

BEST IN ENGLISH

Powered by CZECH  US

TEST MANUAL

01

School ID and verification of data

On 16 November the students will enter the site for the test and the first field they should fill in is the **School ID**. The system validates all School IDs, so without a proper one, the students won't be able to access the test. **Due to security reasons the School name autocomplete function based on typed letters of the School ID is no longer available.** That means that the students have to know their School ID precisely.

02

Test

2a) Link to the test

<http://test.bestinenglish.org/quiz/test2023>

The link will be activated in the morning on 16 November 2023 at 9:00 Central European Time (UTC +1). The test will be open until **14:00 CET** (students will have to finish before 15:00). **Please remember that students within the same school should log in ideally at the same time!**

***If your school is outside of European time zones** or you cannot take the test for some reason in this timeframe according to CET (UTC+1), please let us know the time you would like your students to enter the test at and we will make corresponding arrangements so it will meet your request, if possible (for countries like Mexico, Indonesia etc.).*

2b) Online supervision - power failure and other scenarios

Should your students end up at home due to some sickness, closed school or some technical problem, your students may access the test from outside the school using their own device. In this case, a distant learning tool is to be activated (Zoom, Google Meet, etc.) by the teacher/s as used during regular online classes and the students will join the session together with the teacher/s. This way they will **log in** (fill out

the login page) and launch the test while being supervised by the teacher through a web camera which shall stay on during the test. The teacher should **make a list of the students opening the Online class session** in order to have control of who was supervised during the test from the particular school. We understand that there might be trouble with the internet connection sometimes and running cameras may slow down the data flow, but it is advised checking the internet in advance and to keep students connected during the test.

In the end, it can happen that you will have a part of the students at school with one teacher watching over them while the rest will be at home taking the test with another teacher supervising them online.

Before entering the test students will be asked to fill out a **special field where they will enter the conditions under which they are taking the test** - such as, at home, at school, on my own device etc.

2c) Testing in waves

In order to ease the organization of the competition on your side, the schools are **allowed** to let the students enter the **test in waves** - there can be for example **2 groups** of students from different classes/grades taking the test at a different time, like group 1 at 9:00, group 2 at 10:15.

Just let us know in this case that your students will not be participating in just 1 group and make sure they don't mix up afterward and don't share their test "experience" with those waiting in line.

There used to be a problem with saved cookies when students were taking the test in **waves using the same device**. That is no longer a problem. As long as the previous student does submit his/her test, a new student can enter the test with a new email address and start working on it - all questions will be blank and time will reset.

2d) Correct version of the test

On the test date, make sure that on top of the test page of each student there is 2023 mentioned (so that students are not accidentally using an old link and writing an old test).

2e) The test limit

The test will close down for each student after **60 minutes** if not finished and submitted earlier. In both cases, the answers will be saved to **Cookies** and sent to our database. The test itself starts once the student presses the button at the bottom of the test page **"Begin the test"** - not just after entering the Initial page with a form. The countdown of 60 minutes starts to roll after clicking on Begin the test on the 2nd page, not the 1st one.

2f) Headphones

Students must have headphones in order to complete the Listening parts of the test and to avoid disturbing other students in the class.

2g) Test Devices

Students may use their own computers, notebooks, tablets or smartphones for taking the test even with their own mobile data. Just make sure they are supervised by a teacher even if they take the test from home and advise them to set up their device according to this manual.

2h) The Test Menu

The test Menu will allow the students to skip between the test sections. The whole test consists of several parts/sections. Only once the student enters the final part of it a **red button FINISH THE TEST** will appear at the bottom of the page. The menu works on all platforms and students may use it to skip from one section of the test to another. The test shows the amount of unanswered/missed questions in each section and also a pop-up window will appear when submitting the test with the number of questions left behind. The test has 6 different parts - 2 grammar sections, 2 for reading and 3 video/audio English comprehension parts - headphones needed!

Once the student clicks on Finish the test a new page will appear with the score and time elapsed.

The students can use their mobile phone to scan their result using a QR code. They can then share it, post it to their social media, send it to you or to keep track of their standing among all submitted tests so far - a new feature showing roughly how the student ended up based on the submitted tests at a certain time. The page can be refreshed several times during the day to see the final standing. Expected time to see the final standing is 19:00 CET.

There is no reason to register your students prior to the test - students will fill a short online form on the First page of the test, where the name, student's email, phone, and other data will be entered including your School ID.

