



IPhO 2022 – Instructions for Inviligators

Dear inviligators,

You have already been informed of the general rules during the exams. We however want to describe again the exam preparation/process to ensure a smooth Olympiad. Please read carefully those instructions.

Time in general

All the official times are given in the **UTC+2** time zone (= Switzerland time). **Please check the time, and be on time.** If you are not sure about it, the current UTC+2 time can be e.g. found here: <https://time.is/UTC+2>

Zoom

The exam surveillance will be done via Zoom. If you are not familiar with it, please check the general instructions at the end of this document.

Exam process: Experiment

The exam process can be summarized as follow:

- The leaders are translating the experimental problems on Sunday 10 July.
- When the translation is finished and submitted, the exam will be available for your to download from the ExamTool, and then print. The credentials to access this webpage will be communicated in a separate document/email, on Sunday 10 July.
- **Specific for the experiment:** On Saturday 9 July, we will also send you a link to download the software used for the experiment: it will contain files to simulate an experimental setup. Detailed instructions will be sent with the link. When you receive it, you can already install it on the computers of the students and make a check (following the instructions). The students shall not have access to their computers from the moment you install the software until the start of the exam. The software will be available for Windows, Mac, and Linux.
- The exam happens on Monday 11 July.
- Cameras shall be set-up as indicated in the “Inviligators and camera surveillance guidelines”. On the day of the exam, connect each camera to the zoom link that we will provide. Each camera must be named as follow:
 - For the students cameras: “ABC camera student x”, where ABC is your country code and x the number of the student
 - For the room cameras: “ABC camera room x”, where ABC is your country code, and x the number of the camera

- If you have to connect to the meeting yourself, use the code “ABC-I-x Your name”, where ABC is your country code, x your number, and Your name is your name
- Each camera must be connected to the zoom meeting: you might have to use one browser for each session (e.g. Chrome, Firefox, Edge, etc.) on a single computer.
- Please mute all the cameras, as several countries will be joining the same channel
- The zoom room will be open 30-40 minutes before the start of the exam. **Please join in advance** to be sure that everything is setup correctly.
- The start signal will be given by the host.
- During the exam, you are not allowed to give any help to the students. Only to accompany them to the toilets, give them additional paper if required, or give the remaining time.
- At the end of the 5 hours, the students must stop writing, and order their papers. They can then leave the room, but are not allowed to take anything with them. You can then scan every exam and upload them in the ExamTool (separate instructions to follow). Please keep all the cameras connected during the process.
- When you are done, wait for the host to confirm that all the scans have been correctly uploaded. Upon confirmation, you can disconnect the cameras and leave the zoom meeting.

Exam process: Theory

The process is exactly the same as for the experiments, but there is not software to use. The students hence don't have any computer to use.

The translations by the leaders happens on Tuesday 12 July, and the exam on Wednesday 13 July.

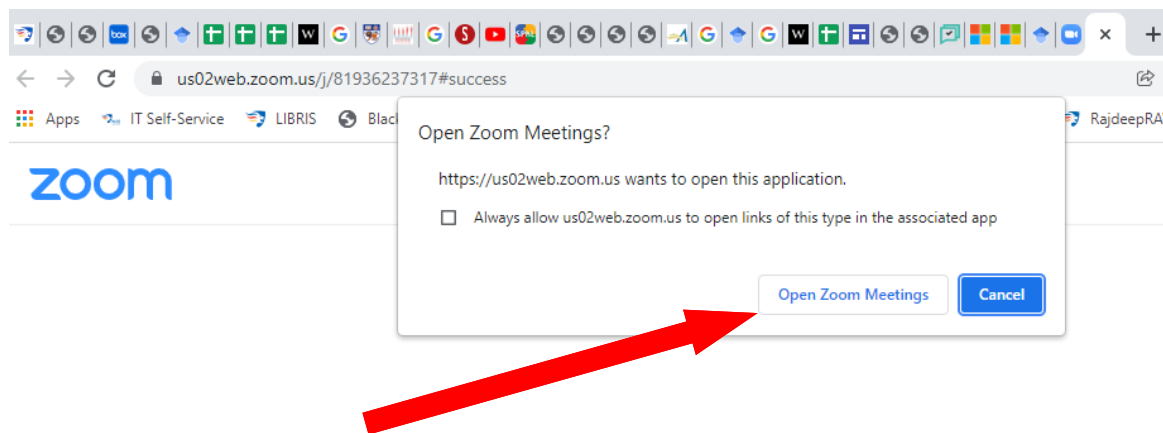
Communication during the meeting

In principle, no communication is necessary during the exam. The host will however be present, just use the chat function of the zoom meeting to ask any question.

