



## 13<sup>th</sup> HIPPO *annex 2*

### *examination regulations for preliminary round remotely observed online exams*

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

#### A Week Before the Examination Day – Country Coordinators

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

- 1) Report Template – to be completed by invigilators for each online session.
- 2) Instructions to Candidates – to send to the candidates at least a few days before the examination.
- 3) Timetable Template – to be completed and sent back 3 working days before the examination date at the latest.

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 Timetable 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 an equivalent software.

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.

**Student email addresses.** School coordinators need to make sure they have student email addresses to be able to communicate with them directly.

**Zoom.** Invigilators need to download the Zoom application for Windows or Mac and set up their Zoom account (or an equivalent software).

**Equipment.** School coordinators and invigilators need to test their equipment and Internet connection, including Zoom or an equivalent software, and make sure that everything works properly.

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 [marking@hippo-thecontest.org](mailto:marking@hippo-thecontest.org) 3 working days before the preliminary round date at the latest.

### One Day Before the Examination

The Country Coordinator will receive passwords per category needed to access the examinations. Passwords are the same for all the candidates of the same category and need to be sent to School Coordinators / Invigilators.

### On the Examination Day – School Coordinators & Invigilators

Only registered candidates can be permitted to take part in the Contest. No tests from unregistered candidates will be accepted.

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



Once the invigilator has started the Zoom (or an equivalent software) 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 (or equivalent software) 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 [www.soa-htc.org](http://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:

## Start your quiz

**HIPPO THE CONTEST - START YOUR QUIZ**

Country Choose... ▾	Candidate no _____
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Date of Birth

D	D	M	M	Y	Y	Y	Y

Exam Password  
\_\_\_\_\_

**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

<div style="background-color: #008080; color: white; padding: 5px; text-align: center; font-weight: bold;">Reading</div> <p style="text-align: center; font-weight: bold;">Hippo 3 - S2 Reading Preliminary Round (CEFR A2)</p> <p style="text-align: center;">Duration: 30 min.</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">START</div>	<div style="background-color: #008080; color: white; padding: 5px; text-align: center; font-weight: bold;">Use of English</div> <p style="text-align: center; font-weight: bold;">Hippo 3- S2 Use of English V.1 Preliminary Round (CEFR A2)</p> <p style="text-align: center;">Duration: 20 min.</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">START</div>
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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:

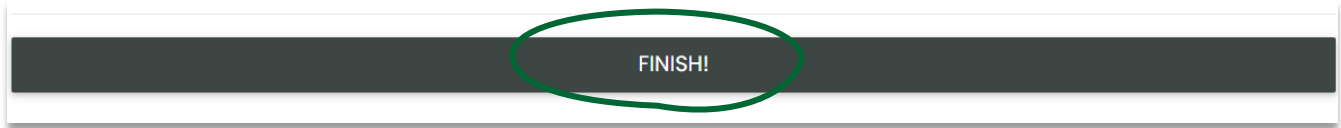
A screenshot of the exam interface. At the top, a black bar contains the text "HIPPO THE CONTEST" in white. Below this, the main content area has a white background. The title "Hippo 3 - S2 Reading Preliminary Round (CEFR A2)" is displayed in red. Underneath, in a smaller black font, is "Hippo 3 - S2 Reading Preliminary Round (CEFR A2)". At the bottom, a timer shows "Min: 29 : Sec: 57" in red text, which is circled in green.

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 unit:

A screenshot of the exam home page. At the top, a black bar contains the text "HIPPO THE CONTEST - HIPPO 3 - S2 2025 (CEFR A2)" in white. Below this, the main content area has a white background. The title "Hello Sample 2025" is displayed in large black font. Underneath, in a smaller black font, is "Hippo 3 - S2 2025 (CEFR A2)". Below that, the text "Hippo 3 - S2 Preliminary Round 2025" is shown. There are two main sections: "Reading" and "Use of English". The "Reading" section has a teal header and contains the text "Hippo 3 - S2 Reading Preliminary Round (CEFR A2)" and "Test completed!". The "Use of English" section has a teal header and contains the text "Hippo 3- S2 Use of English V.1 Preliminary Round (CEFR A2)", "Duration: 20 min.", and a "START" button at the bottom.



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](mailto:marking@hippo-thecontest.org).