

INSTRUCTIONS FOR THE NEO SCIENCE OLYMPIAD LOCAL ROUND EXAMS on MARCH 31, 2024

The exams will be held via the NEO Student Panel. There will be no exam link or email sent.



1 Exam Date: March 31, 2024 - Sunday

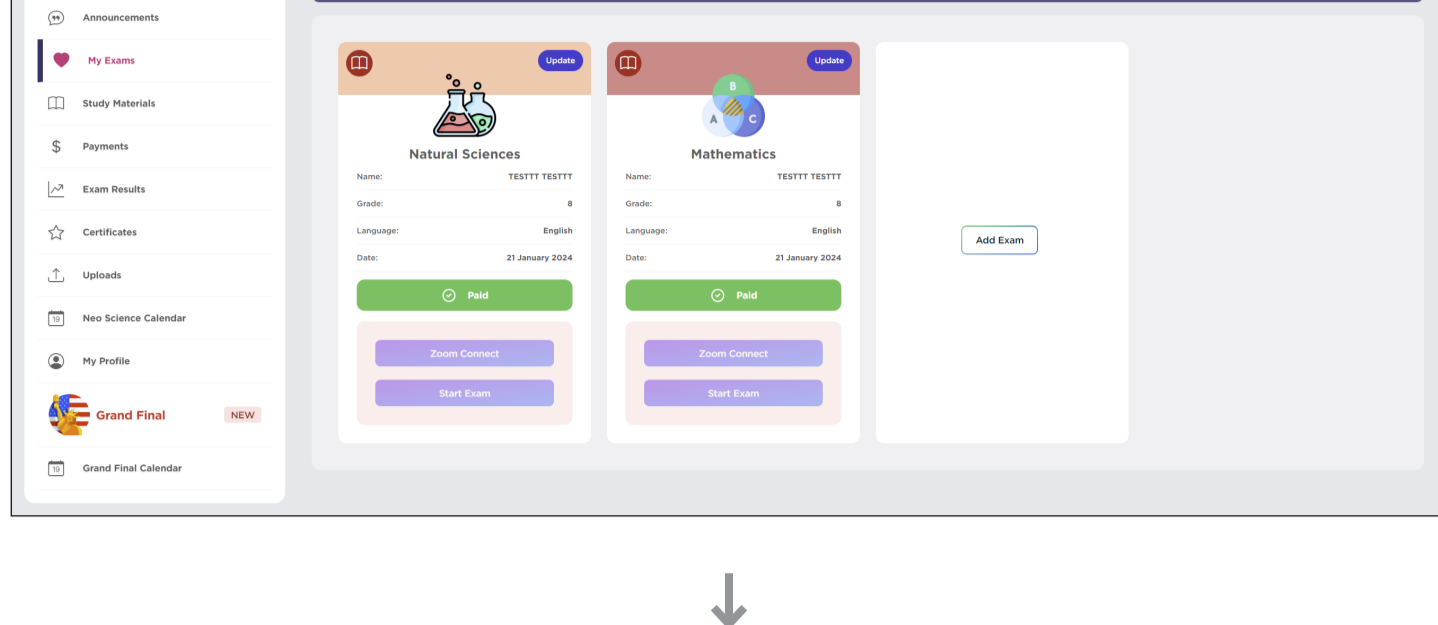


2 Exam Times: 9:00 AM (morning) - 5:00 PM (in your local time)

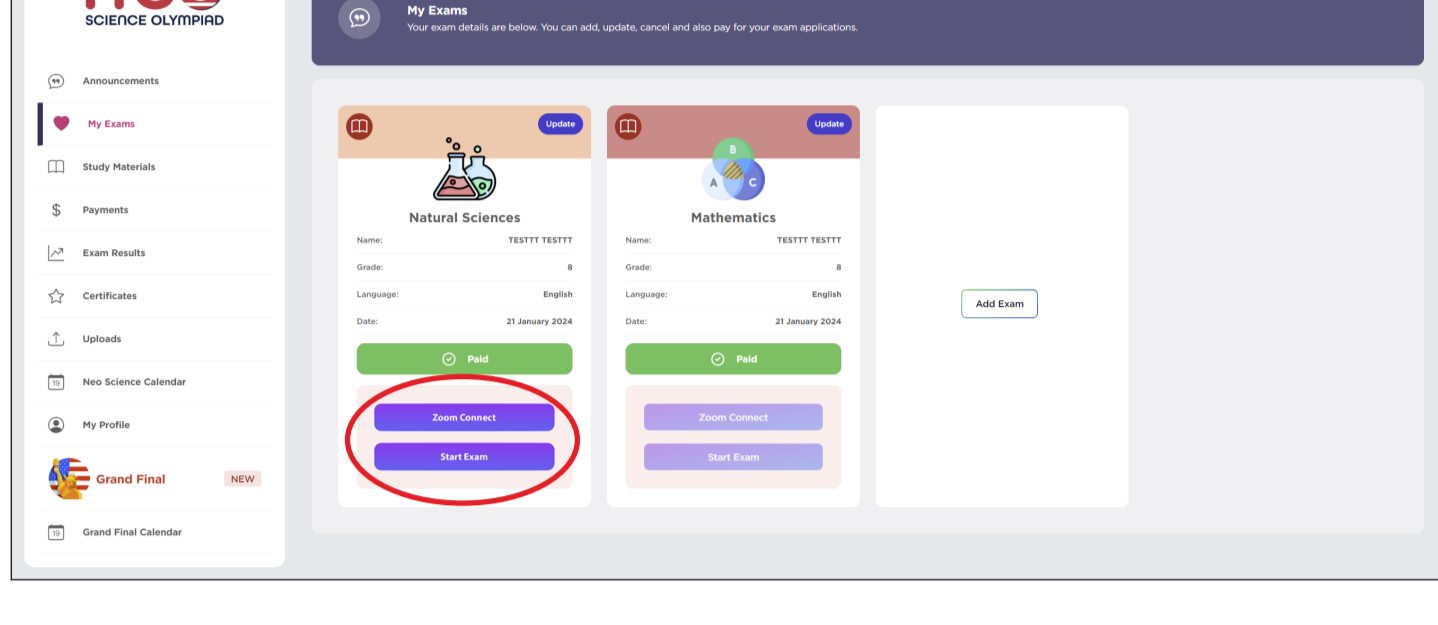
- Exams have exact start times and are **not available for 24 hours** during the day.
- Exams will last for **60 minutes**. When you click the exam start link will expire after **60 minutes** and you will not be able to start again it.



