

IChO 2020 Istanbul, Turkey **(Remote Access Exam)**

Exam Guidelines

Version: 2.0

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IChO 2020 Organizing Committee

IChO 2020 Academic Committee

IChO Steering Committee

1. Introduction

1.1. Purpose of this Document

- This official document serves as the guideline for properly operated exam during IChO 2020 Istanbul, Turkey (Remote Access Exam).
- Not only does this document institute the rules to be abided by, it also provides countries with recommended operational methods to further protect their own countries from a potential (and false) accusation of cheating. Please read the next section for detailed classifications.

1.2. Time Zone Abbreviations

- In order to avoid confusion, all dates on this document are followed by an indication of time zone:
- Istanbul time indicates a date/time in the Europe/Istanbul time zone (Universal Time Coordinated (UTC)+3)

1.3. Important Remarks for the Oly-Exams Software (*New*)

- It is highly recommended that one can read all instructions about the Oly-Exams (<https://oly-exams.org/docs/>) and try the Oly-Test Demo (we will provide the demo link with credentials soon) before taking the official exam. User name and credentials will be sent to the contact person of the countries until the Oly-Exams software training.
- There will be two different type of accounts in Oly-Exams software; the mentor (delegation) site and the invigilator(examsite) site.
- There will be a **training session (over Zoom Meeting)** to inform all invigilators and mentors about the Oly-Exams on **21st July 2020** between 01.00 – 03.00 pm (Istanbul Time). Observer countries are also invited. The Exam Academic Committee and 1st level Technical Staff strongly suggest that all invigilators and mentors should attend this session in order to avoid possible problems while interacting the Oly-Exams software. Training will be recorded and recording link will be available to those who will not be able to attend.

2. Exam Dates and Timetable

2.1. Exam Dates

- The theoretical exam must take place on **July 25th**.

2.2. Exam Starting Time and Duration (Updated)

- Duration: **5 hours** (Printing and scanning of the exam papers are out of this duration)
- A report chart for the exam details (printing, starting, ending and scanning time, time and length of bathroom breaks for individuals) will be existing on the exam paper of the students and **the invigilator of the exam should announce this notification to the students before the exam.**

2.3. Exam Timetable

- Starting time is 12:00 noon Istanbul time for most countries. Exam writing can start between 12 - 5 pm Istanbul time to accommodate the most distant time zones. On the specified date, it is up to each country to decide the starting time of exams. However, all competitors in each country must have the same exam timetable to avoid ill-intended communication among competitors. Countries with multiple time zones must create the timetable based on **one specific time zone** and conduct the exam based on that time zone.
- All countries submitted their choices for location, video technique on a web form until July 15th.
- Exam preparations (discussions, voting, translation, printing) will be held on a software called Oly-Exams. Mentors will read, comment and vote on, and translate exam text using the Oly-Exams software used by the Physics and Biology Olympiads (oly-exams.org) before. Only a browser and internet access will be needed. If mentors or invigilators encounter any problems with the Oly-Exams system, they can send a mail to icho2020support@tubitak.gov.tr. The 1st level support staff will help them for using the tool on their computers through this e-mail.

3. Required Equipment and Materials (Updated)

- Location for students to work: preferably single location for the full 4 member team, supervised by 1-2 invigilators (Parents do not seem to be an optimal choice as an invigilator, and the home is not an optimal location.). If legal travel restrictions in your country forbid this, students can work separately, given that independent invigilators are present and all other necessities are available. IChO 2020 Team should be informed about this.
- Only a non-programmable calculator, good writing pen (not a pencil) and a ruler can be used during the exam. Calm, semipublic places with electricity, printing, internet are needed. The invigilators need a good command of English.
- Invigilators for each country will receive a separate account (One account will be enough for all the invigilators of the same country) for accessing the Oly-Exams software. That only gives access to the printing of the pdf files approved by the mentors just before the exam and uploading the scanned answers.
- Scanner or a camera combined with pdf conversion software is needed after the exam. Students should only write with a dark pen. Test the printing and scanning process in advance for readability. Submissions should be in pdf format only. (one file per student per question).

- Videos of the students should be recorded from the beginning to the end of the exam (*printing and scanning process of the exam papers do not need to be recorded*). All students and their activities need to be visible. IChO 2020 organizing team will send separate "zoom" meeting links to each country. Invigilators should click the link a reasonable time before the exam. When they enter the zoom meeting room (they will directly enter the meeting room), it will automatically start recording in the cloud. For this reason, invigilators should put their computers or phones where they open the zoom meeting in a place that can see the whole room (four students together) and the device should be connected to the internet with minimum 2 mbit/s uninterrupted internet. That requires a stable Internet connection but if the country faces a technical problem because of local sources, as a last resort, the IChO 2020 organizers can approve recording the exam offline, and uploading the video files after the exam. If recording offline, the camera has to be able to record 5+ hours in an easily shared format (e.g. mp4) with a reasonable file size. Even a phone with ample storage should be enough. The recording can be made in pieces with no perceivable gaps (e.g. two devices alternating). Time stamping the pictures would be very advisable if recorded offline.
- Students or their parents will have to give their written consent for the recording and its sharing with the IChO 2020 organizers.
- Students are not supposed to ask questions during the exam. It is advisable that the invigilators should prepare water and some snacks/refreshment for the students.
- *Invigilators must ensure that documents (answer sheets) are properly printed and scanned. On the contrary, the IChO 2020 team will not take any responsibility for this situation.*
- *Please ensure that ideal conditions are provided for your country students. In case of a local problem. Additional time will not be given.*

4. Important Dates (Updated)

4.1. 15th of July 2020:

- Deadline to register student information, invigilator form, make payment and send signed formal documents.

