	70 min.	75 min.



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

	HIPPO S1	HIPPO S2	HIPPO S3	HIPPO S4	HIPPO S5
READING	30 min.	30 min.	40 min.	45 min.	45 min.
USE MC	20 min.	20 min.	30 min.	30 min.	30 min.
TOTAL	50 min.	50 min.	70 min.	75 min.	75 min.

Equipment. School coordinators and invigilators need to test their equipment, that is the PCs that will be used for the examinations, as well as the Internet connection.

Instructions to Candidates need to be sent to each student.

Informing Hippo. Hippo needs to be provided with completed timetables, which need to include the following information:

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

Completed timetables need to be sent to xxx@hippo-thecontest.org 3 working days before the preliminary round date at the latest.

One Day Before the Examination – Country Coordinators & School 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 and need to be sent to School Coordinators / Invigilators.

N.B. School Coordinators need to download the attendance registers per category from .soa.

On the Examination Day

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 sent to marking@hippo-thecontest.org.
- Only candidates whose names appear on the attendance register can be permitted to take part in the Contest. No tests from unregistered candidates will be accepted.

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.

Identifying Candidates

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

Before the Tests

- Make sure all the PCs that are supposed to be used for the examinations function properly.
- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones, dictionaries, etc.
- Explain the online examination procedures to the candidates.
- Prepare an easy way of distributing candidate numbers, such as paper slips with candidate names and .soa generated candidate numbers.

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 unauthorized 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.

Online Examination Procedures

All the candidates need to start the same unit at the same time. The invigilator needs to make sure all the candidates have their candidate number. Once all the candidates are ready, they need to go to www.soa-htc.org and then click on the START NOW button on the home page.



LIVE Hippo Exams

For the Contest purposes only, preliminary and national finals live exams.

WARNING

This exam system does not allow DOUBLE ENTRIES.

It means that:

- candidates cannot log in at the same time on two devices (PC+Tablet or phone),
- candidates cannot open another window or tab.

If a candidate does one of the above, due to the breach of regulations, they will be automatically logged out and will not be able to log in again.

START NOW

Once on the page, candidates need to choose their country from the drop-down menu, insert their candidate ID and DOB. For a candidate to be able to access the online examination, the DOB must be correct on .soa, that is, the DOB that the candidate types in needs to match the one on .soa.

At this point, the invigilator needs to provide the students with the password:

A screenshot of a web form titled "Start your quiz". The form has a yellow header with the title. Below the header is a dark grey bar with the text "HIPPO THE CONTEST - START YOUR QUIZ". The form contains several input fields: a "Country" field with a dropdown menu showing "Choose..." and a small downward arrow; a "Candidate no" field; a "Date of Birth" field consisting of eight small input boxes labeled "D", "D", "M", "M", "Y", "Y", "Y", "Y" from left to right; and an "Exam Password" field. At the bottom of the form is a dark grey bar with the text "START QUIZ".

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



HIPPO THE CONTEST - HIPPO 3 - S2 2025 (CEFR A2)

Hello Sample 2025

Hippo 3 - S2 2025 (CEFR A2)

Hippo 3 - S2 Preliminary Round 2025

Reading	Use of English
Hippo 3 - S2 Reading Preliminary Round (CEFR A2)	Hippo 3- S2 Use of English V.1 Preliminary Round (CEFR A2)
Duration: 30 min.	Duration: 20 min.
START	START

The examination needs to start with the reading test. 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:

HIPPO THE CONTEST

Hippo 3 - S2 Reading Preliminary Round (CEFR A2)

Hippo 3 - S2 Reading Preliminary Round (CEFR A2)

Min: 29 : Sec: 57

After a candidate has submitted the reading exam, they will be redirected to the examination 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 - MC unit:



HIPPO THE CONTEST - HIPPO 3 - S2 2025 (CEFR A2)

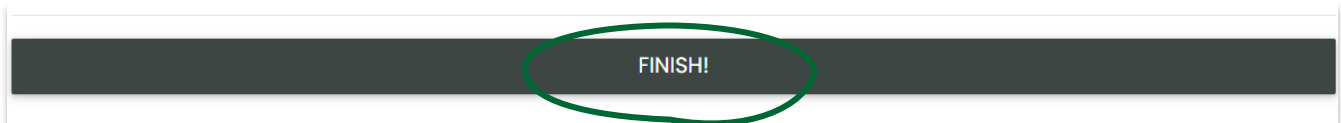
Hello Sample 2025

Hippo 3 - S2 2025 (CEFR A2)

Hippo 3 - S2 Preliminary Round 2025

<p>Reading</p> <p>Hippo 3 - S2 Reading Preliminary Round (CEFR A2)</p> <p>Test completed!</p>	<p>Use of English</p> <p>Hippo 3- S2 Use of English V.1 Preliminary Round (CEFR A2)</p> <p>Duration: 20 min.</p> <p>START</p>
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In order to submit each of the units, candidates need to click the blue Finish button:



And then, close the browser tab.

Candidates are strongly advised to make sure they have a stable internet connection. In case there are technical difficulties, the invigilator needs to inform the country coordinator immediately so they can contact Hippo (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 the Examinations

After each session, the invigilator needs to complete the report (template received from the Country Coordinator) 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 marking@hippo-thecontest.org.