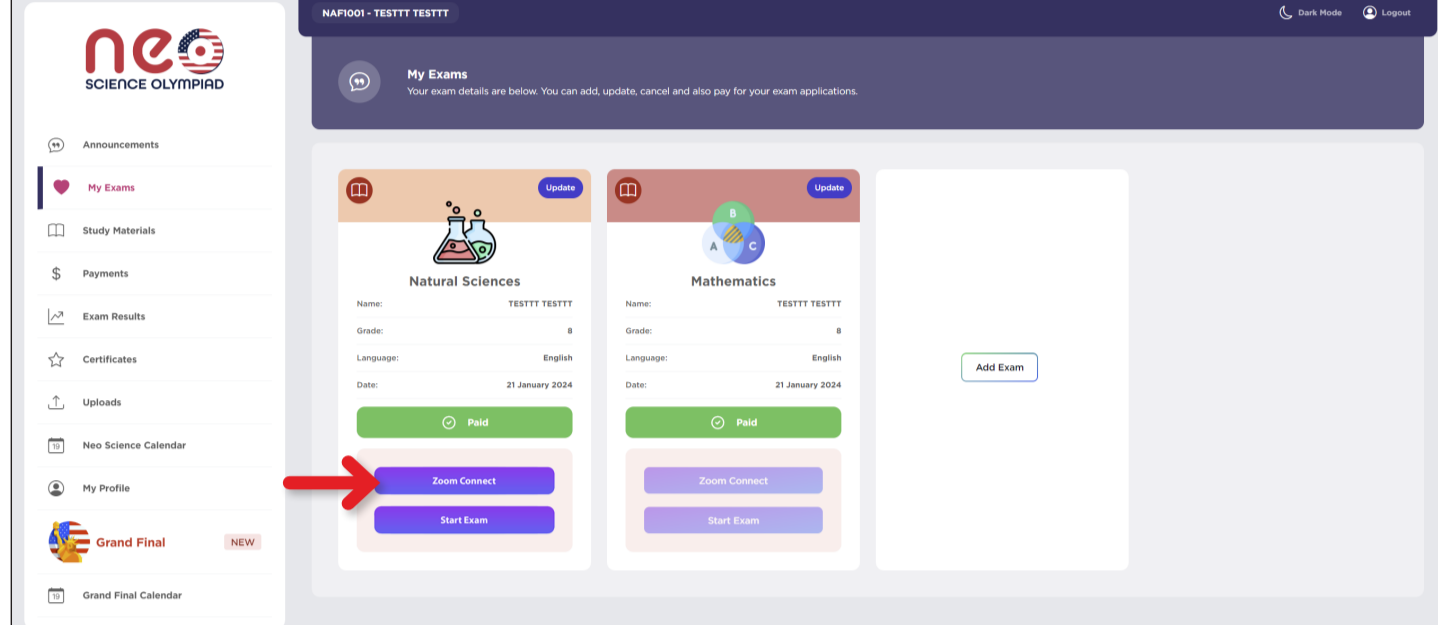
3 Your exams will be available on the exam date in your student panel under the My Exams menu.



