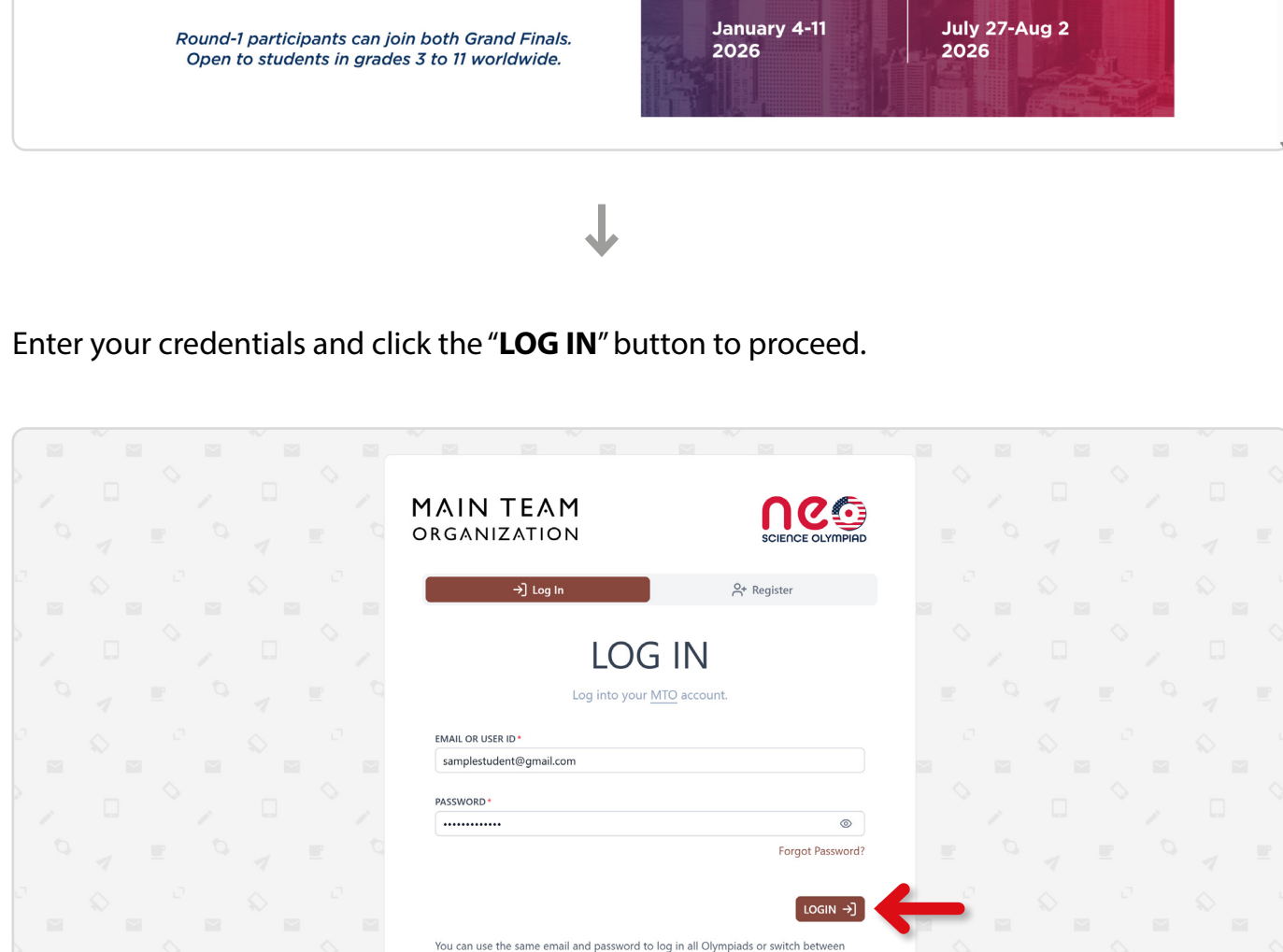


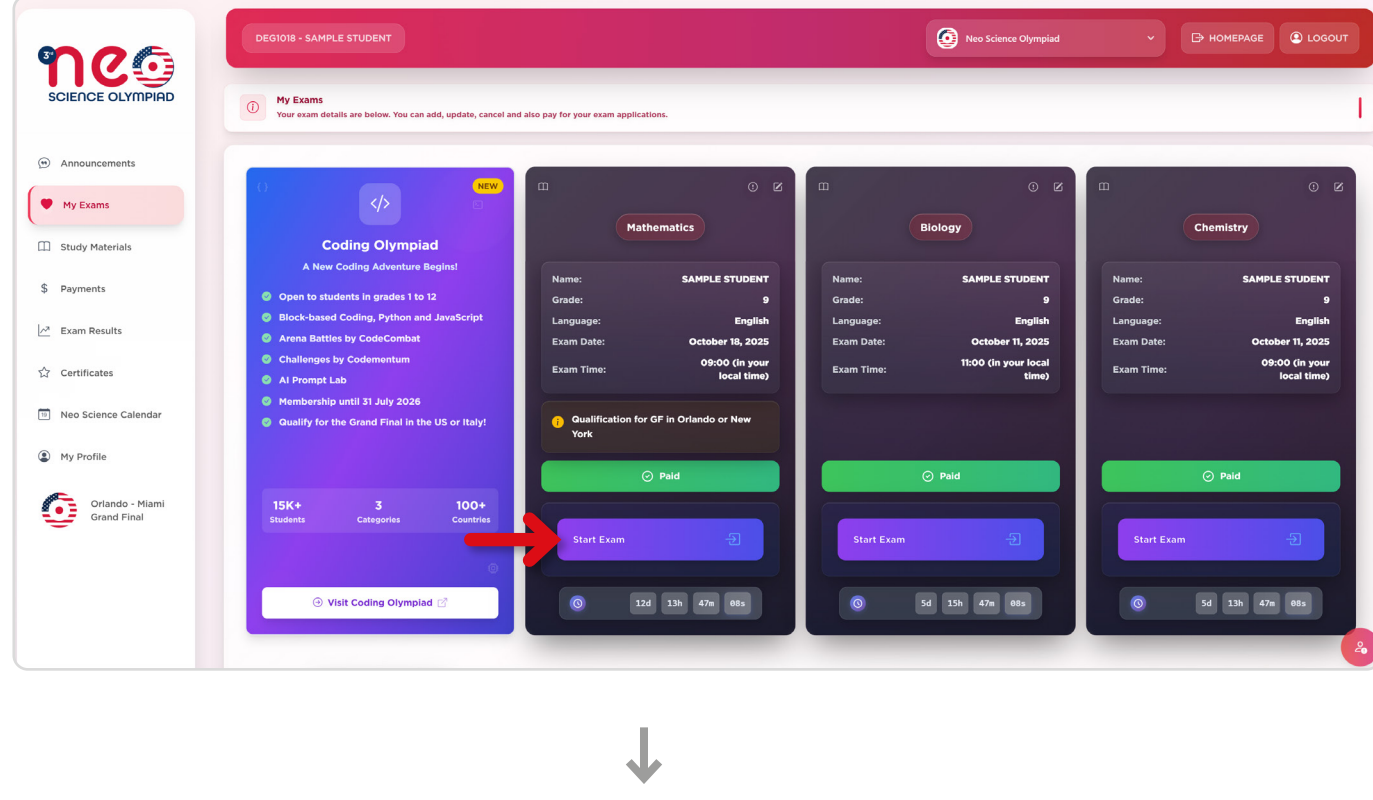
NEO SCIENCE OLYMPIAD EXAM GUIDELINES

- Before Starting the Exam
- If you are using a laptop/tablet make sure its fully charged or plugged to the socket.
- Close all background applications on your device.
- Allow access to your camera and screen sharing.
