



# **The Official HEC Guide**

## **for 2022**

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# What is HEC?

The Hokkaido English Challenge (HEC) is an English competition for students in Hokkaido. HEC was established by participants of the Japan Exchange and Teaching (JET) Programme in 1994 as a means of motivating students to improve their oral communication skills. It was intended that by interacting with ALTs, the students' confidence and language proficiency would improve. HEC gives ALTs the chance to become instrumental in their students' progress and gives both students and ALTs a goal to work towards as a team.

Due to the restrictions of the COVID-19 pandemic, we will **NOT** be hosting an English summer camp. We will **NOT** be awarding a homestay experience to the grand prize winner.

The challenge has two divisions: first year junior school (JHS) and first year senior high school (SHS). Registration is open to **ANY first year junior and senior high students in Hokkaido.**

The challenge consists of a 30-minute test based on the national syllabus, which is administered and recorded by the contestant's Assistant Language Teacher (ALT). The video is sent to judges for evaluation and the results will be announced in late May. The test's emphasis is on communicative ability. Entrants are awarded points for 1) showing creativity with their acquired English, 2) their ability to express thoughts clearly and 3) how well they cope with unfamiliar vocabulary and grammar.

Test prizes rely heavily upon entry fees, donations and fundraisers. The support garnered from the Hokkaido Association for Japan Exchange and Teaching (HAJET) and Hokkaido's ALTs enables HEC to hold this speaking competition.

## Why Get Involved?

HEC Camp is often praised as the most rewarding experience for an English teaching assistant and many ALTs choose to be involved year after year. This involvement has resulted in great success for HEC since its establishment. Involvement at any stage of the programme builds an ALT's professional experience and improves confidence in their English teaching abilities. Despite the COVID-19 pandemic restrictions, we would like to provide the opportunity for ALTs to encourage their students to use English outside of a regular classroom discourse. ALTs often report an increase in their students' interest and enthusiasm for English upon participating in HEC, as well as a marked difference in students' language skills. Students who enter become more comfortable speaking English and feel a sense of pride in having risen to the challenge.

## Are My Students Qualified?

Of course! Every year HEC receives test videos from students who vary widely in their English ability. In preparation, some have practiced long and hard, while others have only met with their ALT once or twice to prepare. ALTs new to HEC are often unsure whether their students have sufficient communicative abilities to enter but that shouldn't stop you from offering your student such an opportunity.

Typically, the upper tier of senior high school winners can communicate in English relatively easily. The lower tier is usually able to understand intermediate spoken English but may be slower in responding and/or find it more difficult to respond naturally. Either way, both levels are sufficient for entering the HEC test.

HEC recommends that ALTs allow interested students to enter the competition even if there are concerns about the student's level. Our aim is to encourage and motivate students to speak English and to help nurture their oral communication skills. Furthermore, for many students, simply spending some time individually or in a small group with their ALT is an amazing opportunity. At the very least, your student(s) will still get a rather inexpensive, fun eikaiwa-like lesson(s) from you.

## Prizes

Junior High School Division		Senior High School Division	
First Year		First Year	
<b>1<sup>st</sup> Place</b>	English related prizes of the student's choice (up to <b>¥30,000</b> )	<b>1<sup>st</sup> Place</b>	English related prizes of the student's choice (up to <b>¥30,000</b> )
<b>2<sup>nd</sup> Place</b>	English related prizes of the student's choice (up to <b>¥15,000</b> )	<b>2<sup>nd</sup> Place</b>	English related prizes of the student's choice (up to <b>¥15,000</b> )
<b>3<sup>rd</sup> Place</b>	English related prizes of the student's choice (up to <b>¥7,500</b> )	<b>3<sup>rd</sup> Place</b>	English related prizes of the student's choice (up to <b>¥7,500</b> )
<p>All participants receive a certificate of recognition.            All prize winners will receive a separate certificate in recognition of their achievements.</p>			

## Selected English Prizes

In previous years, students have been awarded cameras, electronic dictionaries, music, movies, books, magazines or gift certificates. The prizes are decided by consulting the winning students. Prizes are decided within the appropriate budgetary limits. Prize winners will be asked to select their desired prizes from an online vendor such as Amazon Japan or Rakuten Japan. ALTs will be asked to assist prize winners in selecting appropriate prizes.