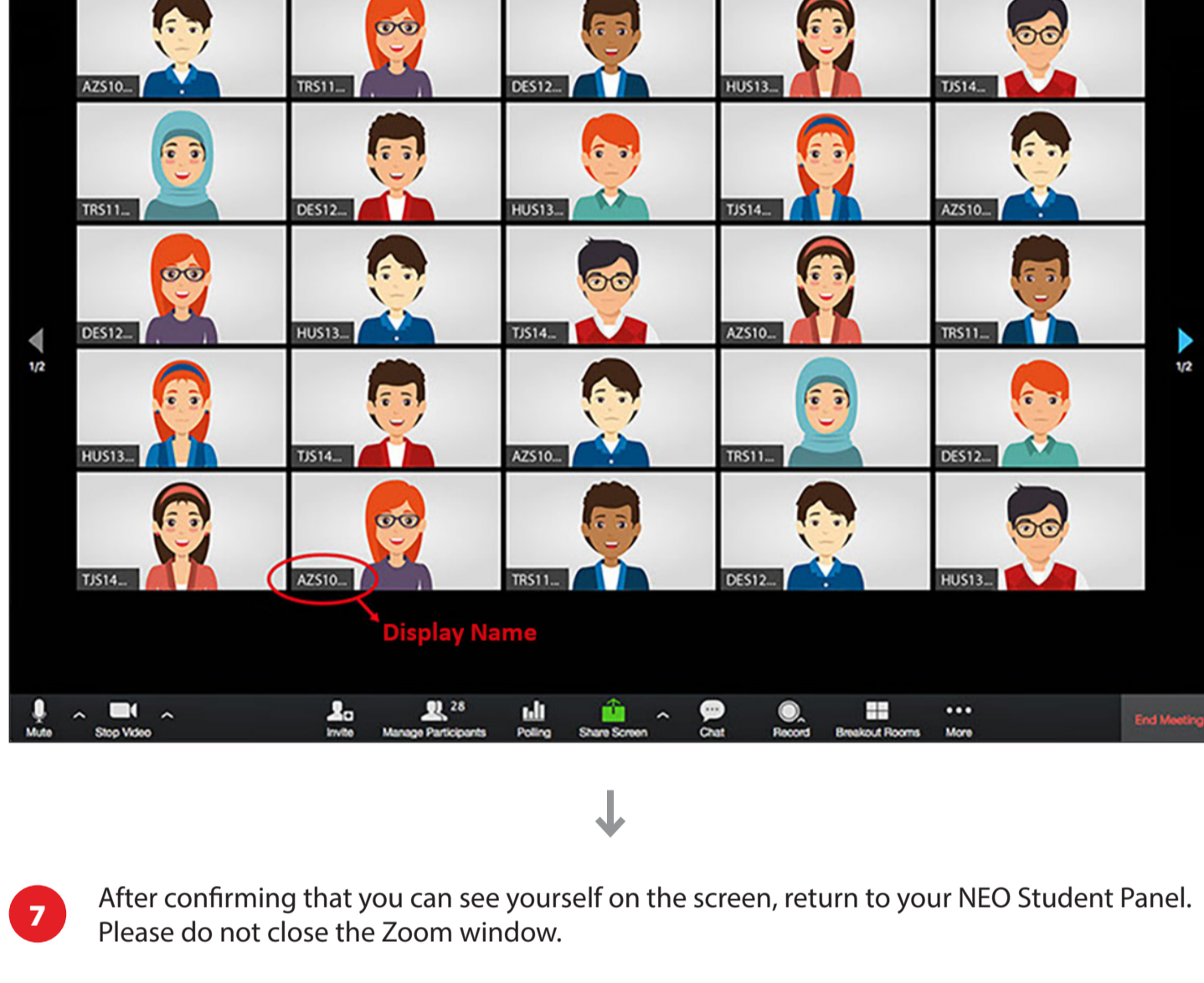
4 Zoom Connect and Start Exam buttons will be activated on exam time.