- Keep all social media accounts (such as WhatsApp, Facebook, Instagram, etc.) closed during the exam.
- Disable auto-updates or pop-up notifications that could interrupt your exam.
- Open the exam in an incognito window using your email or ID and password.

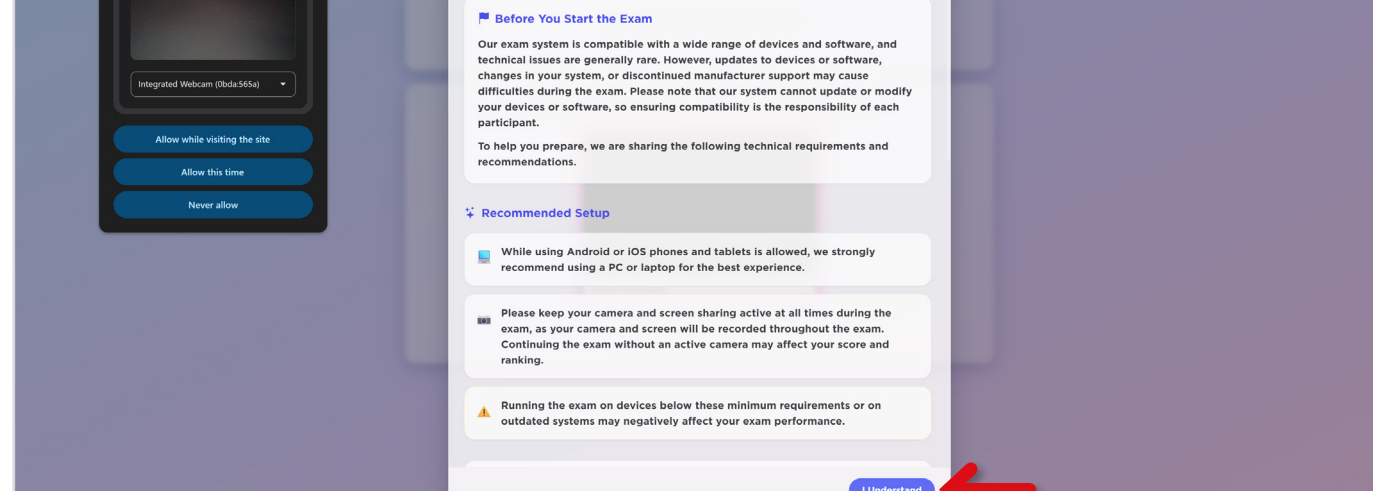
1 Go to <https://neoscience.org> homepage and click the **"LOG IN"** button to access your student panel.



