International Mathematical Olympiad Preliminary Selection Contest - Hong Kong 2022

<Instruction to Contestants – Online Selection Contest Arrangement>

The **paper-based selection contest** will be **conducted online via Zoom meeting**. The guidelines below include a set of rules that contestants must follow during the selection contest. **Please read the instructions carefully before the selection contest. If you do not follow the guidelines strictly, your result may be declared void. The Briefing will be held on 11, 13, 14 & 15 May 2022. Contestants MUST attend the session assigned for you.**

About the briefing
All contestants must attend the briefing. You should be ready for the followings:
- Set up your camera accordingly to our guideline. [See guideline – "Camera setup"]
- Prepare a photo of yourself holding your Identity card.
  [See guideline – "Holding your Identity card"]
- Please check your briefing session on competition page.
- Check your email inbox for zoom meeting information of briefing session. The email was sent on 29 Apr.
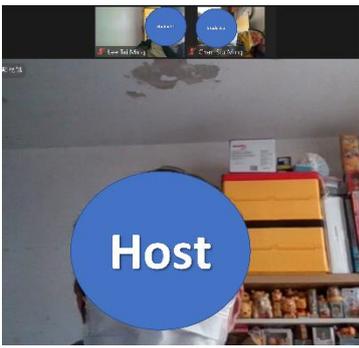
About the selection contest
- Paper-based.
- No calculator is allowed.
- Held at 9:00 a.m. – 12:00 noon, 21 May 2022 (Saturday)
  (Allow entry at 7:45 a.m.; be seated at 8:20 a.m.; announcement made at 8:30 a.m.)
- From 8:35 a.m., contestant could download the question paper (Protected by password) from the One-drive provided by organizer (To be provided in the briefing & via email). The password will be announced at 9:00 a.m..
- Contestants must use the designated answer paper. Please download and print it out in advance.
- Students must join the Zoom meeting and turn on camera & microphone during the selection contest.
- After the invigilator announced at the end of the selection contest, contestants should follow invigilator's instruction to upload the answer paper within a given time.

About Zoom meeting room

- The zoom meeting information for selection contest on-day will be announced via email on or before 13 May.
- Your audio and video devices must be connected and functional during the selection contest. To test your devices, start any meeting in Zoom and, in the meeting, test your audio and video devices by clicking on the "^" menu next to the "Mute" button and selecting "Test Speaker & Microphone…"
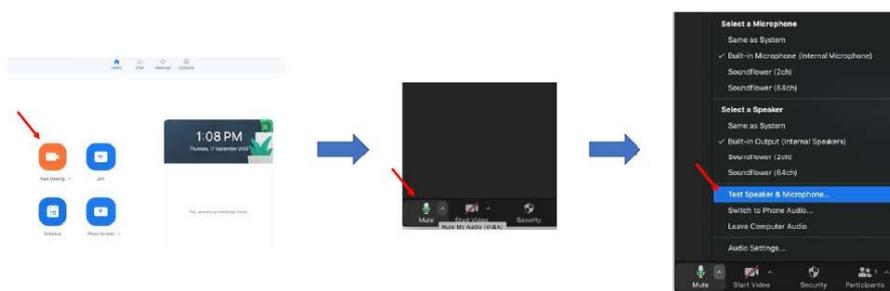
- The Zoom meeting will be run in **"Focus Mode"**. Only host and co-host could see your camera. Contestants would not be able to see each other.

Host	Student Lee Tai Ming
Can see all participants	Can only see the host

- However, your audio will still be heard by everyone in the meeting room.

Preparation for the selection contest

You MUST be ready for the following items during the selection contest:

1. THREE electronic devices:
   - Device 1 (e.g. Desktop/Laptop/Tablet) is for reading the questions and connecting to Zoom meeting to read the instruction during the selection contest.
   - Device 2 (e.g. Cell phone) is for showing your workspace, the screen of Device 1, and your upper body. **Make sure your device is not in "Sleep" mode or runs out of power during the selection contest. You are advised to keep it charging during the selection contest.**

(Alternatively, you may use a detachable webcam to replace your Device 2)

- Device 3 (e.g. Cell phone) to take photo of your answer paper and upload it. [See guideline – "Camera setup"]

Contestants should join the Zoom meeting with Device 1 and Device 2 simultaneously. However, **only turn on the camera of Device 2 (or the detachable webcam).** During the selection contest, you <u>cannot</u> use any device for any other purposes - not as a calculator, not to access notes, not to communicate with others etc..

2. **Stationery, answer papers, and draft papers**
    - You should prepare your stationery, answer paper, and draft papers in advance.
    - You **MUST print out and use** the designated answer paper. The answer paper could be downloaded from the One-drive provided by the organizer.
    - The draft papers MUST be blank paper in A4 size. Both sizes of the papers should be blank.