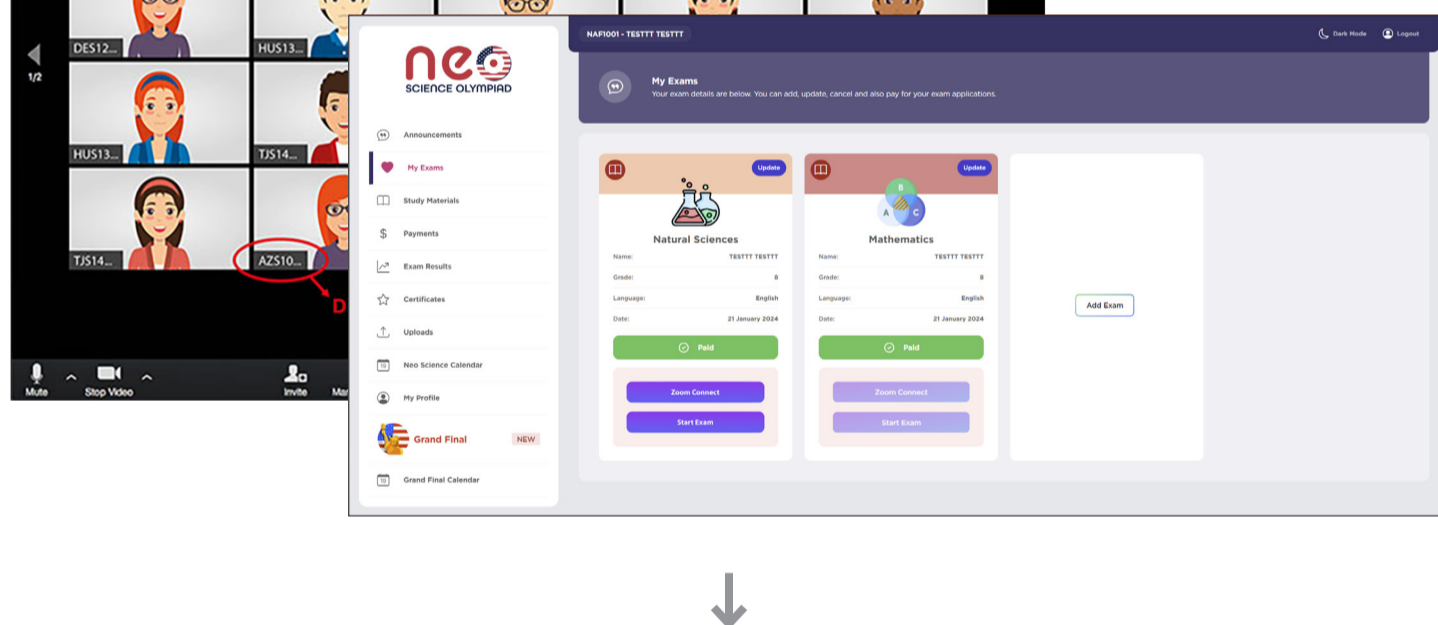
5 First, click the ZOOM CONNECT button and check your display name.