2 Enter your credentials and click the **"LOG IN"** button to proceed.

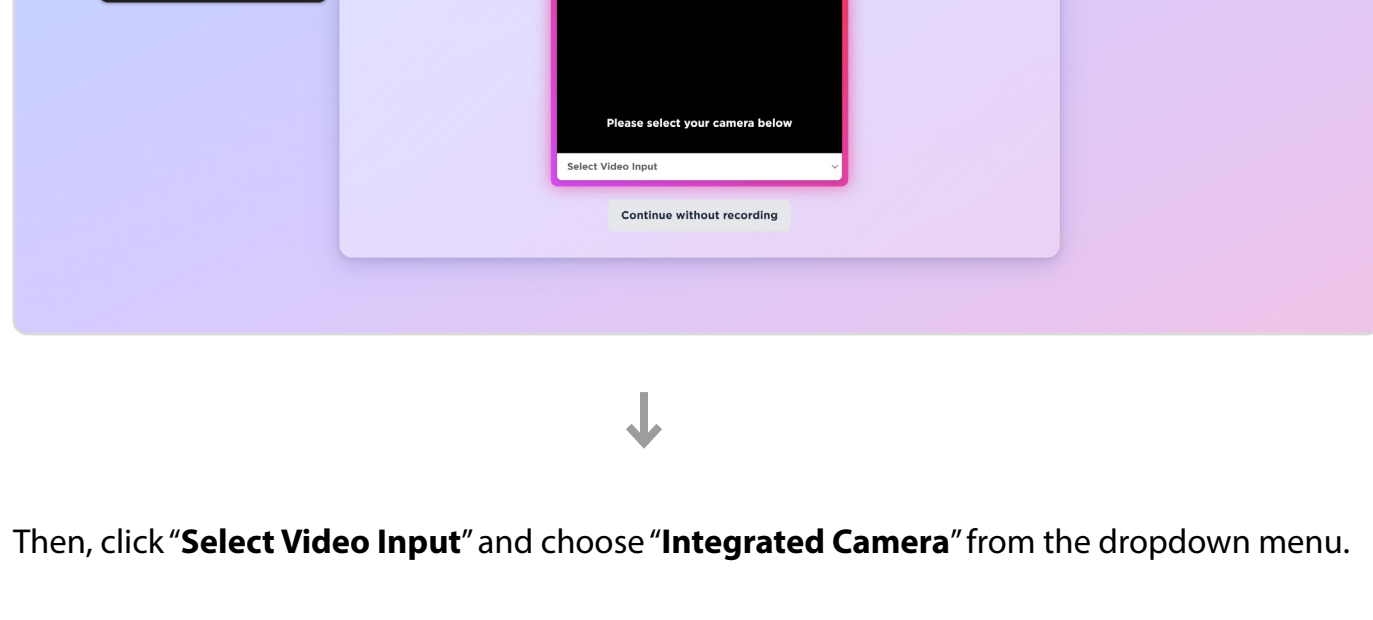


3 Each column in the student panel represents a different exam category. To begin, click the **"Start Exam"** button in any category column to start the exam. After completing the active exam, return to the panel and click the **"Start Exam"** button in the next category column to continue.

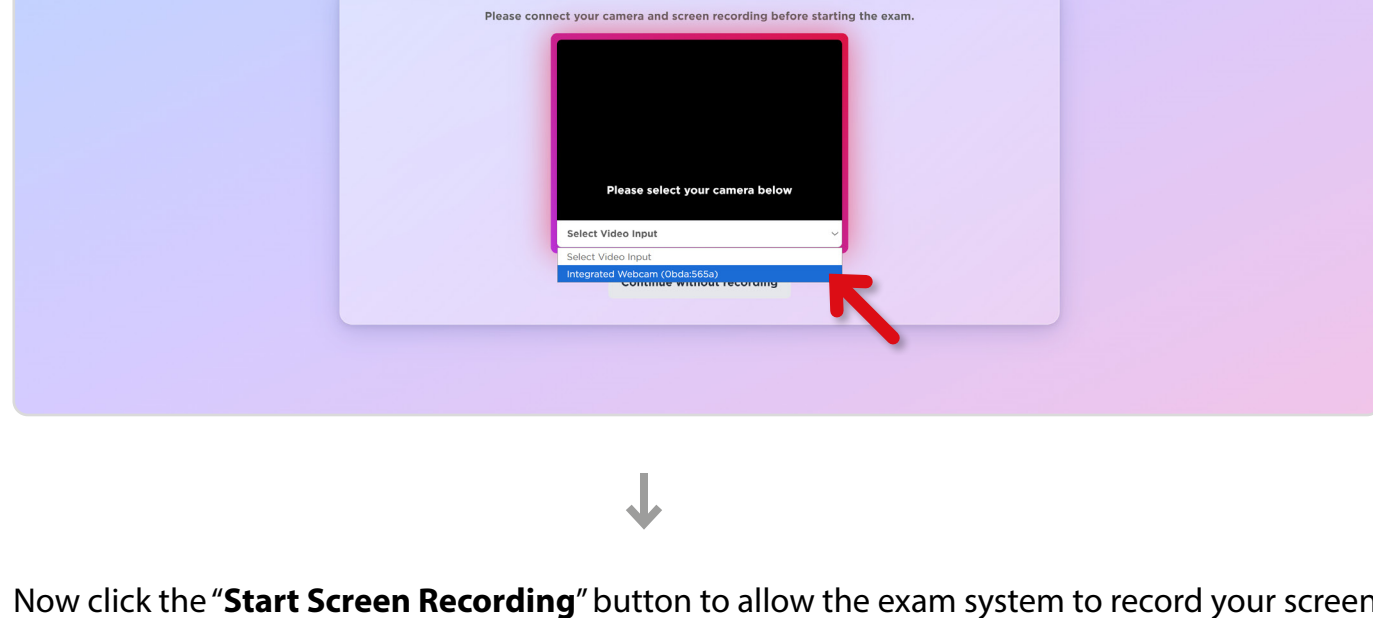


4 If you still experience issues during the exam despite the above adjustments, please close the current window and rejoin the exam by opening a new incognito window. If the issue persists, move to the next step.

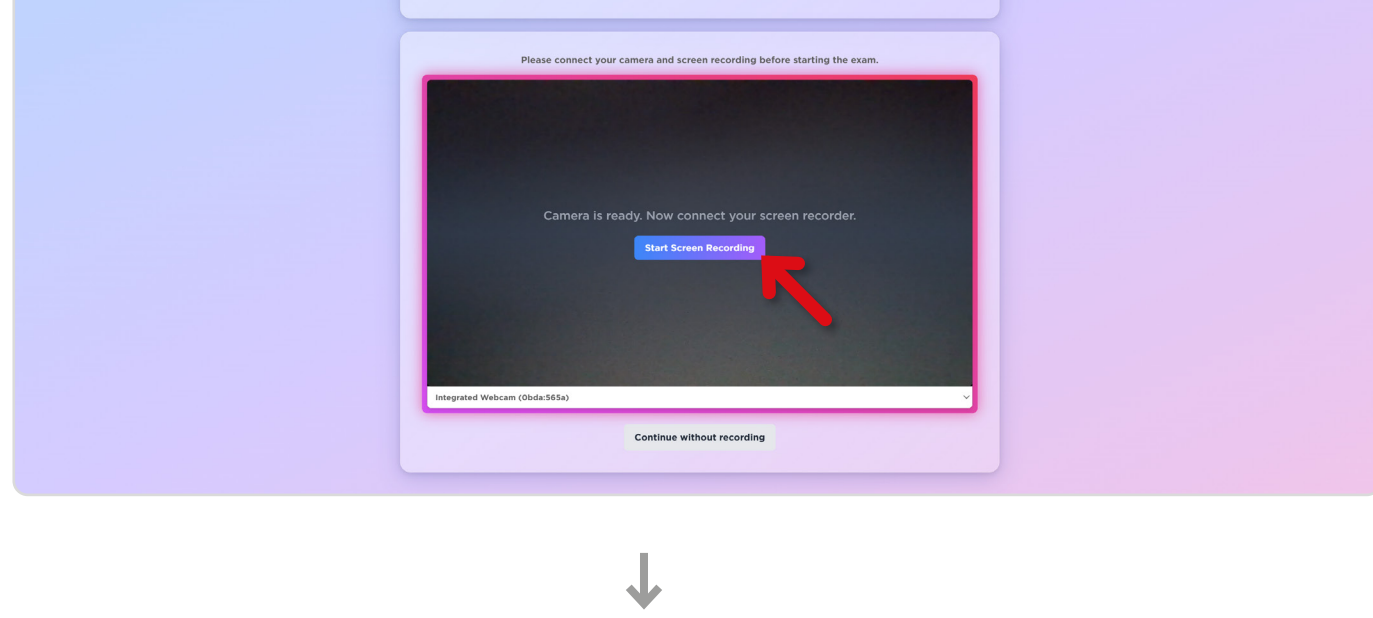
5 Read this information carefully before starting the exam to make sure your device, browser, internet connection, camera, and screen sharing meet the technical requirements and are properly set up for a smooth and uninterrupted exam experience.