3. **HKID Card**

    To verify your identity.

Basic ground rules
- Must not refer to any notes, textbooks, and other resources.
- Be in a quiet, private space during the selection contest.
- No communication with anyone by any means.
- Turn off your devices' notification sounds or vibrations.
- Not to use any headset or earphones.
- Make sure you join with video is on.
- Turn off the virtual background feature in Zoom meeting.
- Make sure your speaker is turned on in the Zoom meeting room.
- **The contest announcements will be made in <u>English</u> only.**

Get Ready in the meeting room
Attention: a video of you will be recorded during the entire selection contest. The video is NOT intended for other purposes except for proctoring and will be destroyed after the results of the contest have been announced.

- Allowed to enter meeting room <u>at 7:45 a.m</u>.; <u>be seated on or before 8:20 a.m.</u>.
- Grant the host permission to unmute. [See Guideline – "Grant the host permission to unmute"]
- **You MUST change your screen name in Zoom** with the designated format -

Full English Name (Three digits contestant number and put your surname first, e.g. 001_LEE Tai Ming), so that the invigilator can recognize you and accept you into the meeting room.

- Turn ON the video of device 2 to show your workspace.
- Turn ON the microphone of your device 2 throughout the selection contest, the host will temporarily mute the contestants only if under special circumstances.
- Turn ON the speaker to hear the announcements (In English only).
- Starting from 8:35 a.m. of selection contest on-day, follow the invigilator's instruction to download the question paper from the One-drive provided by the organizer. The question paper is protected by a password and the password will be announced in Zoom meeting room at 9:00 a.m.
  [See Guideline – "Downloading Question paper"]

During the announcement before the selection contest

- The Zoom meeting is in "Focus Mode". Your video will only be seen by the Host or Co-host. However, your sounds will be heard by everyone in the meeting room.
- Place your device 2 (Or the detachable webcam of device 1) at a proper position, to show the screen of your device 1, your working space, and your upper body.
- When requested by the invigilator, please show your Identity card to the camera.
- When requested by the invigilator, show your answer papers **(Attention: you must print and use the designated answer paper provided by the organizer)**
- When requested by the invigilator, show your draft papers, the draft papers must be A4 and blank on both sides.
- Listen and input the password to unlock the question paper's protection.

During the selection contest

- Follow every rule mentioned in **Basic Ground Rules.**
- Do not leave your seat without the invigilator's approval.
- Keep your eyes on the question paper or your workspace, do not look around.
- If you need to use the restroom, you MUST message the instructor in Zoom Chat. You cannot leave before the invigilator approves you to do so. The time you leave and return to your seat will be recorded.

Submit the answer paper after the selection contest

- Put your pen down immediately after the invigilator 's announcement at the end of the contest.
- Stay in the Zoom meeting room, and follow invigilator's instructions to upload the answer paper. If you are not following the steps, you will be disqualified.

- The answer paper must be submitted via Google Form. The URL of the form will only be provided in the Zoom Meeting Room.
  [See Guideline – "Submit the answer sheet via Google Form"].
- Do not leave the room until the invigilator announced that all answer papers have been collected.
- You may be required to stay behind and submit the draft papers if: Your network is disconnected for a long time / your time in washroom is too long / any irregularity occurred.
  [See Guideline – "Scanning draft paper (When required)"]

Guideline

1. Grant permission to unmute

- Grant the host permission to unmute. Contestants must turn on the microphone throughout the selection test. The host will temporarily mute the contestants only if under special circumstance.

- You MUST Allow it when entering the Zoom meeting. If you clicked the wrong option, please re-enter the room before the contest began.
  [Back to "Get ready in the Zoom meeting"]
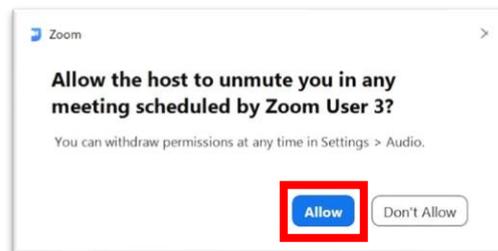
2. Camera setup

- Your Device 2 or detachable webcam should be placed in a position that could capture your work area, screen of Device 1, and your upper body throughout the contest.

- A simple holder could be created with books, boxes, etc..

  P.S. Make sure your Device 2 is stable on the holder and prevent it from falling.

- This is how you should position your camera to capture your work area.

  [Back to "Front Page"]
  [Back to "Preparation for the contest"]

- <u>This is how your invigilator will see you in Zoom.</u>

- Make sure your stationaries, mouse, cups, etc. will not block the view of the camera.

- Control the light source or adjust the screen brightness to ensure the screen can be seen clearly on Zoom.

- Your upper body should be captured by the camera.

