



## 13<sup>th</sup> HIPPO *annex 1*

### *examination regulations for paper-based exams*

#### 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 Contest. 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.
- Hippo 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.
- 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 both tests. For that reason, the order in the examination booklet must be followed: the Reading test needs to be completed first, then the Use of English test. 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 both tests have been completed, the booklets and 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 and in the suspected malpractice box.
- 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.