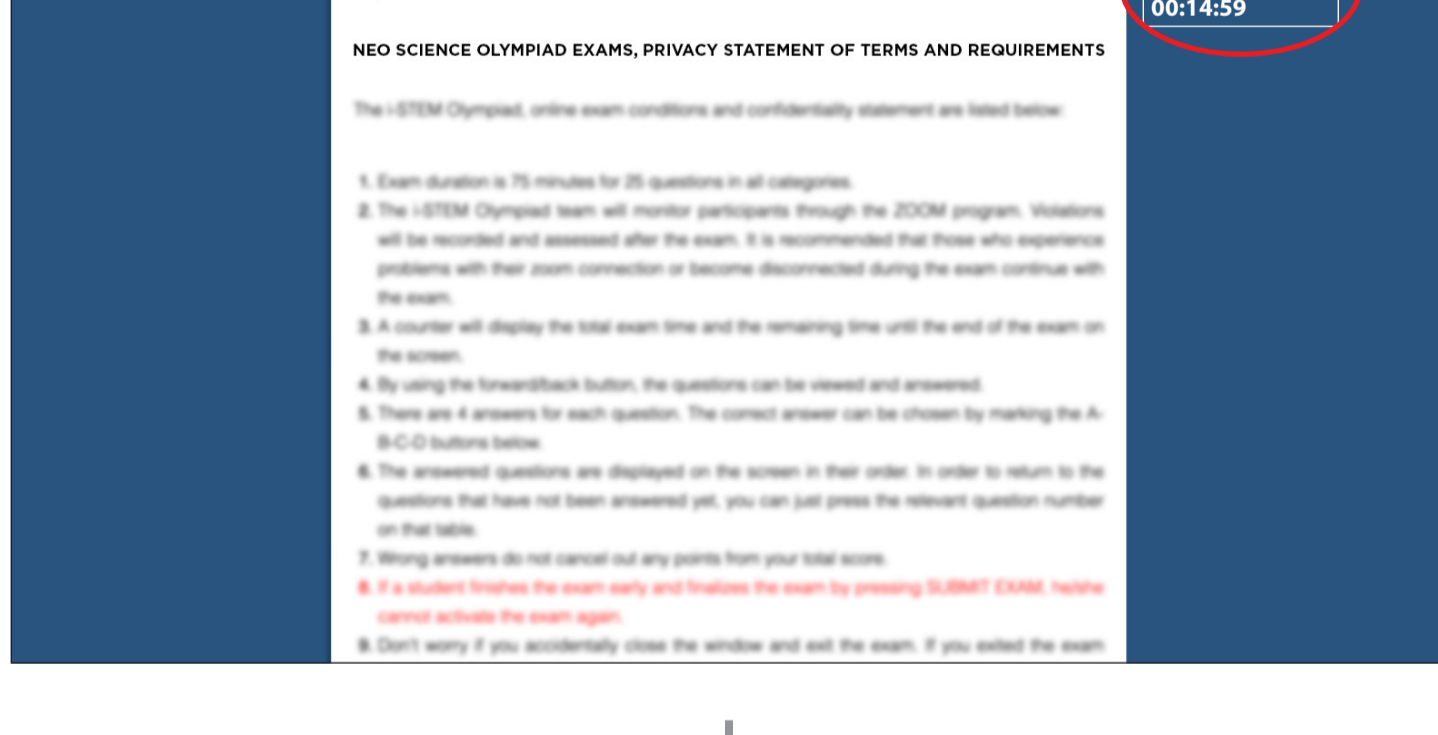
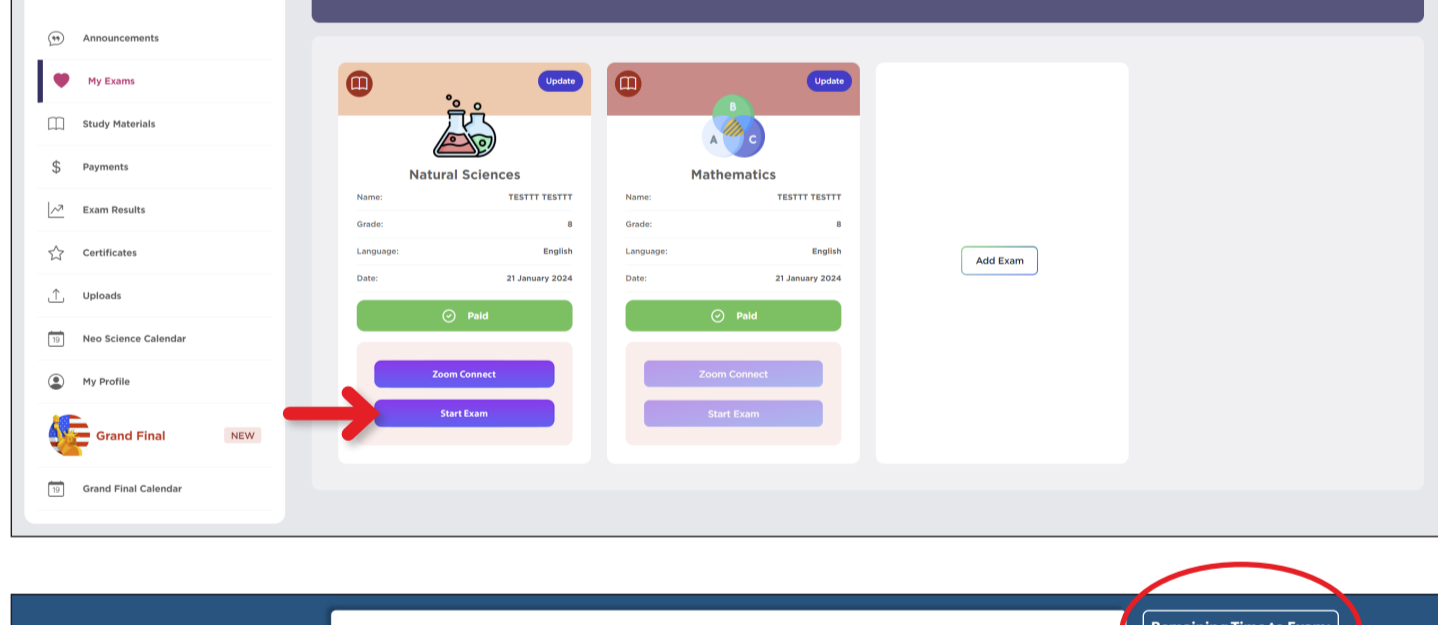
6 Connect to ZOOM and make sure you see yourself on the screen. Don't forget to set your Display Name as your Student ID. Each participant's Zoom Display Name must correspond to their **NEO Student ID**.



