



Teacher's Instructions

For the Supervising Teacher. Read this document before the day of the sitting. Text in italics is read aloud to pupils, word for word.

Before the day

- 1 Check that you have received from the national partner the papers for every grade you entered, one for each pupil, and that the grade printed at the top right of each paper is the right one.
- 2 Do not show the papers to pupils.
- 3 Book a classroom for one lesson. Pupils need a desk each and a pen. Nothing else is required.
- 4 Tell pupils the day and the lesson. No preparation is expected beyond the ordinary syllabus. Do not run practice sessions with past papers in the week of the sitting.

On the day

- 1 Seat pupils so that they cannot see one another's papers.
- 2 Give each pupil one paper for their grade, face down.
- 3 Have a clock visible to everyone.

Instructions to read aloud

This is the Exam Trainer olympiad. It is a paper in the style of an international English examination. It is not a school test and it is not marked by me. Your result will show what you can already do in English and what you should work on next.

Turn the paper over. Write your surname, your first name and the name of the school in the boxes at the top, one letter in each box. Do not write anything else yet.

The paper has several parts. Read the instructions for each part carefully; they tell you whether to circle a letter, write a letter in the box or write a word on the line. Every question has only one correct answer. Write your answers on the paper itself. If you are not sure what to do, read the instructions again. I am not allowed to explain the tasks or to translate any words.

You may not use a dictionary, notes or a telephone. If you finish early, check your answers. Do not talk to anyone.

You have 30 minutes. I will tell you when ten minutes and when five minutes are left. You may begin.

Note the start time. Then:

When	Say
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After 20 minutes	<i>You have ten minutes left.</i>
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After 25 minutes	<i>You have five minutes left. Grades 8 to 11: if you have not started the last part, the writing, start it now.</i>
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After 30 minutes	<i>Stop writing now. Put your pen down. Check that your name and school are on the paper.</i>
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During the sitting

- 1 Stay in the room. Walk around occasionally.
- 2 You may answer questions about where to write an answer or how to correct one (cross it out and write the new answer next to it). You may not answer questions about the tasks, the meaning of a word or whether an answer is right.
- 3 If a pupil is clearly unwell or distressed, they may leave; note the time on their paper.
- 4 If you see copying or the use of aids, take no action during the sitting beyond a quiet reminder. Note the pupil's name and report it to the partner with the papers.

After the sitting

- 1 Collect the papers and count them against the number of pupils who sat.
- 2 Return the papers to the partner as arranged. Do not keep, copy or photograph them. Past papers are published for teaching once the olympiad year has ended.
- 3 Diplomas for the pupils and the analysis of results for the class are returned to the school by the partner after marking.

If anything about the papers, the room or the pupils prevents the sitting from going ahead as described, do not hand out the papers. Contact the partner.