## The Test

The test is based on the grammar and vocabulary in the corresponding year's English studies provided by the Ministry of Education's syllabus. Held in March, the test lasts about 30 minutes and is recorded on video camera. The ALT administers the test in the presence of one witness: a Japanese teacher of English (JTE), another Japanese teacher or another ALT. Once the recording is complete, the video is sent to a team of judges whose scores determine which students go through to the final round. Head judges then select the overall winners and rank the top scoring students. The results are announced at the end of May. Preparation for the test is at the discretion of the ALT and student. It can range from months of one-on-one tutoring to

group conversation practice during lunch.

Many students, ALTs and JTEs have requested to see past entries as a guide for their own preparations. Students are asked for permission to have their entries made available to future participants. If permission is given, the recordings will only be provided to participating ALTs upon request and will not be posted on the internet or made available for public viewing. Video entries may also be returned to the student or school if requested. However, if no explicit permission or instructions are received before the announcement of the official results in May, all entries will automatically be destroyed.

## Test Specifications

<i>Junior High School Test focus</i>	<i>Senior High School Test focus</i>
<ul style="list-style-type: none"> <li>→ Introductory questions</li> <li>→ Picture questions</li> <li>→ Reading comprehension</li> <li>→ Listening comprehension</li> <li>→ Cartoon/scene description</li> <li>→ 20 Questions</li> </ul>	<ul style="list-style-type: none"> <li>→ Introductory questions</li> <li>→ Picture questions</li> <li>→ Describing 'How to...' do/make/use something</li> <li>→ Listening comprehension</li> <li>→ Cartoon/scene description</li> <li>→ 20 Questions</li> </ul>

*\*\*\*Detailed information about the test administration, judging, and content will be provided in the forthcoming HEC Test Pack. When available, it can be downloaded from the HEC website: [hec.hajet.org](http://hec.hajet.org)\*\*\**

## Rules of Eligibility

Please be sure you have understood the following rules of eligibility before entering students:

- Student(s) must attend a junior or senior high school in the prefecture of Hokkaido.
- Student(s) must be in their first year of either junior or senior high school at time of registration.
- Student(s) must have never spent more than three consecutive weeks in an English speaking country. This not only includes a country where English is the primary language, but also countries or regions where English is often used in public as a practical means of communication.
- Student(s) must not attend/have attended core subject classes in an English immersion

setting.

- Student(s) must not reside in a household where English is/was a primary means of communication.
- The test must be conducted by a Hokkaido ALT. However, the ALT does not have to be one who normally visits the school of the student.
- A maximum of 15 students from one school may enter.
- A maximum of 10 students from one school can enter in each division.
- A maximum of 3 students from any one junior high and senior high school may be awarded a prize.
- The school limits apply regardless of the number of ALTs at the school. There is no limit to the **total** number of students an ALT can enter. There is no limit to the number of students who can enter from a single city or town.

*\*\*\*If you have any questions regarding the eligibility of a student, please contact the HEC Director, Queena Xu, at [hec@hajet.org](mailto:hec@hajet.org). Students will acknowledge they meet all requirements of eligibility at the time they take the test. **If HEC gains knowledge that a student has wrongfully informed HEC in any way prior to that student taking the test, HEC reserves the right to cancel said student's score without refund and revoke any prize he or she may have won.**\*\*\**

## Entry Fees

The cost of entering HEC is **¥1000 per student**. The cost is subject to change between now and the opening of registration at the discretion of the HEC Director.

Entrance fees may be covered by either the parents or by the school. It is more common for parents to cover the cost, but sometimes schools or boards of education may be willing to cover the cost.

The 'HEC Letter Pack' will provide letters explaining HEC in Japanese. Please inform your board of education, schools, and JTEs **before** distributing posters and letters to students. There will be letters that can be given to parents to request entrance fees as well as letters suited for schools. The letter pack can be found here: <https://hec.hajet.org/information/>. All proceeds from entrance fees go directly to help fund the HEC prizes. **Entrance fees are non-refundable.**

*\*\*\*NB: The fee is the same for every participant regardless of the number of entries. Furthermore, there is no price difference for students of HAJET members versus non-members.\*\*\**

## HEC Scholarship & Fee Waiver

HEC offers a fee waiver for select students who would not be able to participate otherwise. Previously, there were concerns that some talented and deserving students have not been able to participate in HEC because the entry fee was too high. For this reason, a special fee waiver is available to such students. To qualify for the waiver, a student should be identified by both the ALT and JTE as a particularly enthusiastic student. The student must also require such financial assistance. The JTE or homeroom teacher may have a good idea as to which students come from a family that may not be able to afford the full entry fee. Please keep in mind that HEC depends on entry fees to operate, so this fee waiver should not be announced publicly to an entire class. This waiver may be offered to only one student per school. The waiver must be approved ahead of time by the HEC Coordinator and approval is not guaranteed.