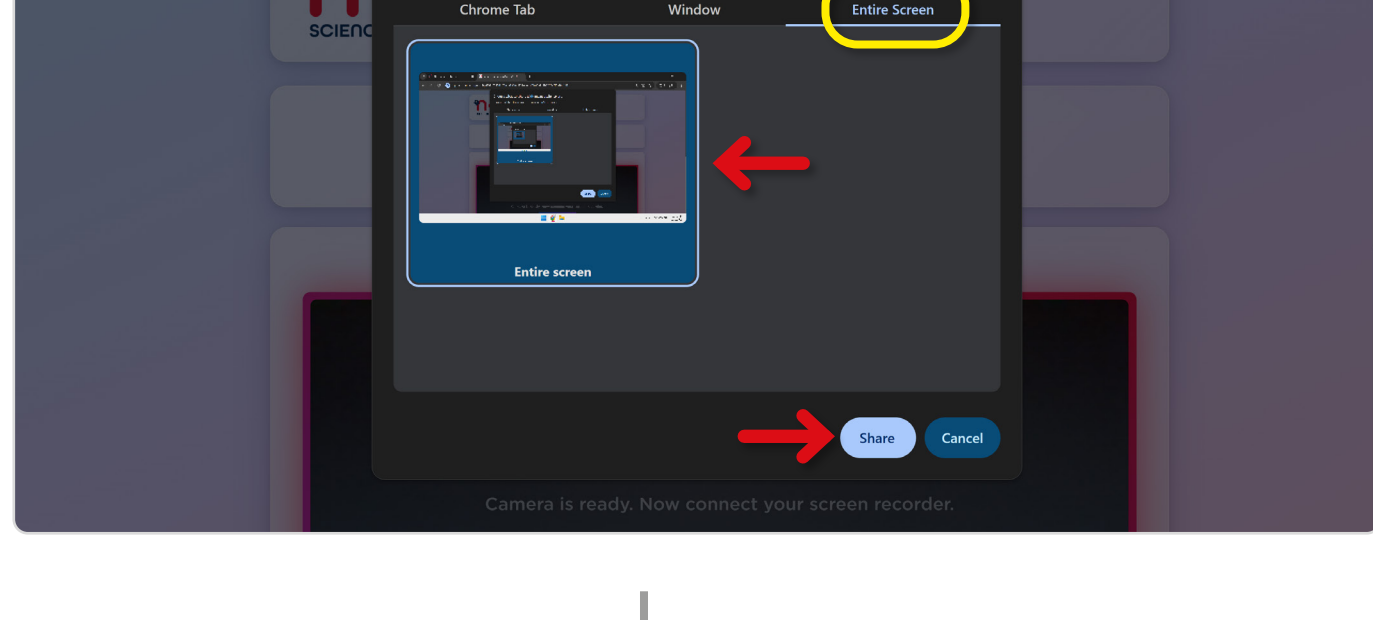
6 First, allow camera access so that the system can record your exam session as required.



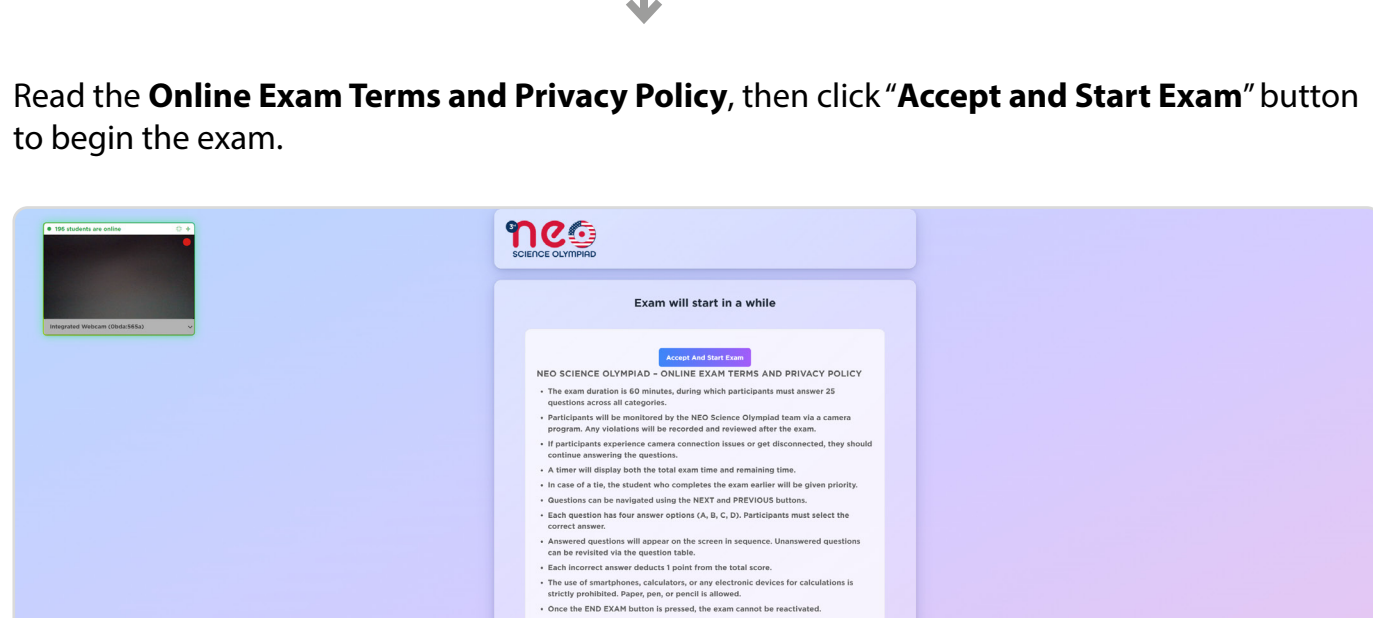
7 Then, click **"Select Video Input"** and choose **"Integrated Camera"** from the dropdown menu.



