



Hokkaido English Challenge 2010 Test Preparation Packet

The following pack contains information required to administer the Hokkaido English Challenge (HEC) test for Junior and Senior High Schools.

Please print out the entire packet (except Score Sheets) and read through it to ensure both you and your student(s) are fully prepared for the test.

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The Test Package

Test manuscripts will be sent by post to the address provided on student entry forms.
Do not open this package until you are on camera and ready to administer the test.

The package will contain:

- I. The Test Manuscript
- II. A Certificate of Recognition (one per student)

Every entrant receives a Certificate of Recognition. It is up to you to give your student the certificate. Upon opening the test package, put the certificate(s) *away from the students' view* until later. Please do not give the students certificates during or immediately after the test (i.e. on camera). Try to distribute the certificates during assembly or in class so that others are able to recognize their achievement.

List of Equipment

The following items will be required for administering the test:

- A reliable video camera and tripod.
- Fully charged batteries for the camera, or a plug.
- An external microphone for high sound quality (if available).
- Videotape(s). *Please make sure you have enough to record every student.*
- The HEC 2010 Test Package, **unopened** (received by post).
- The HEC 2010 Declaration Form.
- A stopwatch – Parts of the test are timed.
- A watch/clock to keep track of the time.
- Student name sheets - Each student will need their name written in large black block letters on an A4 size paper to show to the camera. **Use romaji.** Each student will need a separate name sheet. Example of font size on A4 paper:

<p>Naruto Uzumaki</p>

- Blank paper - Parts of the test allow for notes to be taken. Only blank paper provided by the ALT is acceptable. Since all paper must be collected at the end of each testing, bring enough to give each student a clean sheet.
- Pencils (for ALT and student)

Please familiarize yourself with the video equipment before administering the test.

Rules

- The 2010 Test Package must not be opened before the Declaration Form has been signed in front of the camera. If the ALT administers the test in more than one school, the HEC Transparency Statement must be read aloud at each school before testing to verify that the contents of the test have not been relayed to students.
- There must be no break in the test recording other than the break that occurs between administering the test in one school and then another. This means that in all participating schools, the camera must be in operation and recording from the time the witness fills in the Declaration Form until the time the last student at that school has finished the test.
- ALTs/witnesses must not use Japanese during the test.
- ALTs/witnesses must not give visual clues during the test.
- ALTs/witnesses must not feed the student(s) answers, or suggest words or structures for them to use.
- ALTs/witnesses must not correct students during the test.
- ALTs/witness must not help with pronunciation during the Reading Section or any other part of the test.
- The ALT **is** allowed to **prompt** the student if they are struggling, i.e. pointing at a part of the comic strip and asking, "What about this?"
- The ALT **may** answer questions such as:
Q - "What is '*kawaii*' in English?" A - "It's '*cute*'."
- The ALT **may not** answer questions requiring them to speak Japanese, such as:
Q - "What is '*cute*' in Japanese?" (e.g. during the Reading Section)

In the case that one or more of the above rules are broken, regional judges are entitled to refer the videotape to the HEC Coordinator, and thereafter, the student may face disqualification.

Administering the Test

1. Make sure that only you and your witness are in the room.
2. Start recording.
3. Position yourself and the witness in front of the camera. Ask the witness the three Declaration Questions on the **Declaration Form** in English or Japanese. Write down their answers. Read aloud the Request for Signature statement, and allow them to sign or stamp the form. Tell the witness they may go off-screen.
4. Clearly show the unopened envelope containing the test manuscript to the camera.
5. Open the test envelope. Remove and put aside the Certificate(s) of Recognition. Look at the test, and confirm that it has the correct number of pages and is in order. Take a few minutes to familiarize yourself with the test.
6. Call in the first student. Show the student's name sheet to the camera. Give the student pencil and paper.
7. Administer the test.
8. If you have multiple students at one school, leave the camera running during the break between students. Students should not talk to each other, and should be ready to take the test as soon as they enter the room.
9. Turn off the tape *only when the test has been administered to the last student*.

NOTE: If this is your only/last recording, please continue on to number 16. If you are recording at multiple schools, please go back to number 10.

Instructions for Multiple Testing Locations

10. When you are ready to administer the test at your next school, start the video recording again from where you left off.
11. Position yourself and your new witness in front of the camera.
12. Announce in front of the camera that you are at a new location.
13. Ask the witness the Declaration Questions on the Declaration Form in either Japanese or English. Write down their answers. Read aloud the Request for Signature statement and allow the witness to sign or stamp the form. Tell the witness they may go off-screen.
14. Read aloud the HEC Transparency Statement:
"I hereby state that I have not given any information regarding this test to these students."