## Registration

*Registration Period: December 13th, 2021  
to February 10th, 2022*

Registration should be completed as far in advance as possible using the HEC test registration link available on the HEC website. It can often take time to present the idea of HEC to your school, parents and students. In addition, students may take a while to return permission forms. Preparations for HEC can be started at any point, however, the sooner you start the more prepared your students will be. That being said, there is no real pressure to register or to begin preparing before you and/or your students are ready. Registration can start at any point once the permission forms become available (December 13) up until the registration deadline (February 10). *More information about deadlines can be found later in the Advice and Guidelines section.*

## Submission Address

The Registration process comes in two parts. First, please present a Paper Registration Form to your students. These forms can be found on [www.hec.hajet.org/information](http://www.hec.hajet.org/information) or <https://bit.ly/HEC-2022-PaperRegistration>.

After your student(s) complete the Paper Registration Form, the ALT must input the information into the Online Registration Form: <https://bit.ly/HEC-2022-TestRegistration>. A scanned copy of the Paper Registration form must also be submitted as part of the Online Registration process. Please email a clear scan/photo of this ENTIRE Paper Form to [test.hec@hajat.org](mailto:test.hec@hajat.org). **Online forms submitted without a copy of the signed form will be deemed as incomplete and no confirmation of registration will be sent.**

If for some reason you are unable to complete online registration contact the HEC Test Coordinator at [hec.test@hajat.org](mailto:hec.test@hajat.org). Once given permission to do so, mail the completed registration forms to the HEC Test Coordinator. It must be postmarked by **Thursday, February 10, 2022**. Registration forms will be made available by December 13, 2021. Your students cannot be entered into HEC until both the entry fee and permission forms have been received. In some cases, late entries may be accepted if approved by the HEC Director. **Once permitted to do so, send the forms to:**

Hokkaido English Challenge ホッカイドウ エングリッシュ チャレンジ  
C/o Kylie Winger  
078-2100 Hokkaido, Uryu-gun, Chippubetsu-cho, Keimeisou 1-7  
078-2100 北海道雨竜郡秩父別町恵明荘1号棟7号室

## Payment Information

Please pay entry fees by electronic money transfer. There are two types of possible transfers. One is done at a post office (送金/*soukin*) and the other is done at any bank (振込/*furikomi*). Both types of transfers can be completed at an ATM. While many ATMs do have the option of displaying English, it is often incomplete or incorrect when dealing with transactions beyond simple deposits and withdrawals. For this reason, it is recommended that you complete the transfer using the Japanese labels. If you provide the bank account information below, Japan Post staff should be able to assist you.

*Post Office Money Transfers (送金/*soukin*)* Post Office money transfers can be completed at the ATM or possibly at the counter by filling out an appropriate form. Some post offices may not offer English forms or may not have any forms and require that the process be completed at the ATM.

Please use the following directions to send money using a form at the post office:

- Ask for a furikomi form.

- Write in the HEC account number: 19040-12690631.
  - 記号 19040
  - 番号 12690631
- Write in the HEC account name: ホッカイドウイングリッシュチャレンジ
- Write your name.
- Write how much you are paying.
- Write your phone number.

*HEC Account Details for Transfers from a Post Office ATM*

ACCOUNT NUMBER: 19040-12690631

ACCOUNT NAME: ホッカイドウイングリッシュチャレンジ

*Regular Bank Transfers (振込/furikomi)*

At most banks you will have the option of sending money directly from your account or using cash. Please deposit the entry fees into your account first and then make the transfer directly from your account. This way the source of the transfer can be verified easily. The procedure for transferring money varies from bank to bank. Any bank staff member should be able to assist you at the ATM using the account information provided below.

Bank: ゆうちょ銀行 (Post Office Bank)

Account Number (口座番号): 1269063

Branch Number (店番): 908

Branch Name (店名): 九〇八(キューゼロハチ)

Account Type: 普通預金

*Direct exchange*

You may also give the money directly to the HEC Director (Queen Xu), the HEC Co-Director (Colin Takeo), or the HEC Treasurer (Kyla Kerr-Wilson) if you are able to arrange a pickup.