03 Test compatibility

In order for the test to properly store data and all answers - **the most important is to have Cookies enabled/allowed on the device**. The test itself will be checking the cookies on each computer when entering the test. Should a **red alert** stating that the browser is blocking cookies appear on the top of the page don't enter the test further, close the window, go to *Settings* of the browser, and under *Privacy and Security* click on *Cookies and other site data* and, ideally, *Allow all cookies* at best (you can change it back after the test). If you are not able to do it and have no IT support, tell the student to take/try a different computer/device.

The Test is optimized for the newest version of Google Chrome for OS 8.1, 10, and also for mobile devices with OS Windows 8 and Android 4.4 or newer. It was successfully tested on Firefox 70, Apple devices with iOS 13 and macOS Mojave. However, some errors or failures of the system may occur for MS systems; for example, Microsoft EDGE featured some problems with the videos if not used with a full screen using F11 on the keyboard. Microsoft Explorer is not supported. It is quite possible that the Test will work on every device made ever since the year 2000.

04

Rules of the contest

You can read the complete rules of the contest [online here](#). We recommend reading them very carefully, to prevent any complications or disqualifications.

05

Emergency contacts

The main emergency contact in case of any complications is the email info@bestinenglish.org.

Coordinators of the project:

+420 211 221 501

+420 777 879 192

+420 776 367 840

IT support

+420 776 367 740

WhatsApp messages

+420 776 367 740

06

Link to the videos/audio

We are sorry but due to security reasons we have decided not to make the videos/audio files accessible in advance. In addition, the internet speed in general has increased significantly nowadays including mobile data. The usage of Audio files in the test dropped to 0 last year. Since the test does not consume much data, if worst comes to worst and the school internet traffic is overloaded during the test the student can skip to his phone or some tablet eventually.

07

Results

The students will see their results (their score and time) right after the test. However, global results and rankings will be available within 2 weeks after the test. **Please, be patient.** We must review the submitted tests and double-check the results which is done partially manually as well including contacting the first 20 best students to make sure they meet the test Rules and Conditions. We expect to have:

- Student results by November 30, 2023
- School results by December 8, 2023
- Certificates by December 20, 2023

08

Prizes

The updated list of prizes is accessible at this [link](#), it's divided into Czech students and other nationalities.

09

Basic troubleshooting

The 2023 Test is based on a New Application Platform. So please, get familiar with the new design, layout and functions using the **2022 Public version test before 16 November**. Use this school ID in this case: **TGK5E1V6**

In case you encounter **these problems** with the test you may solve the problem accordingly:

Problem	Solution
a) Videos or corresponding back up Audio version is not running during the online test.	enter the test using the same email address on another device
b) Computer/School PC not working.	students may use their own laptop or tablet or smartphone
c) The test suddenly stops counting time and is unresponsive and this does not change within 30 sec.	press F5. If this action does not help, try to re-enter the test by shutting down the web browser, opening it again, and starting again. The answers, entered by the student previously, should be saved and should appear again on the screen in the test if the same email address is used. Then the student can continue and submit his answers
d) The test does crash at the moment the student submits the test and the final screen with the test result, score, and time with sponsor information does not appear.	<p>give it a max. of 2 minutes. If nothing changes, the browser is still searching, and the final screen does not appear, try the steps in paragraph above. This may result in:</p> <ol style="list-style-type: none"> 1. You will see the answers again due to saved cookies and can submit the test again. 2. You will be redirected to a final screen showing the score 3. You will get a blank test again (cookies not working properly) 4. NO final page screen will appear after F5 and resubmit
e) The computer/other device will restart by itself (for example due to an automatic Windows updating system or a power failure).	open the browser, and enter the test again using the same email address. The student may continue with the test, but the time limit does not reset. If the test progress is not saved and it shows no answers previously entered, the student is not allowed to start all over again
f) The Internet connection at the school is not working.	in that case, students can use their mobile phone data with their laptop or tablet (it will consume approx. 50MB of internet traffic data)

Cookies must be enabled on the computer used for taking the test. It is the same mechanism as signing in to any other web application. If a given browser can be used to sign in to another web application (e.g. Gmail), then the cookies are working correctly and the browser can be used. If the Cookies are not enabled on the

particular computer (allowed) the entered answers and data will not be stored. In that case, there is no solution. We cannot allow the students to start writing/filling the test again after it has crashed on another computer because the student will have a significant time advantage.

For points c) and d) send us the student's email address and the name and we will search for his/her result.

Taking pictures

If you get a chance and spare some time during the test, please, send us or share with us some pictures from your classroom with the students and your feedback :)

Here is our FB page: <https://www.facebook.com/groups/993153490737786/>

In case of any questions, feel free to contact us.
We wish you a nice day and good luck in the contest!

BIE Team