General information about Zoom

For joining a session:

- 1) Click on the provided invitation link.
- 2) A screen similar to the one below will open in your browser. You can then either click on “Open Zoom Meetings” if you have the Zoom application installed on your computer:



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Or click on “Cancel” and then “Join from browser” below to open the meeting in your web browser directly:

Your meeting has been launched

Don't see your Zoom meeting?

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

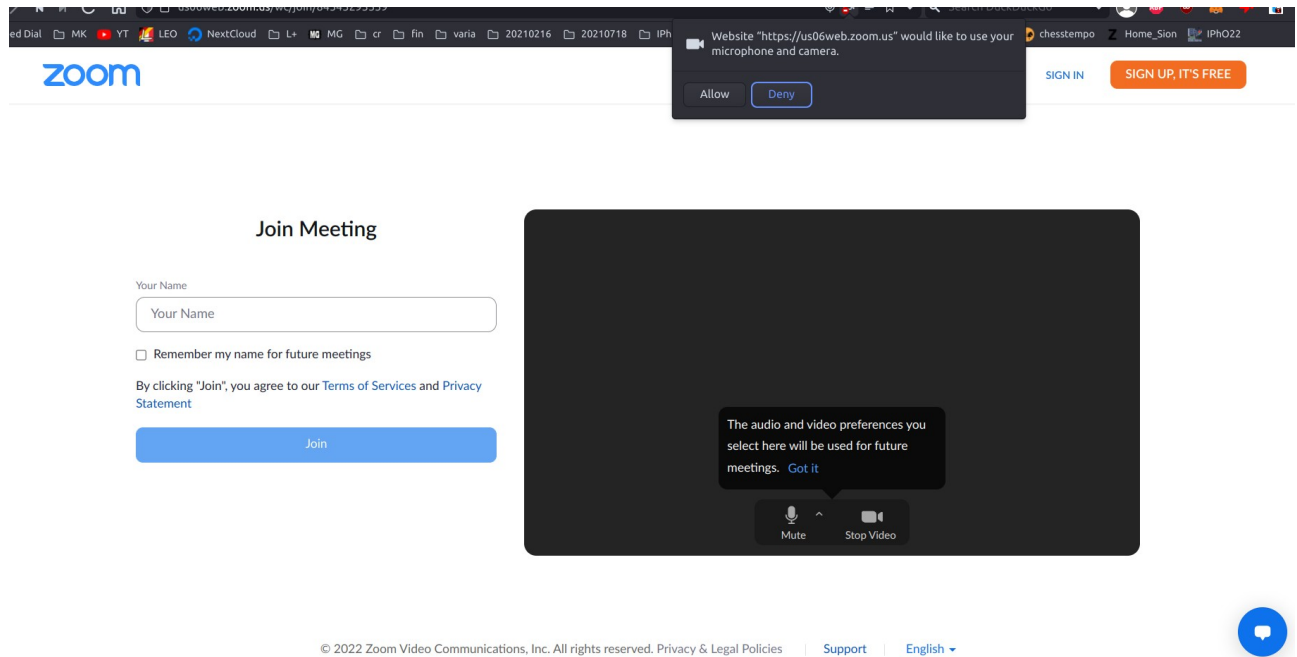
Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

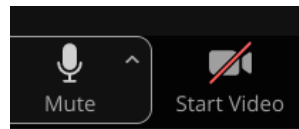


3) You will be asked to define your name (please follow the formatting rules in this document). You can also test if your camera and microphone are working at this stage.



4) Upon entering the room, you will see the following icons at the bottom of the screen:

- Make sure that Mute is disabled when connecting the cameras (just click on the icon)



- Click on Chat to open/close the chat window. If there is any issue during the exam, write a message in the chat.