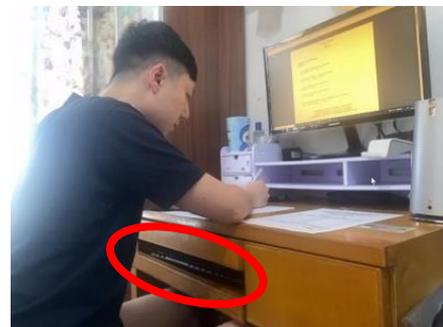- If there is a drawer for your desk, it should be captured by the camera.

Sample setup of home-made holder
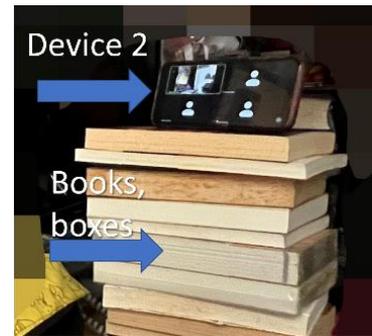
Student setup view
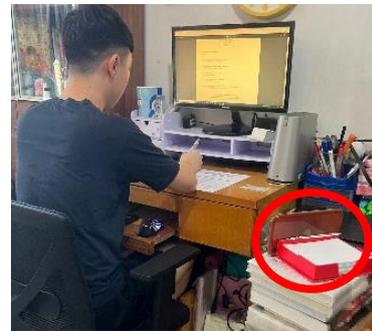
Invigilator view of your Zoom

3. Holding your Identity card

Before attending the briefing session:

- Prepare a photo of yourself holding the ID Card.
- Full name, birthdate, ID number, and picture on your ID card, and your face must be shown clearly in the photo.

During the selection contest:

- Hold your ID card in front of the camera of device 2.
- Full name, birthdate, ID number, and picture on your ID card must be shown clearly.
- Yourself should also face the camera.
- Your photo will be deleted after the result of the select contest is announced.

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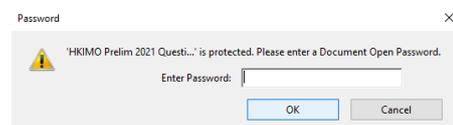*Holding your Identity card*

4. Downloading Question paper

  I.   Open the One-drive link provided in email/briefing session.
 II.   Question paper will be available for download from 8:35 a.m., 21 May 2022.
III.   Enter the password to read the question paper.
 IV.   During the selection contest, you are not allowed to print the question paper.

[Back to "During the announcement before the selection contest"]

Open the One-drive link

Enter password to read the question paper

5. Submitting answer paper via Google Form

I. After the invigilator announced the end of the contest, put the pens down.

II. Show your answer paper to the camera of device 2; make sure your contestant number and the answer of each question are shown clearly.

III. When requested by the invigilator, use device 3 to take a photo of your answer paper within the view of the camera of device 2.

IV. Stay in the view of the camera, and upload your answer paper to the Google Form provided by the invigilator.

V. Wait patiently until the invigilator announces dismissal.
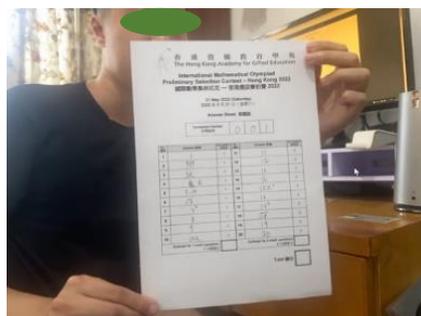
[Back to "Submitting the answer paper after the selection contest"]

6. Scanning draft paper (When required)

● You may be required to stay behind and submit the draft papers if: Your network is disconnected for a long time / your time in washroom is too long / any irregularity occurred.

● Using scanning apps to take photos of your answer papers could make your photo more readable. It could also help you convert the photos into one PDF file.

● We suggest the applications "Camscanner":
Google: https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=zh_HK&gl=US
Apple: https://apps.apple.com/hk/app/id388627783

● Using "Camscanner" to scan the answer sheet:

I. Open the applications "Camscanner".

II. Click on the "Camera" icon at the bottom.

III. Change to "Batch" mode.

IV. Take pictures of your answer papers.

V. Click the preview icon at the bottom right corner.

VI. Check the readability of the photos, then click the "Tick" icon ✅ to the next step.

- To share the PDF file to your computer:
  I. Click on the "Share" icon. ⬆️
  II. Select "Send to PC" under "Share Link".

  III. Visit d.cscan.co on your computer.
  IV. Scan the QR that appeared on your computer's browser with your mobile that is operating "Camscanner".
  V. Download the file.

  P.S. This is just a recommendation. You could do it in your way.

  [Back to "Submitting the answer papers after the contest"]

Reminder

- Update your Zoom to the latest version before the selection contest.
- Test your camera setup before the briefing and selection contest.