



HIPPO 2022

10th INTERNATIONAL ENGLISH LANGUAGE OLYMPIAD

ENGLISH WITHOUT BORDERS

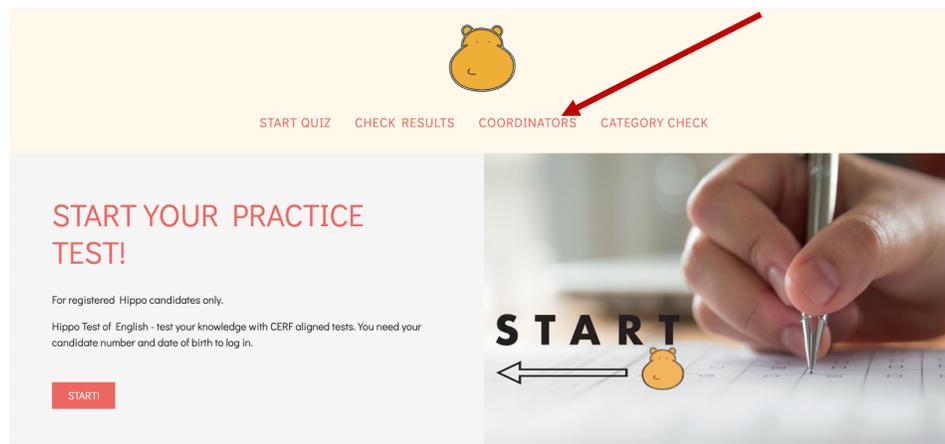
ANNEX 1

Hippo Online Platform

Instructions for School Coordinators

1. Login

Use your unique user name and password for school login on <http://soa.hippo-olympiad.org/>. The link to .soa is also available as a LOGIN button on the official Hippo website: www.hippo-olympiad.org.





2. Students menu

The most important information is in a single window:

The screenshot shows the 'STUDENTS OVERVIEW' page. At the top right, there is a navigation bar with buttons for 'INVIGILATORS', 'AUDIO LISTENING', 'OVERVIEW', and '+ ADD NEW STUDENTS'. A red arrow points to the '+ ADD NEW STUDENTS' button. Below the navigation bar, there is a summary section with 'No. students: 1' and buttons for 'SOA Cert Preliminary', 'Attendance Report', and 'EXPORT'. A table shows student counts for various venues: hippo little, hippo 1, hippo 2, hippo 3, hippo 4, hippo 5, hippo S10, hippo S15, and hippo S19. Below this is a search bar with fields for 'Name and Surname', 'Grade...', and 'Level...'. At the bottom, there is a table with columns for 'Student ID', 'First/Last Name', 'Date of Birth', 'School', 'City', 'Grade', 'Level', 'Test', 'Read', 'Use', 'Listen', 'Score', 'Read', 'Write', and 'Score'. The first row shows a student with ID 1000001, born on 25.12.2010, with a score of 1 in the 'Test' column.

To add new student click on *Add New Student*. You will then see the following fields to complete.

The 'STUDENT - ADD NEW' form contains the following fields:

- Name and Surname *
- Date of Birth * (Select date)
- Country* (Find...)
- Venue* (Find...)
- School
- Grade (Choose...)
- Level* (Choose...)
- Active: Off On

At the bottom of the form is a red button with a plus sign and the text '+ ADD NEW'.

NB: The School field needs to be completed only for the candidates from other schools, that is external candidates, not for the ones that attend the school that is the venue.

After adding a new candidate data please click on the +Add New button.

The system will automatically assign candidate numbers to registered students. Candidate numbers cannot be amended.



3. Amendments

To change a candidate's data (name, date of birth, Hippo category), click on the *Edit* button as shown in the picture below.

Student ID	First/Last Name	Date of Birth	School	City	Grade	Level	PRELIMINARY				SEMIFINAL			
							Test	Read	Use	Listen	Score	Read	Write	Score
1000001					5	1		0.00	0.00	0.00	0.00	0.00	0.00	0.00



4. Attendance report

Attendance report per category can be found in the upper menu of the window.