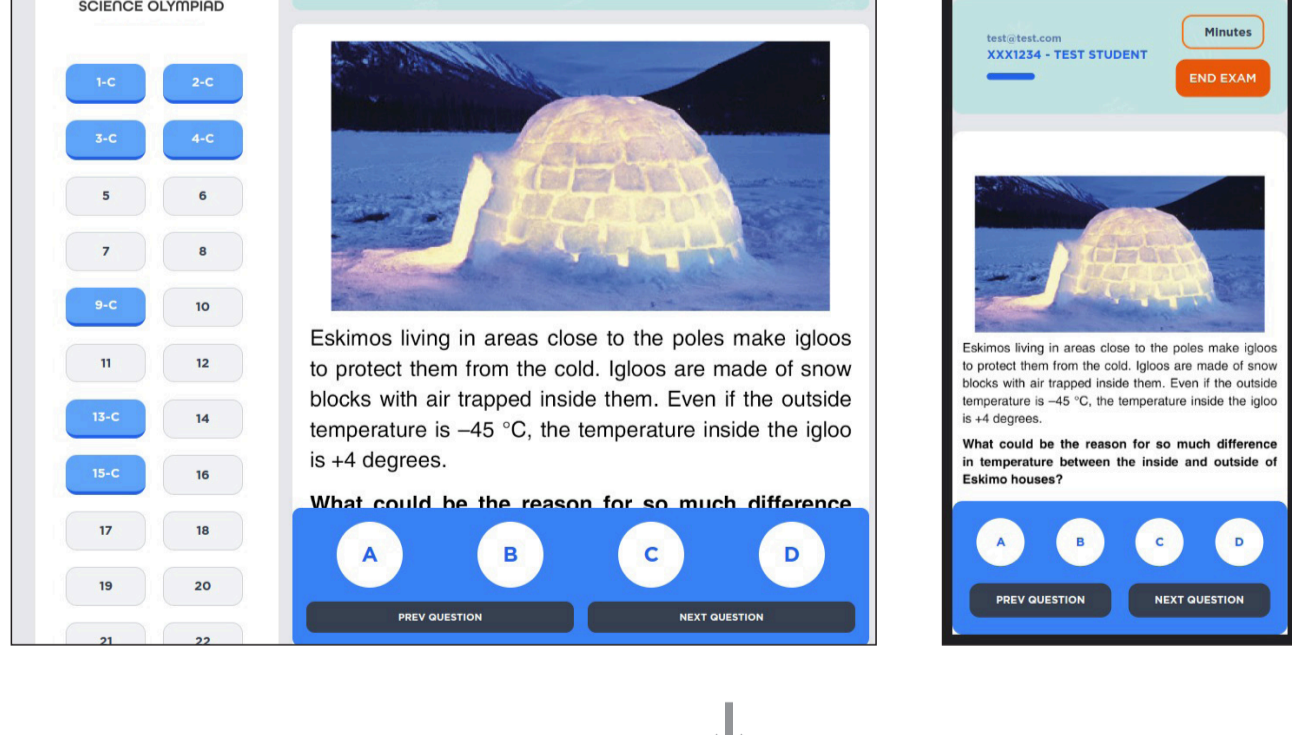
7 After confirming that you can see yourself on the screen, return to your NEO Student Panel. Please do not close the Zoom window.