15. Follow steps 6-9.

16. Copy your tape onto VHS format videotape. DVD may also be acceptable depending on regional judges.

17. Label your tape with the following information:

- Your name
- Student's name in *romaji* and *kanji*
- School's name in *romaji* and *kanji*

18. If any irregularities occurred during the test (for example, if you forgot to ask the witness a question), write a short explanation of what happened onto a piece of paper and include it in the package you send to the judges. This is to clarify the incident to the judges. Small irregularities will not be to your student's disadvantage.

19. Send the tape to your assigned judge. HEC does not provide money for postage. **Tapes must be postmarked by Wednesday, April 7th 2010.**

20. Fax the Declaration Form(s) to the HEC Coordinator by **Wednesday, April 7th 2010.**

21. Please complete the evaluation form at <http://www.survey.hajet.org/>

Slip-ups

- If at any point during the test you realize you have skipped a section/question, **find an appropriate time to return and administer it.**
- If you make a mistake, don't panic. If you can, correct the mistake. If not, move on and do not worry about it.
- If you make any errors that you feel might seriously affect the judging, please contact the Coordinator. However, in the case of small errors, this is not necessary.

Testing Advice

Before the Test

- Find somewhere quiet and where you won't be disturbed to administer the test.
- Make sure both you and your student are fully visible for the entire recording of the test. For lighting purposes, do not sit in front of a window. Sit as close to the camera as possible so that the judges can see your faces well.
- Practice using the video camera before the test. Check the volume level. Experiment with various positions and settings in order to get the best shot.
- Gather all the equipment needed for administering the test.
- Make sure the witness and student(s) are familiar with the testing process.

On Camera

- After opening the test, take time to read through the manuscript before calling in the first student. Look at the questions and the instructions. Familiarize yourself with content and order.
- Do not rush or feel pressured. The ALT is allowed to take as long as he or she needs to re-read and deliver instructions.
- Encourage the student to speak loudly and clearly.
- Remain approachable and encouraging throughout the test.
- You may use this document during the test as a prompt. It is easy to lose your concentration or become flustered, especially if it is your first time testing. Please take your time, and pause to re-read the instructions within the test manuscript or this packet.

After the Test

- Talk with your students about how they did. Congratulate them on having completed the test.

Testing Checklist

Before the test:

- I have read the 2010 Essential Guide.
- I have entered my students by submitting their entry forms and paying the appropriate entry fees.
- I have read this Test Preparation Packet fully, and understand the instructions.
- I have made sure that the video camera works properly.
- I have fully charged batteries, or have double-checked the plug system.
- I have enough videotapes.
- I have all the equipment listed under 'List of Equipment'.

During the test:

- I have asked the witness the three questions on the Declaration Form, noted their answers, and have had them sign the Declaration Form.
- I have shown the unopened envelope of the Test Pack to the camera.
- After opening the Test Pack, I have taken the time to familiarize myself with it.
- I have waited till all the students at this school have been tested before turning off the camera.
More than one school:
- I have read aloud the Transparency Statement on the Declaration Form, asked the three questions of the witness, noted their answers, and have had them sign the Declaration Form.
- I have waited till all the students at this school have been tested before turning off the camera.

After the test:

- I have copied my recording onto VHS or DVD video format, and have labelled it appropriately.
- I have noted any errors I have made during the test and have included in the package to the judges.
- I have sent my video package to the appropriate judge by **Wednesday, April 7th 2010**.
- I have sent my Declaration Form via fax to the Coordinator by **Wednesday, April 7th 2010**.
- I have completed the Evaluation Form on <http://www.survey.hajet.org/>



Declaration Form

Please fax all Declaration Forms to Leke Ojumu, HEC Coordinator, once you have completed testing. Please also include a cover sheet :

Leke Ojumu
Fukushima Junior High School
福島町立福島中学校

Fax Number: **0139-47-2808**

Declaration Questions

1. What is the name of this school? この学校の名前は何ですか？
2. What is your name? お名前は何ですか？
3. What is the date? 今日は何日ですか？

Request for signature:

"Now please sign or stamp this declaration form."

or 「しよめいなついんおねがいします。」

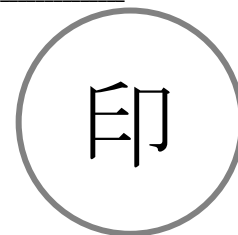
Single/Initial School

School 学校の名前 : _____

Witness Name 証人の名前 : _____

Date 年月日 : ___/___/___

Witness signature or stamp 証人のサイン、また印鑑を押して下さい。



Subsequent Schools

HEC Transparency Statement:

"I hereby state that I have not given any information regarding this test to these students."