4.2. 21st of July 2020 (New):

- Oly-Exams Software training for the country mentors and invigilators between 01:00 -03:00 pm (Istanbul Time)

4.3. 23rd of July 2020:

- Exam software will be opened for use at 07:00 am Istanbul Time. Problems will be made available to mentors and online discussions will start. International jury meeting will be held via Zoom. Zoom link will be sent to the contact person of each country. Zoom Meetings will be held in two separated session (starting time of the sessions: **04:00 pm** Istanbul Time) and after these sessions finalized there will be a joint zoom meeting at the end.
- Zoom account for the mentors during the Jury meeting (a free zoom account is sufficient – Display name of the account of each person should be: Country_ NameSurname) will be needed. It is advised by IChO

SC that at most two specified mentors from the countries should have right to speak during the meetings in order to provide equality to give enough time for every country.

- Jury Meeting will be used for finalizing the tasks, but the main mechanism of discussion of the text will be the Oly-Exams software.
- The Zoom account addresses of the mentors will be gathered in advance to make sure only the right people have access to the videoconference.
- Exam questions will be available for **translations** on the 23rd of July after 07:00 am via Oly-Exams. If any revisions occur, then the system shows version 1, version 2, ... so that changes can be adapted to the translations by the mentors. Once the delegations submit the final version of their country translation, no changes are anymore allowed in the system. So all the delegations should be careful about this issue.
- If you encounter a problem for accessing the translation tab on the system, please try another browser and be sure that your computer does not have javascript blocker.

4.4. 24th of July 2020 (New):

- Translations will continue on the software.
- Once the delegations finalizes their translations they have to submit the final version in the system. After clicking the submit button, no changes are anymore allowed in the system. So all the delegations should be careful about this issue.
- After the translations are submitted, invigilators will be able to get the printout of translated exam papers from the software after 09.00 am on 25th of July 2020. But the papers should not be shown to the students before the official exam time of the country.

4.5. 25th of July 2020

- Theoretical exam will be conducted in each country.
- System will be open for printing of the exam question after 09.00 am (Istanbul Time). According to IChO regulation, at least one English version of the exam questions should also be available in the exam location in case of a need.
- A zoom link will be given to each country in order to record the exam. The delegations are responsible for recording their exams offline unless they use the link provided.
- **Scanned answer sheets will be uploaded to Oly-Exams at the end of the exam by the invigilators in an hour. Invigilators must ensure that documents (answer sheets) are properly scanned and uploaded to the system. Otherwise, the IChO 2020 team will not take any responsibility.**

4.6. 26th of July 2020

- Grading will be done by the academic committee of IChO 2020.

4.7. 27th of July 2020

- Grades of the students will be announced at 03.00 pm. The delegations need to specify their requests on having a moderation or not on 28th July about their grades between 3.00-6.00 pm (Istanbul Time) via Oly-Exams. The IChO 2020 Team will inform all delegations regarding the time of their arbitration's meeting via telegram.

4.8. 28th of July 2020

- Arbitration will be conducted via zoom between 09 am – 6 pm (Display name of the zoom accounts should be: Country_ NameSurname). Arbitration sessions will be planned as follows:
- Each of nine exam questions will have a separate discussion rooms at Zoom.
- Arbitration time for each delegation will be arranged according to the time zones of countries. It will be announced via Telegram on the 27th of July 2020.
- Each arbitration session is planned to take **up to 15 minutes**.

4.9. 29th of July 2020

The final results will be announced via an online closing ceremony (Medals and certificates will be posted by mail/e-mail to the contact person of the countries in later time). Exact time and channel of the ceremony (Youtube, zoom or etc) will be announced on our website in due time.

5. Observer Countries (New)

- 5.1. *Special account for Oly-Exams demo page (not the live one) will be given to the observing countries and IChO 2021 Organization Team.*
- 5.2. *Observing countries and IChO 2021 Organization Team will be able to attend Jury Meetings on 23.07.2020 in order to observe the Olympiad.*

6. Contact us

- 6.1. *During the Olympiad period, for technical issues regarding software, please email us at icho2020support@tubitak.gov.tr. We will get back to you as soon as possible.*
- 6.2. *Telegram application will also be used for text based and instant announcements. Information will be given to the contact person of the countries soon. **Please download the app on your phones asap. Telegram display names should be Country-namessurname in order to join the groups.***