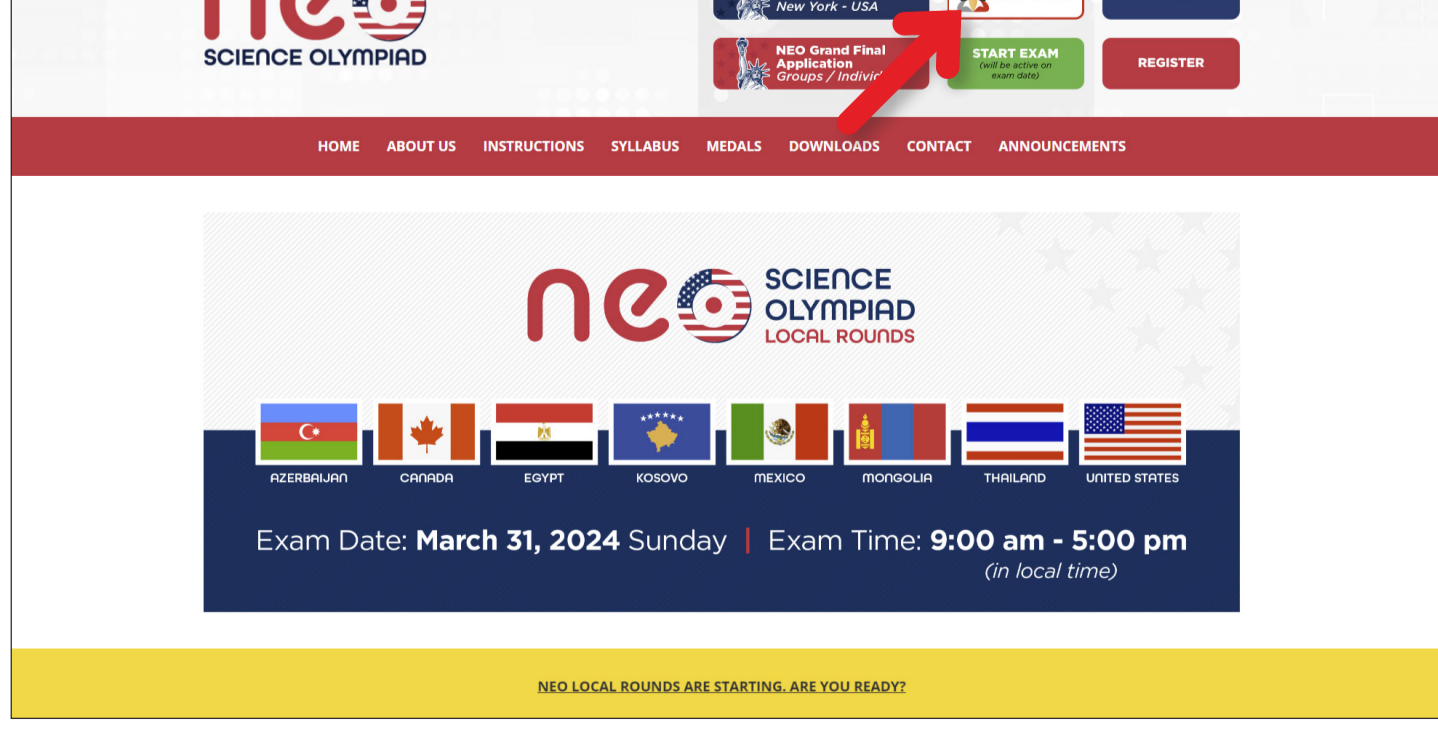
8 Second, click the START EXAM button and read the conditions. You will see Exam Conditions and will have 15 minutes to read them.



9 The exam will start automatically after 15 minutes of countdown.



10 Please immediately report any technical issue you have experienced until the exam start time by filling out the **HELP DESK FORM**. Your message will be responded to as soon as possible. Also remember to check your spam folder for responses.



11 If you accidentally close the window or leave the exam platform due to a technical issue (such as a power or internet outage), you can log in again through your NEO Panel and continue where you left off. (Your selected answers will be automatically saved.) **Meanwhile time will continue to pass.**



12 Do not try to contact us via Zoom by raising your hands or social media.