Hippo Olympiad

STUDENTS OVERVIEW

INVIOLATORS | AUDIO LISTENING | OVERVIEW | + ADD NEW STUDENTS

No. students: 1 | SOA Cert Preliminary | Attendance Report | EXPORT

Venue	ILS Provida Futuri	hippo little	hippo 1	hippo 2	hippo 3	hippo 4	hippo 5	hippo S10	hippo S15	hippo S19
Country	Serbia	0	1	0	0	0	0	0	0	0

Name and Surname | Grade... | Level... | SEARCH

School coordinators are required to print the attendance registers for the preliminary round of the Olympiad. Please select list by list (category by category). The selected list will appear in a new window in PDF format.

The full list of candidates is available by clicking on the *Export* button to the right of the *Attendance Report* button.



5. Candidate Certificates

By clicking on *SOA Cert Preliminary* you can download the PDF for all your candidates with the number of points for all three preliminary round exams.

Hippo Olympiad

STUDENTS OVERVIEW

No. students: 1

Venue: ILS Provida Futuri

Country: Serbia

	hippo little	hippo 1	hippo 2	hippo 3	hippo 4	hippo 5	hippo S10	hippo S15	hippo S19
	0	1	0	0	0	0	0	0	0

Buttons: INVIGILATORS, AUDIO LISTENING, OVERVIEW, ADD NEW STUDENTS, SOA Cert Preliminary, Attendance Report, EXPORT

Search fields: Name and Surname, Grade..., Level..., SEARCH

6. Invigilators

By clicking on *Invigilators* you can add school invigilators. After inserting the names, click on *Confirm*.

INVIGILATORS

ILS Provida Futuri

1. Invigilator: Sample invigilator **+ PDF**

2. Invigilator

3. Invigilator

4. Invigilator

5. Invigilator

6. Invigilator

7. Invigilator

8. Invigilator

9. Invigilator

10. Invigilator

+ CONFIRM

PDF button will appear next to invigilator name. To download the invigilator certificate, click on the PDF button.

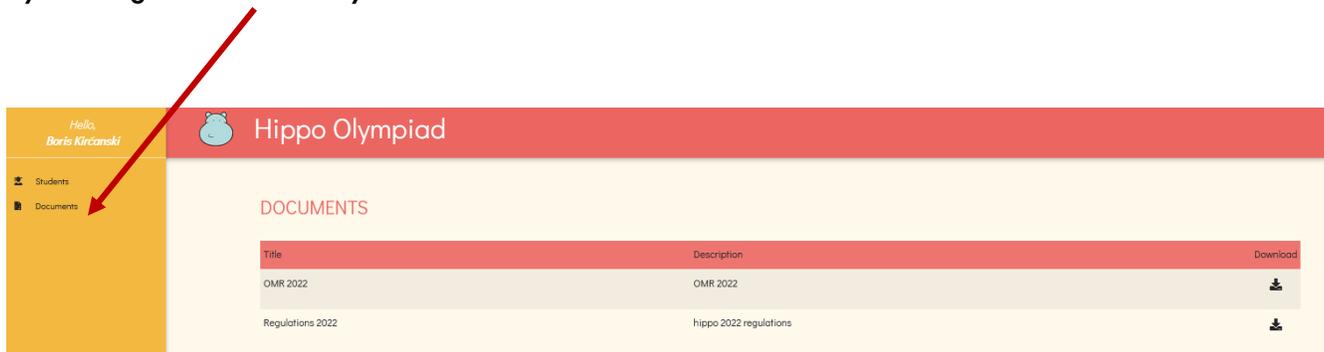


7. Audio Listening

Audio listening are audio files for the Preliminary round Listening test (made available for download two working days before the round date.

8. Documents menu

By clicking on *Documents* you will see the list of documents available for download.

A screenshot of the Hippo Olympiad website interface. The top navigation bar is red and contains the text "Hello, Boris Kircanski" on the left and "Hippo Olympiad" on the right. Below the navigation bar is a yellow sidebar menu with two items: "Students" and "Documents". A red arrow points from the text above to the "Documents" menu item. The main content area is white and titled "DOCUMENTS" in red. It contains a table with two columns: "Title" and "Description", and a "Download" column on the right. The table lists two documents: "OMR 2022" and "Regulations 2022".

Title	Description	Download
OMR 2022	OMR 2022	
Regulations 2022	hippo 2022 regulations	

If you experience any technical problems or have further questions, please contact us at info@hippo-olympiad.org.

NB: School Coordinators are kindly asked to always log out after using .soa.