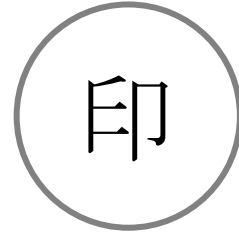
I. Subsequent School

School 学校の名前： _____

Witness Name 証人の名前： _____

Date 年月日： __/__/__

Witness signature or stamp 証人のサイン、また印鑑を押して下さい。



II. Subsequent School

School 学校の名前： _____

Witness Name 証人の名前： _____

Date 年月日： __/__/__

Witness signature or stamp 証人のサイン、また印鑑を押して下さい。



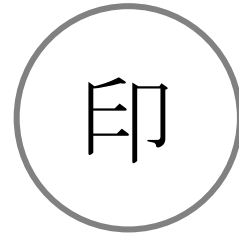
III. Subsequent School

School 学校の名前： _____

Witness Name 証人の名前： _____

Date 年月日： __/__/__

Witness signature or stamp 証人のサイン、また印鑑を押して下さい。



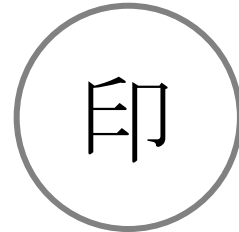
IV. Subsequent School

School 学校の名前： _____

Witness Name 証人の名前： _____

Date 年月日： __/__/__

Witness signature or stamp 証人のサイン、また印鑑を押して下さい。



2010 HEC SHS JUDGES' Score Sheet



Student's name: _____

ALT's name: _____

School: _____

Judges: _____

FINAL SCORE

REFERENCE ONLY

General Evaluation (30 points)	Full marks	Your Score
Non-verbal communication (gestures, smiles, eye-contact etc)	5	
Pronunciation, intonation, rhythm	5	
Communicative ability irrespective of grammatical accuracy	5	
Ability to deal with unfamiliar vocabulary and structures	5	
Grammatical and structural accuracy	5	
Enthusiasm: <ul style="list-style-type: none"> - Is the student relaxed and comfortable? - Is the student enjoying him/herself? - Does his/her English sound natural? 	5	
Total Score	30	

REFERENCE ONLY

Section 1: Questions (15 points)		
Part A) Warm-up Questions		
Quick and lucid responses	3	
Part B) Picture Questions		
Quick, lucid and accurate responses	3	
Part C) Picture Questions from the Student		
Ability to make three questions	3	
Variety and creativity of questions	3	
Accuracy of questions	3	
Total Score	15	
Section 2: Reading Comprehension (10 points)		
Accuracy of responses	5	
Pronunciation, intonation and rhythm	3	
Ability to deal with unfamiliar vocabulary	2	
Total Score	10	

Section 3: Twenty Questions (15 points)		
Logical sequence of questions	4	
Number of questions	3	
Variety of questions	3	
Accuracy of questions	3	
Points for correct answer	2	

Total Score	15	
Section 4: Listening Comprehension (10 points)		
Accuracy of responses	4	HEC
Naturalness of responses (not verbatim from text)	4	
Responsiveness to the questions (how quickly the student understands the question)	2	
Total Score	10	

Section 5: Comic Strip Description (20 points)		
Creativity	5	
Breadth of vocabulary and grammar structures	5	
Story line and sequencing	4	
Expression	3	
Length	3	
Total Score	20	

Overall Score	100	
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Judge 1 score	Judge 2 score	FINAL SCORE (Judges' Average)
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2010 HEC JHS JUDGES' Score Sheet

Student's name: _____

ALT's name: _____

School: _____

Judges: _____

FINAL SCORE

General Evaluation (30 points)	Full marks	Your Score
Non-verbal communication (gestures, smiles, eye-contact etc)	5	
Pronunciation, intonation, rhythm	5	
Communicative ability irrespective of grammatical accuracy	5	
Ability to deal with unfamiliar vocabulary and structures	5	
Grammatical and structural accuracy	5	
Enthusiasm: <ul style="list-style-type: none"> - Is the student relaxed and comfortable? - Is the student enjoying him/herself? - Does his/her English sound natural? 	5	
Total Score	30	

Section 1: Questions (15 points)

Part A Warm-up Questions		
Quick and lucid responses	3	
Part B Picture Questions		
Quick, lucid and accurate responses	3	
Part C Picture Questions from the Student		
Ability to make three questions	3	
Variety and creativity of questions	3	
Accuracy of questions	3	
Total Score	15	
Section 2: Reading Comprehension (10 points)		
Accuracy of responses	5	
Pronunciation, intonation and rhythm	3	
Ability to deal with unfamiliar vocabulary	2	
Total Score	10	

Section 3: Twenty Questions (15 points)		
Logical sequence of questions	4	
Number of questions	3	
Variety of questions	3	
Accuracy of questions	3	
Points for correct answer	2	
Total Score	15	

Section 4: Listening Comprehension (10 points)		
Accuracy of responses	4	
Naturalness of responses (not verbatim from text)	4	
Responsiveness to the questions (how quickly the student understands the question)	2	
Total Score	10	

Section 5: Comic Strip Description (20 points)		
Creativity	5	
Breadth of vocabulary and grammar structures	5	
Story line and sequencing	4	
Expression	3	
Length	3	
Total Score	20	

Overall Score	100	
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Judge 1 score	Judge 2 score	FINAL SCORE (Judges' Average)
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