8 Now click the **"Start Screen Recording"** button to allow the exam system to record your screen activities for exam security during the exam.

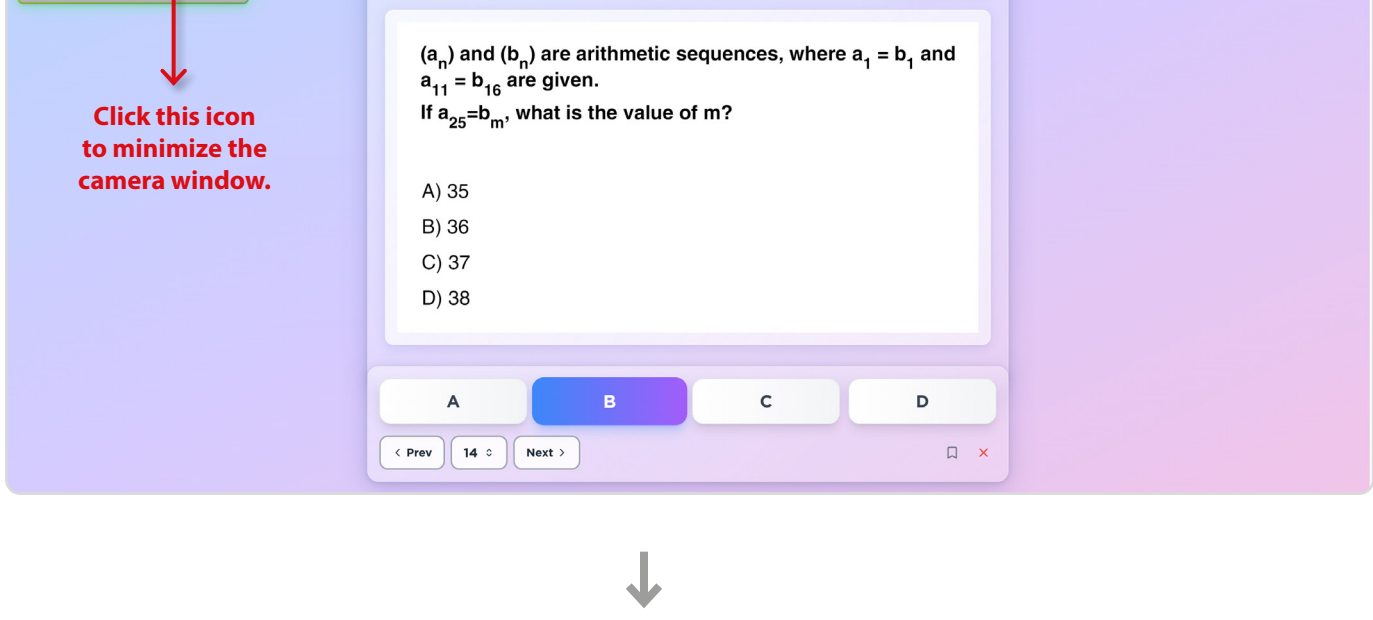


9 Click the **"Entire Screen"** button at the top, then click the mini screen that appears, and finally click the **"Share"** button below.