## Registration Confirmation

Shortly following your payment, you will receive a confirmation email at the email address you indicated on the registration form. This email will ask you to confirm all your student's information. At this point, you will be able to correct any incorrect information or errors before any certificates or tests are printed and mailed. Also included in this email will be the total amount of entry fees that was received. This email will be the only automatic receipt of the entry fees. However, if you, your school or your student requires an official receipt to be issued, please contact the HEC Director. Likewise, if you would like immediate confirmation that entry fees or registration forms have been received, please contact the HEC Director at [hec@hajet.org](mailto:hec@hajet.org).

## How Do I Get Involved?

The best way to be involved is to encourage your students to compete and offer them assistance in preparing for the test. If you are unable to enter students, however, there are other ways to become part of HEC's team. Below is a list of some of the volunteer positions within HEC. If you are unable to commit to HEC but would still like to show your support, there are plenty of opportunities to donate at fundraisers held throughout the year.

HEC is a non-profit programme and is run completely on donations and entry fees. Everything we receive goes into paying for the prizes and subsequently, next year's HEC Camp. As a result, HEC encourages ALTs who wish to support HEC to enter students, and if possible, hold fundraising events to help keep the programme strong.

If you wish to make a donation at any time or know someone who would like to, HEC has started a BuyMeACoffee where donations will go directly to fund for the test and future camps. Please consider donating to us through: <https://www.buymeacoffee.com/HEC.camp>. If you prefer to donate to us directly, please use the Furikomi method as written under [Payment Information](#).

## HEC Volunteer Positions

HEC Director - Queena Xu ( [hec@hajat.org](mailto:hec@hajat.org) ) The HEC Director is the head of HEC. Main responsibilities lie in overseeing all organizational aspects of HEC, recruiting the HEC staff, contacting Sapporo Study Abroad Center to arrange the home-stay, managing the budget, raising funds, releasing information, and being the main point of contact for HEC.

Co-Director - Colin Takeo ( [co.hec@hajat.org](mailto:co.hec@hajat.org) ) Works with the HEC Director, Camp Coordinator, and Test Committee Chair to recruit volunteers throughout the year by providing information about HEC volunteer positions. Recruits, establishes, and coordinates the camp staff.

Camp Coordinator - ( [heccamp@hajat.org](mailto:heccamp@hajat.org) ) The Camp Coordinator is responsible for planning HEC Camp. They will work with the HEC Coordinator and Camp Co-Coordinator(s) to recruit the camp staff, decide where and when camp will be, make a budget for camp, and take care of legal issues regarding camp.

Treasurer - Kyla Kerr-Wilson ( [treasurer.hec@hajat.org](mailto:treasurer.hec@hajat.org) ) Responsible for collections and reimbursements and general bookkeeping for HEC's finances. They are also in charge of the cashbox at events.

Test Committee Chair - Kylie Winger ( [test.hec@hajat.org](mailto:test.hec@hajat.org) ) Establishes timetables and deadlines for the test portion of HEC, recruits judges and writers, collects test registration from HEC participants, collects scores from judges, and establishes a rubric that judges will use to adjudicate the test.

Events Coordinator - Felix Mouangvong ( [events.hec@hajat.org](mailto:events.hec@hajat.org) ) Works with the HEC Team to create fundraising ideas and events. They ensure that these fundraisers operate smoothly.

Social Media Manager - Jess Chen ( [hec.social.media@hajat.org](mailto:hec.social.media@hajat.org) ) Maintains the HEC website, YouTube and Facebook pages by keeping the information current as well as uploading the necessary documents onto the website for general access.

Media Manager - ( [media.hec@hajat.org](mailto:media.hec@hajat.org) ) Responsible for taking pictures/videos at HEC Camp and other HEC events, and creating the media package to be mailed out to students after camp.

Webmaster - Colin Takeo ( [webmaster.hec@hajat.org](mailto:webmaster.hec@hajat.org) ) Maintains the HEC website, YouTube and Facebook pages by keeping the information current as well as uploading the necessary documents onto the website for general access.

Publications Editor - Adelyn Westerholm ( [publications.hec@hajat.org](mailto:publications.hec@hajat.org) ) Responsible for editing, updating and organizing all documents, promotional materials and soon made available for public use or viewing by HEC.

Translator(s) - ( [translator.hec@hajat.org](mailto:translator.hec@hajat.org) ) Duties include translating documents and promotional material, as well as communicating with contracting organizations and various businesses on behalf of HEC.

