



14th 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 on premises online examinations for the Preliminary Round of Hippo 2026, are provided with the *Timetable Template*, which needs to be completed and sent back to Hippo.

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 is 25, the same as for paper-based examinations.

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 OF ENGLISH 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 OF ENGLISH 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.

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 reports@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 MUST download the attendance registers per category from www.soa-htc.org. You can find both the .soa guide and the tutorial on how to use the platform [here](#).

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 reports@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.

N.B. If Hippo fails to receive attendance registers for a school or a venue, the results will not be released.

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 their ID or similar 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, smartwatches, 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.

A screenshot of a dark blue webpage titled "LIVE Hippo Exams" in yellow text. Below the title, it says "For the Contest purposes only, preliminary and national finals live exams." followed by a "WARNING" section. The warning states that the exam system does not allow double entries and lists two rules: candidates cannot log in on two devices (PC+Tablet or phone) and cannot open another window or tab. It also notes that breaching these rules will result in being logged out. At the bottom, a yellow "START NOW" button is highlighted with a blue hand-drawn circle.

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 Candidate no

Choose... , _____

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 - BABY HIPPO 2026 (PRE A1 YL)

Hello Test student 2026

Baby Hippo 2026 (Pre A1 YL)

Baby Hippo Preliminary Round 2026

<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">Reading</div> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"><p style="margin: 0;">Reading Pre A1 YL</p><p style="margin: 5px 0 0 0;">Duration: 20 min.</p></div> <div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">START</div>	<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">Use of English</div> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"><p style="margin: 0;">Pre A1 YL Use of English V2</p><p style="margin: 5px 0 0 0;">Duration: 20 min.</p></div> <div style="background-color: #0056b3; color: white; padding: 5px; 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.

HIPPO THE CONTEST

Reading Pre A1 YL

Reading Pre A1 YL



After a candidate has submitted the reading exam, they will be redirected to the examination home page. 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 - BABY HIPPO 2026 (PRE A1 YL)

Hello Test student 2026

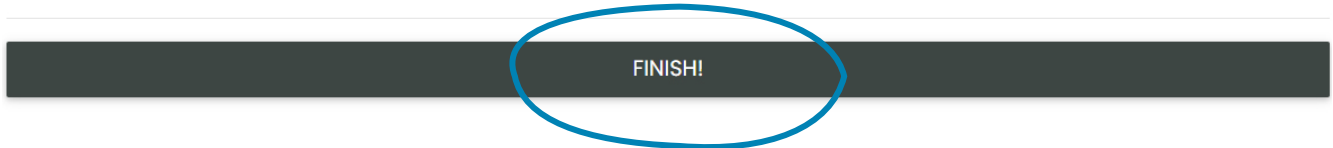
Baby Hippo 2026 (Pre A1 YL)

Baby Hippo Preliminary Round 2026

<p>Reading</p> <p>Reading Pre A1 YL</p> <p>Test completed!</p>	<p>Use of English</p> <p>Pre A1 YL Use of English V2</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 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 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 reports@hippo-thecontest.org.