



## Notes for Supervisors and Invigilators and Instructions to Contestants

### Before the contest

Apart from these notes for supervisors/invigilators, you will need the following:

- The attendance list with the names, levels **and copy of tokens** for venue.
- All contestants have their Statement of Entry with their token number.
- Invigilators Report Form
- Supervision Statement which must be signed and returned.

- **Getting ready for the contest**

Check that each computer has access to the internet for your venue and that no other programmes are open or running on the computer.

- Log on to the platform on each computer  
<http://www.kglcontest.com/onlinetest.aspx>
- The following test takers window will appear. Contestants will enter their details here.

(It is not possible to start the test before the allocated time that appears on the statement of entry).



Enter your details

Candidate Number  
eg EN1001

Token  
eg 0A05A59C

Enter the TOKEN carefully. The token is on your statement of entry

Submit

Contestants taking the same level must be spaced apart to ensure other screens are not visible. If taking different levels contestants should be placed next to a candidate at a different level.

### When contestants enter the room

Contestants are asked to arrive at the test venue 20 minutes prior to the commencement of the test. Ask contestants to enter the room and guide them to their allocated work station. When contestants are seated please check their identification. If there are any problems with identification please allow the contestant to take the test as normal and tell them not to worry and they will have an opportunity to confirm their identity later.

(Please make a note of any ID issues on the report form).

**Beginning the Test- Instructions to Contestants**  
**Read out the following. This may also be read out in your local language.**

*Welcome to the KGL Contest in English. This is stage 1 of the Contest.*

*We want you to enjoy the experience and we want you all to succeed so relax and we are here to make sure you understand exactly what to do.*

*I will now give you some instructions so please listen carefully and then ask any questions you have before we start the test.*

**Do you have anything electronic, including mobile phones with you? If you do, switch them off now. This is particularly important!**

- You have 60 minutes to complete the test. **(45 minutes for Pre A1)**
- Carefully enter your **Candidate Number** and the **Token**. You can find these on your **Statement of Entry**.
- Check your name and level are correct. (If not tell your supervisor).
- Read the instructions on screen before you start the test.
- You start the test by clicking start test.
- You cannot communicate with other contestants during the test.
- A *10 minutes left* and *5 minutes left* warning will appear beside the clock in the top right hand corner of your screen.
- You must answer all questions. If you do not answer all questions you will be reminded to do so before you can exit the test.
- You can go back and check your work at any time during the test but you will not be able to go back when you have exited the test.
- In the event of an internet or power disruption you can log back on using the same details and continue the test from the point you were at.
- Your answers are continually saved and you will not lose any work you have completed.
- You cannot leave the room until the end of the test.

*Good luck and we hope to see you all in Stage 2 of the contest.*

*You can now begin the test.*

During the test you may provide clarification as to what the contestants need to do in order to complete the test but do not answer any questions which provide answers to any of the items on the test. Instead encourage them to do their best.

If you detect cheating, take away any unauthorised materials but allow the contestant to continue. Please make a note under the heading 'Comments' on the attendance list next to the contestant's name. You may also complete the Supervisor/Invigilator form with details.

Contestants receive a 10 minute and a 5 minute reminder on their screens during the test. All answers are saved automatically and contestants terminate the test by clicking exit. If they have not answered all the questions they must go back and answer these before they can exit. When a candidate has exited the test they can no longer access the test and the Token is no longer valid.

**Please complete and sign the Attendance List. Mark 'A' for absent. Blank is the default for present.**

Thank you for agreeing to invigilate the KGL Contest. Your role is extremely important for the success of the contest and ensuring that all contestants have **an enjoyable and positive experience**. One of the aims of the contest is to demonstrate that language learning can be an enjoyable and rewarding experience without the stress which is often related to examinations. The contest is meant to encourage healthy competition and motivate students, irrespective of their level, but at the same time a number of guidelines need to be followed by contestants to ensure it is fair for all.

Once again thank you for your commitment to the KGL contest.

If you have any serious issues on the day and need assistance you may contact your local KGL Country Partner.