Judges Positions  
available: 15-30

Judges work in pairs to evaluate their assigned group of video entries and determine which students will go through to the final round. Judges may enter students, but they will not be able to judge the level their students compete in.

Head Judges Positions available: 4 Two (2) for each division, junior and senior high school. Head judges select the overall winners and rank the top-placed entrants. They may enter students, but not in the division they are judging.

Test Writers Positions available: 4 Two (2) for each division, junior and senior high school. Writers are responsible for finding source material (i.e. pictures, cartoon strips, text passages) and writing test questions according to the established format. Test writers may enter their own students but not into the division of the test script they are writing.

HEC Regional Representatives HEC is looking for motivated individuals that would like to help support HEC in their region. This would include contacting ALTs and encouraging them to enter students. If inclined to do so, HEC would appreciate the aid of these representatives with fundraising.

## **Summer Camp (Possibly in 2023) Volunteer Positions**

Although Camp 2022 has been halted due to the current global pandemic, we are still looking for potential volunteers at the next available HEC Camp, possibly in 2023. Listed below are the positions that will be available when it is safe to host HEC camp again.

## **Kitchen Staff**

The head chef is responsible for designing a menu within the provided budget, buying food, and preparing food at camp.

## **Group Leaders**

Students are divided into groups. Each group is assigned two leaders. The leaders are responsible for informing their groups of the day's events, looking after their welfare and reporting any problems within the groups to the camp coordinator.

## **Activity Leaders**

Other positions help with activities such as Crazy Olympics, playwriting, dance party, letter writing and the Junior Leader programme. These volunteers are responsible for organizing their respective activities, explaining proceedings to campers and volunteers, as well as ensuring that the activity runs smoothly. Staff volunteers work together to ensure the health and safety of students and encourage them to use English for the duration of the camp. Activity leaders help coordinate activities to ensure students are at ease and enjoying their time at camp. No previous experience is necessary for any of the above jobs, however some experience or certification is preferred in the case of Camp Nurse. The more volunteers at HEC Camp, the more opportunity students will have to practice their English. Japanese people with strong English communication skills are also encouraged to apply as volunteers.

*\*\*\*If you are interested in getting involved, and would like to volunteer your time and services for any of the above HEC positions, please email Colin Takeo at [co.hec@hajat.org](mailto:co.hec@hajat.org) with details of your name, current location, and in what capacity you would like to be involved and why. For HEC Camp inquiries, please email [co.hec@hajat.org](mailto:co.hec@hajat.org) with your name, location and the position that interests you. Many ALTs would like to volunteer but find that they are unable to commit to the full five days during summer vacation. Although we encourage everyone to come for the full five days, it is usually possible for people to volunteer for only a day or two. Any help you're able to offer will be greatly appreciated. \*\*\**

# Advice & Guidelines

This section includes detailed information on this year's deadlines, recommended timeline, training your student, submitting entry forms and fees.

## Deadlines

Registration & Payment: no later than **THURSDAY, FEBRUARY 10, 2022.**

Permission forms and entry fees must be postmarked by this date. Permission forms and entry fees are sent directly to Casey Lodge, the HEC Test Coordinator. Until HEC has both, your student cannot be entered into the competition. Please send in forms and fees as soon as possible. Do not leave this until the last moment. Registration forms will be available by December 7, 2020.

Test Deadline: Submission no later than **THURSDAY, MARCH 31, 2022** (Testing can begin on March 1, 2022). All video entries must be uploaded to the HEC Test Submission google drive by March 31. Any entries that are submitted after this date will be disqualified. **No monies will be refunded.** ALTs will be sent a link to the Test Submission google drive folder from [testsubmission.hec@hajat.org](mailto:testsubmission.hec@hajat.org). Please ensure that your files are properly named with students names placed in the details section of the file. If you have any questions about submitting online please contact the HEC Test Coordinator ([hec.test@hajat.org](mailto:hec.test@hajat.org)) or Test Submission ([testsubmission.hec@hajat.org](mailto:testsubmission.hec@hajat.org)). **ALL FILES MUST BE IN .MP4 or .WMA FORMAT.**

Results: Announced no later than **TUESDAY, MAY 31, 2022.** The HEC results will be sent out by email to ALTs by this date. Letters will be sent with certificates in English and Japanese to explain the results of the competition to teachers, ALTs, and students. Appropriate prizes will be offered at this time. Letters to non-successful students will also be included.