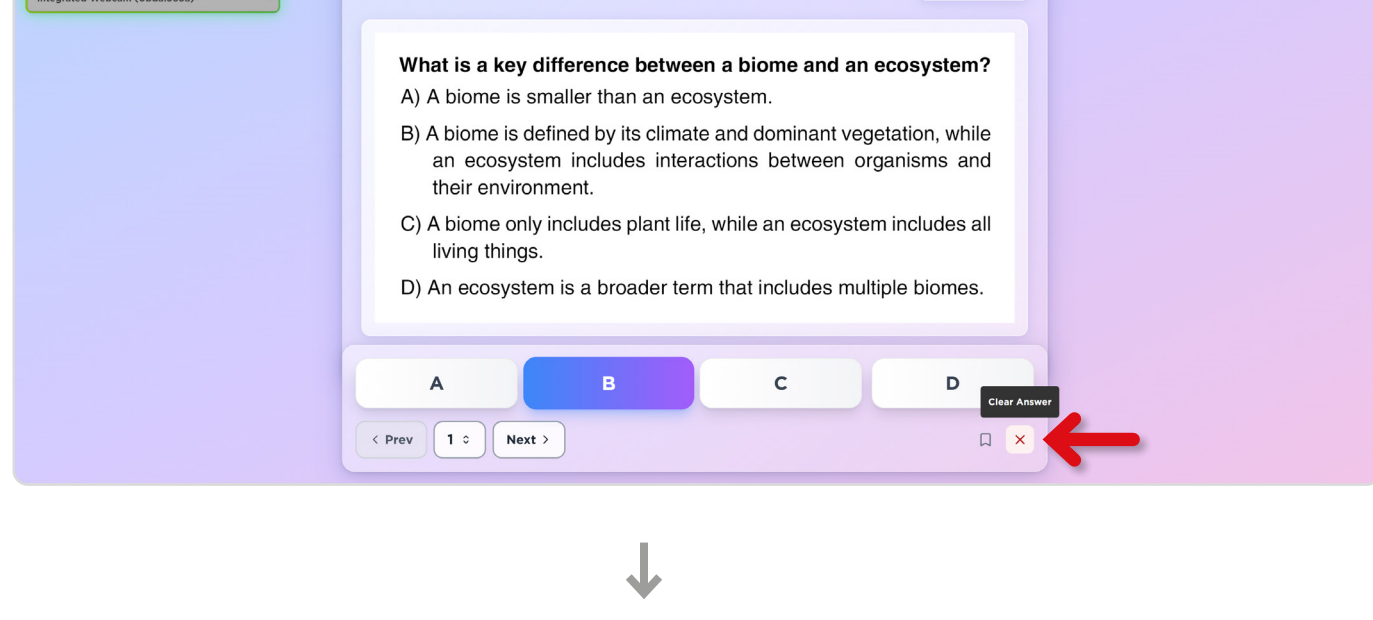


Please keep your camera and screen sharing active at all times during the exam, as your camera and screen will be recorded throughout the exam. Continuing the exam without an active camera may affect your score and ranking.

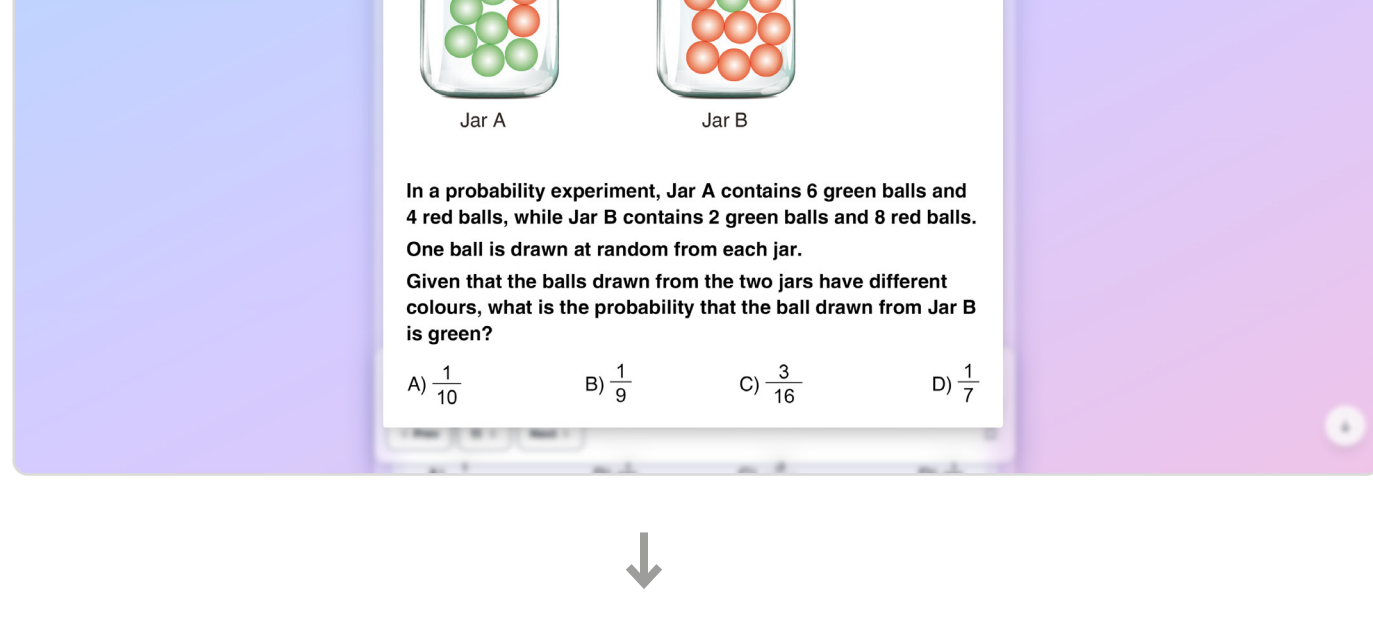
10 Read the **Online Exam Terms and Privacy Policy**, then click **"Accept and Start Exam"** button to begin the exam.



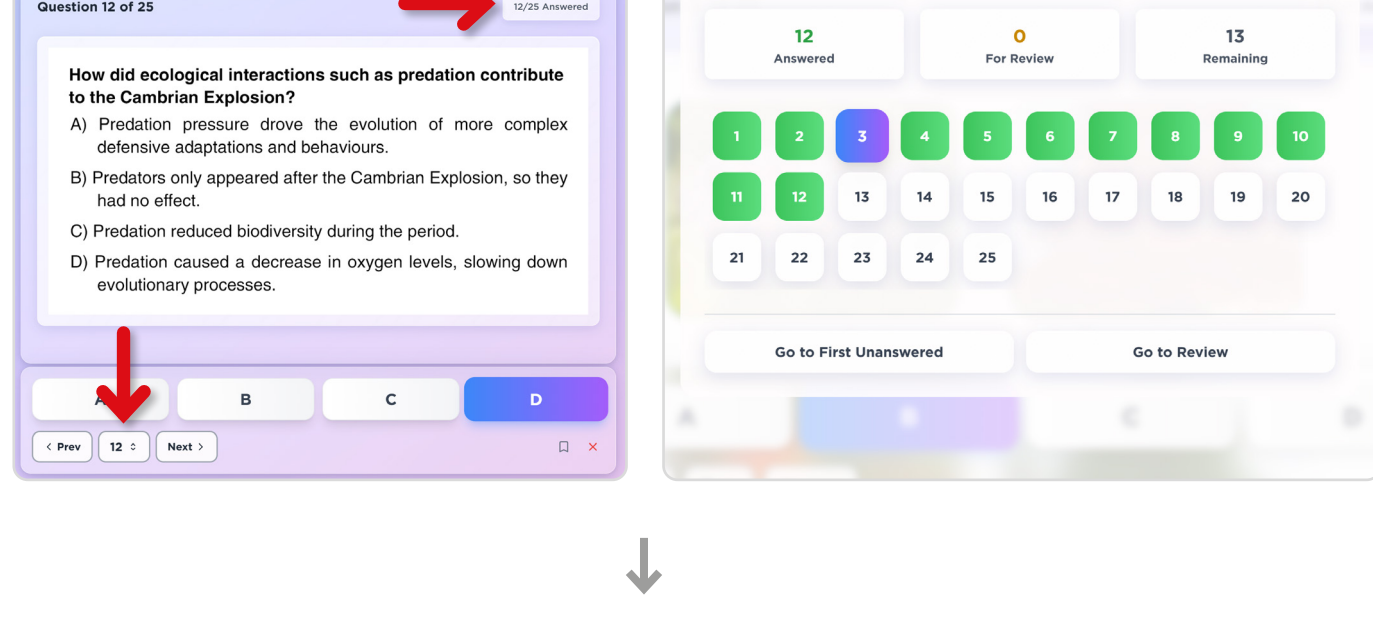
11 Students are required to answer 25 questions within 60 minutes during the exam. Answers to the questions can be marked by selecting one of the letters **A, B, C, D** at the bottom of the screen. To navigate between questions, click the **"Next"** or **"Prev"** buttons. The remaining time until the end of the exam is shown at the top of the exam platform.



