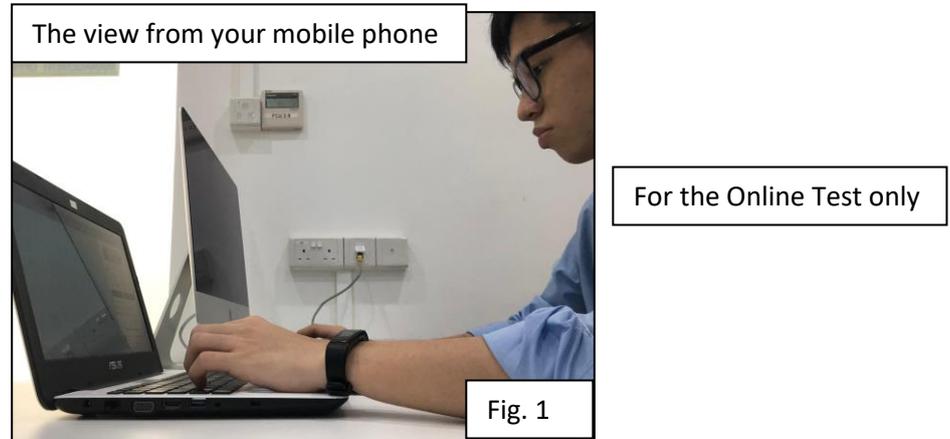


Instructions for Applicants (Online Interview and Test)

Before the Interview or Test

1. You must download the Zoom application on your mobile phone, tablet, laptop or desktop and familiarize yourself with the use of video and chat functions before the examination.
2. Please ensure that the test and interview venue is well-lit with stable internet connection and minimal distractions.
3. You must ensure that there is proper lighting for your face throughout the test and interview, for the purpose of identity identification.
4. **For the online test** (Primary 3 to Secondary 3 applicants), you will require two devices, a laptop or desktop and your mobile phone.
 - a. You will be required to position your mobile phone in such a way that the laptop/desktop screen, keyboard and your face can be captured on Zoom during the test. See Fig. 1 and the example for the sample set up.
 - b. Your mobile phone must be connected to Zoom for the purpose of invigilation throughout the entire test.
5. Ensure your devices are fully charged or plugged in to prevent disruptions due to power.



Regarding the Interview

1. Every applicant will be assigned a date and time for their interview, and be given the interviewer's Zoom meeting room ID and password beforehand via email.
2. You are to enter the meeting room **5 minutes before** your scheduled timing to prevent any delays. You will be placed in a waiting room and be let in when the interviewer is ready.
3. Turn on the audio and video function on Zoom throughout the interview.
4. Prepare your photo ID (Passport) to show the interviewer for verification.
5. For Primary 1 and 2 applicants, the interviewer will be sharing screen to share materials while assessing the applicant. Therefore, please ensure that your device is large enough to view these materials adequately.
6. No external help and prompting will be allowed throughout the interview session.

Regarding the Online Test

1. Before the Online Test, applicants will be given the date and time for their online test, Asknlearn login ID and password, invigilator's Zoom meeting room ID and password via email.
2. Test the Asknlearn login ID and password beforehand and inform the school if you are unable to do so.
3. **15 minutes before** the start of the test, you are required to join the Zoom meeting room for attendance taking.
4. Turn on the audio and video function on Zoom throughout the entire test. Please ensure that the volume on your mobile is loud enough for you to hear the invigilator.
5. Prepare your photo ID (Passport) to show the invigilator for verification.
6. After attendance taking, the invigilator will give the announcement regarding the test you are taking. After the announcement, the invigilator will release the 4 digit code for you to unlock the test to start.
7. The invigilator may communicate with you via Zoom at any point in time if he or she does not have a clear video of you at your laptop or desktop.
8. If you have any questions or problems during the test, raise your hand. One of the invigilators will pull you aside to check with you. You are not allowed to talk during the test.
9. You are not allowed to go to the toilet or leave the table during the test itself. A 10 minutes break will be given between the English and Mathematics test. You can use the toilet before the test or during the short break.
10. The whole duration of the test will be video recorded on Zoom for audit purposes.

11. At the end of the examination, the invigilator will require you to show the “Successfully Submitted” page.
12. Wait for the final instructions from the invigilators before leaving the Zoom session and closing your AsknLearn.