



EURASIAN SPELLING

bee

ENGLISH LANGUAGE COMPETITION



ONLINE EXAM INSTRUCTIONS FOR ESB
ENGLISH LANGUAGE COMPETITION 2020



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Eurasian Spelling Bee English Language Competition online examinations will allow participants the flexibility to sit the examination in an environment of their choice. You will have 20 minutes approximately for the exam.

You will need a computer connected to high speed Internet and stable electricity (You cannot take ESB English Language Competition online exam on mobile phone). To ensure the integrity of the examination and that no participant may have an unfair advantage over other participants, the online examinations are monitored by Invigilators. Live invigilators communicate only in English. Each participant must undergo an initial identification check by logging in ESB English Language Competition exam application and subsequently conduct an initial environmental scan as well as scan intermittently during the examination. Invigilators will monitor video feeds from participants computers that composes transparent video conference environment to all participants within a group of students. It is each participants' responsibility to follow this policy, as well as additional examination instructions and maintain an appropriate examination environment. Failure to do so may result in an examination grade penalty (up to and including a grade of zero).



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Items Needed

- Computer
- Webcam
- Computer microphone
- Computer speakers
- Adequate Internet speed (minimum 256Kb/s)
- Zoom (make sure it is updated. Also see System Requirements for PC and Mac)

An appropriate examination environment includes:

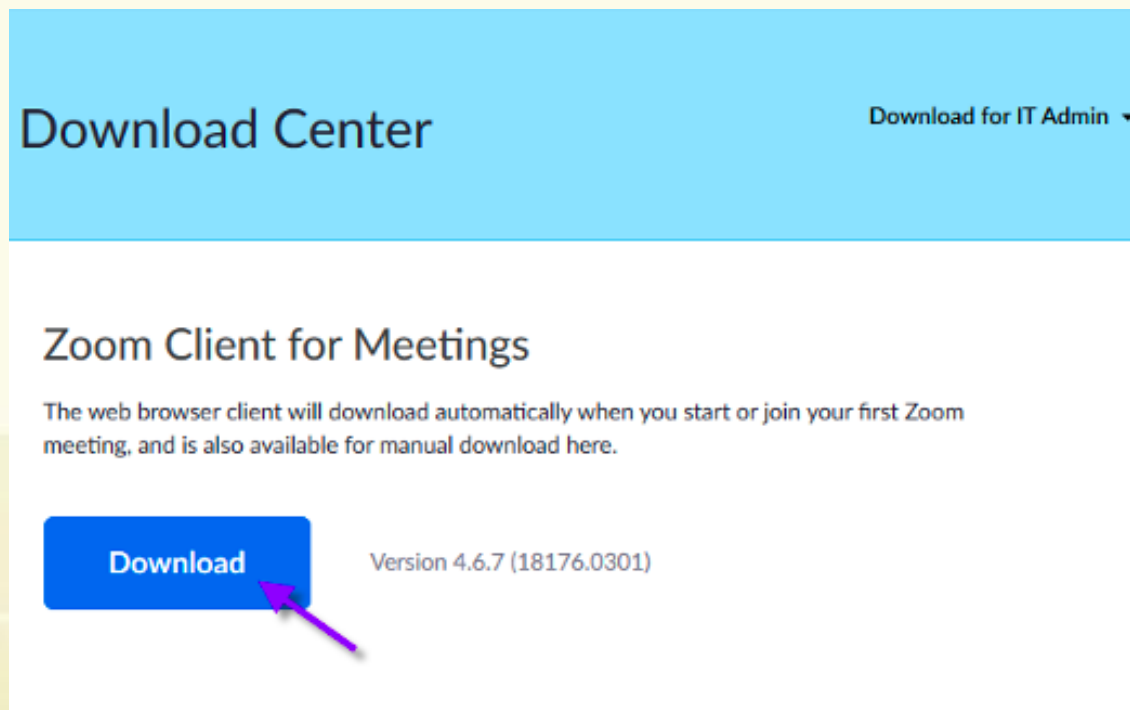
- Be alone in your room (if possible)
- Clear desk and area where you're taking your exam (including around and below desk/table)
- Please make sure your computer is plugged in (not only running on battery)
- No phones, headphones, and/or earbuds
- No dual monitors
- No leaving your seat
- Refrain from talking
- Webcam, speakers, and microphone must remain on throughout the exam
- Keep the recording going until after you have submitted your exam



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Zoom

Download Zoom on the computer you plan to use for the exam by clicking the **Download button**.



The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" followed by a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a prominent blue button labeled "Download". To the right of the button, the text "Version 4.6.7 (18176.0301)" is displayed. A purple arrow points to the "Download" button.



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Click the **Save File** button to save the **ZoomInstaller.exe** file, or follow the appropriate prompts to open it directly. Double-click the **ZoomInstaller.exe** file to open it wherever it was saved on the computer and follow the instructions to complete the installation.



Accessing Zoom

Double-click the Zoom icon to open it.



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Before the online exam

- Participants must start their exam within 30 minutes of the start of the exam window.
- Before gaining access to examination questions, all participants are expected to conduct an appropriate initial environmental scan (by scanning the area around her/his computer to verify that it is free of materials or people that may provide an unfair advantage to the participant).

Participants must understand the initial environmental scan must include all of the following:

- the desk/work-space
- a complete view of the computer including USB ports and power cord connections
- a 360-degree view of the complete room 2 (slow, deliberate, and systematic scans to allow an invigilator a clear view of the entire exam environment)

Participants who do not properly complete an environmental scan may be prompted by a live invigilator to repeat their scans until the entire environment is viewed, e.g., re-scan workspace or floor. A participant may be prohibited from proceeding into the examination until the live invigilator is satisfied that the environment is free of inappropriate materials.

It is participant's responsibility to demonstrate his/her original passport or birth certificate to the invigilator at the beginning of the exam, so that invigilator can verify the participant. Therefore, please keep your original citizen passport or birth certificate with you during the exam period.



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ESB English Language Competition participants are required to maintain a secure examination environment:

- Keeping full face, hands, workspace including desk, keyboard and monitor in full view of the webcam.
- Scratch paper are not allowed to use during exam.
- Participants face and ears must be visible at all times. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.— are not permitted.
- During the examination period, any technical problems including poor internet connection from participant's side that may cause a participant to leave the examination environment is under the participant's responsibility.
- Participants cannot re-join the exam and continue the examination process. Once they leave the examination or disconnect, they cannot continue the exam.



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- Invigilator may conduct room security checks at any point during the exam. Participants must perform all requested security checks. Loss of time during these security checks cannot be made up.
- Not maintaining a secure examination environment or moving from one area to another during an examination may result in participants disqualification from the exam. Environmental scans are designed to not only ensure the integrity of the examination, but also to protect participants from being falsely accused of inappropriate examination behavior.
- *Being suspended in any above mentioned violations, a participant will be automatically disqualified from the exam without right for appeal.*

Consequences of rule violations

Any participant determined by invigilators to have violated the terms of the agreement will be automatically disqualified from the examination and will receive a score of 0 for the exam and the participant's ESB English Language Competition exam registration fee payment will not be reimbursed