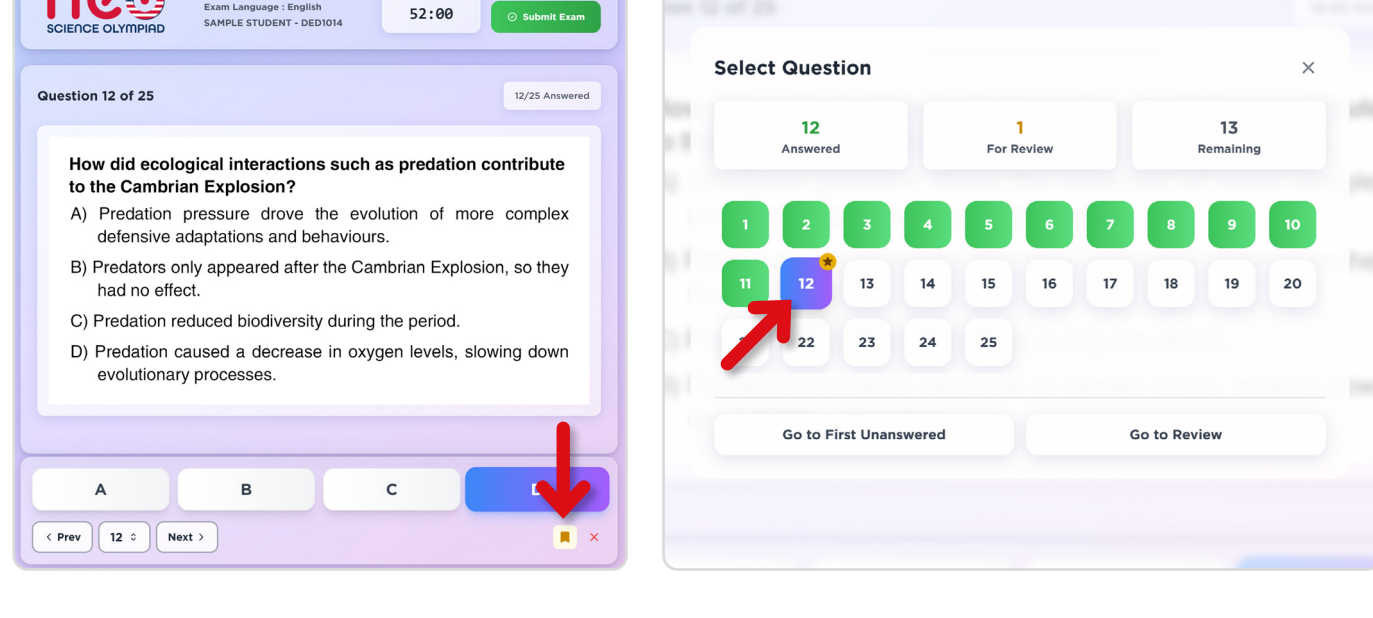
12 To delete your selected answer for the current question, click the red **X** icon at the bottom right of the exam platform.



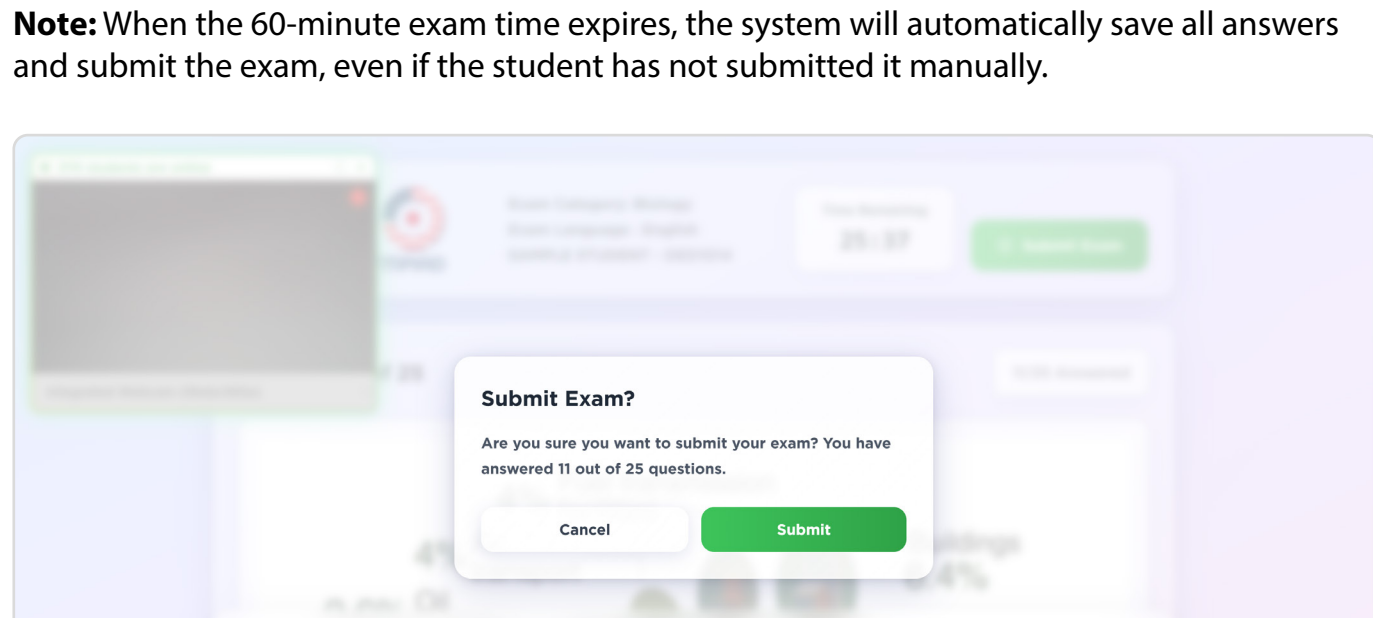
13 If a question cannot be read or does not fit the exam screen, click on the question to zoom in. To close the enlarged question, click the **X** icon in the top-right corner of the screen.



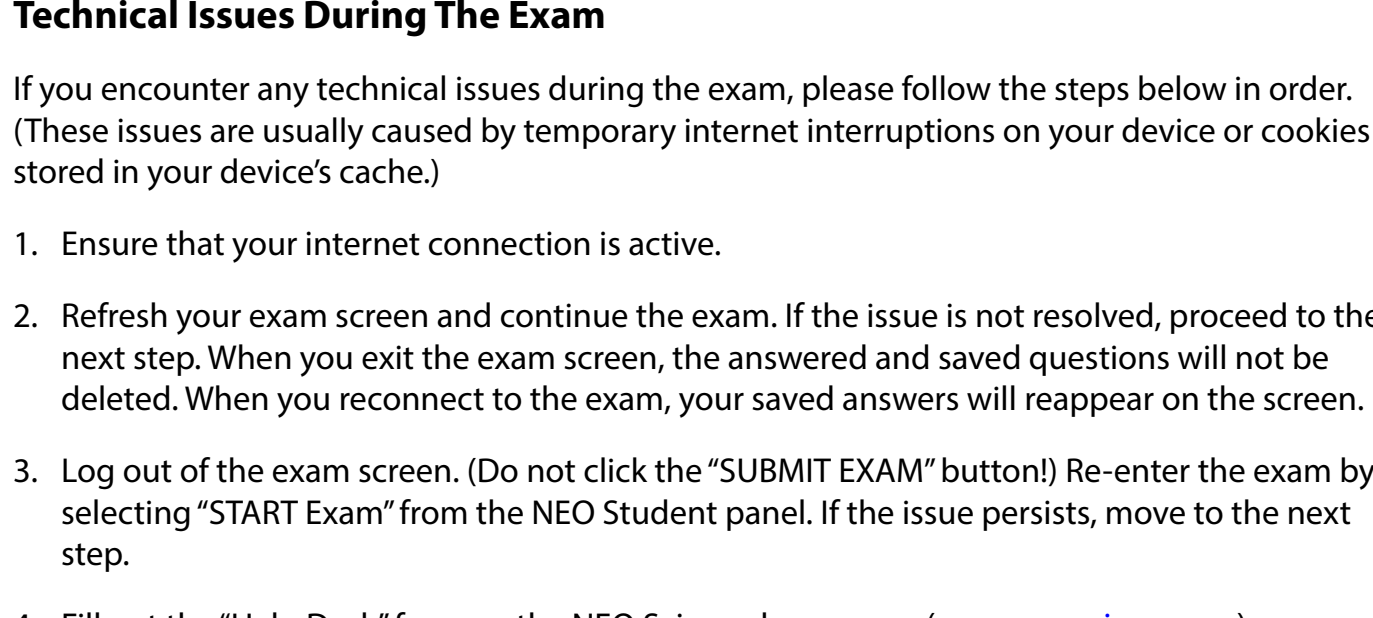
14 You can always see the total number of answered questions and easily access any question by clicking the number located between the **Next** and **Prev** buttons, without going through them one by one. Questions highlighted in **green** represent answered questions, while **white** ones indicate unanswered questions.



15 If you are unsure about the answer to any question or would like to return to it later during the exam, click the flag icon in the bottom right corner of that question. To revisit a flagged question, click the question number located between the **Next** and **Prev** buttons. In the pop-up window that appears, flagged questions are marked with a star icon in the top right corner. Click the number of any flagged question to review your marked answers before the exam ends.



16 When you click the Submit Exam button, a pop-up will appear showing the total number of answered questions to help prevent accidentally ending the exam. After clicking the **Submit** button in this window, the system will save your answers and end the exam. Once you confirm the submission by clicking the **Submit** button, it is not possible to restart or continue the exam.



17 **Technical Issues During The Exam**

If you encounter any technical issues during the exam, please follow the steps below in order. (These issues are usually caused by temporary internet interruptions on your device or cookies stored in your device's cache.)

1. Ensure that your internet connection is active.
2. Refresh your exam screen and continue the exam. If the issue is not resolved, proceed to the next step. When you exit the exam screen, the answered and saved questions will not be deleted. When you reconnect to the exam, your saved answers will reappear on the screen.
3. Log out of the exam screen. (Do not click the "SUBMIT EXAM" button!) Re-enter the exam by selecting "START Exam" from the NEO Student panel. If the issue persists, move to the next step.
4. Fill out the "Help Desk" form on the NEO Science Olympiad homepage (www.neoscience.org) immediately to report the issue to the NEO Team.

The NEO Team will respond to you as soon as possible. Please check your inbox regularly.



During the exam, if you open a new tab or reconnect to the exam in some way, you may encounter a warning message like the one below. In this case, you can click the **"CONTINUE HERE"** button to resume the exam from where you left off.