## List of Tasks

Here is a list of the most important tasks for participating in HEC:

- Distribute information to the appropriate people (i.e. parents, teachers, and principals).

- ❑ Talk with interested students. Decide which students will enter.
- ❑ Arrange for the equipment that you will be using. **LEARN TO USE IT.**
- ❑ Ensure that you are able to use the technical equipment.
- ❑ Arrange practice schedule.
- ❑ Practice.
- ❑ Hand in permission forms and entry fees (deadline: Friday, February 12th).
- ❑ Administer test.
- ❑ Upload test to test submission google drive (deadline: Wednesday, March 31st).

Take time to look at old tests and familiarize yourself with the marking scheme. Past tests are available for download on the HEC website ([hec.hajet.org](http://hec.hajet.org)) and can be requested at [hec@hajet.org](mailto:hec@hajet.org). Speak with ALTs who have previously participated in test preparation to learn about various ways of preparing your students. Previous tests - which can be found on <https://hec.hajet.org/the-test/> - will demonstrate exactly what types of questions and restrictions you can expect on the test.

## Permission from Schools

You may find that some schools are reluctant to allow their students to enter and view HEC as a distraction from more important commitments. If the initial reaction of the school is to turn the opportunity down, you can try the following:

- Suggest that they be allowed to treat the matter case by case and adopt the rule that if the parents are happy for their child to enter, then the student should be allowed rather than looking at it as a matter for the whole school.
- Explain to them politely that the competition will aid the students' English ability as the test is similar to Eiken.
- Stress that practice times will take into account student obligations, previous commitments such as club activities and does not require JTE supervision.

There is information available in Japanese on the HEC website that can be useful in explaining HEC to your school.

## Recommended Timeline

Below is a recommended timeline of the various stages of the competition, including a recommended task timeline for ALTs to follow in order to get the most out of the contest:

### Mid-December to January

- ❑ Talk with JTEs about the competition. Print out HEC posters and flyers, hang them up/distribute them to students. Announce details of the contest in class.
- ❑ Look out for students who might be interested. Discuss with your JTE who might be suitable. Remember that JTEs do not need to do extra work for HEC. They or another teacher, simply need to witness the test being done in the spring. Please ensure that the school is aware of what you are doing.
- ❑ Distribute letters to your supervisor, vice principals, JTEs and parents.
- ❑ If more than 20 students from one school wish to participate, hold preliminary rounds to determine which 20 may enter.
- ❑ Decide who will enter and make sure they and their parents understand the test requirements, the judging process, deadlines and prizes.
- ❑ Familiarize yourself with the payment process and prepare permission forms. Start giving students permission forms to fill out and collecting entry fees.
- ❑ Begin practicing.
- ❑ Decide whether you will continue practicing throughout the holiday or resume after the school term starts.

#### **Late January to mid-February**

- ❑ Arrange a date and time with your students and JTE to administer the test. Be aware that students (and possibly ALTs and JTEs) have spring vacation in March. Make sure the school you are testing at has a video camera and blank storage media to record the test. **HEC does not provide blank media.** All entries must be submitted in .mp4 or .wma format to the test submission google drive. If you are unable to submit online please create a DVD (.mp4/.wma) of the test and have it postmarked by the submission deadline.
- ❑ Record a mock test to gauge your students' progress (not to be submitted). Allow the student to watch themselves on video to familiarize them with the process.
- ❑ Download the current HEC Test Pack. Familiarize yourself and your students with the testing procedures.
- ❑ Send in your entry fees and permission forms to HEC by **Thursday, February 10, 2022.**

#### **Late February to late March**

- ❑ Receive a copy of the test in the mail by **Tuesday, March 1, 2022.**
- ❑ Administer the test.
- ❑ Upload the test to the test submission google drive in .mp4 or .wma format by **Thursday, March 31, 2022.** If you are unable to submit online, create a DVD of the test in .mp4/.wma format. Email the Test Coordinator ( [test.hec@hajet.org](mailto:test.hec@hajet.org) ). Send the DVD to the address indicated by the Test Coordinator.

**End of March to May**

- Judging takes place.
- Results are announced by Tuesday, May 31.

**June**

- Certificates are distributed.

**July**

- HEC Prizes are distributed.

## Administering the Test

### The Test Manuscript

You will receive the test manuscript in a sealed envelope in the post by **March 1st, 2022**. The sealed test manuscript envelope will be mailed in an outer primary envelope that can be opened. On the day of the test, you must show the video camera the sealed inner secondary envelope to prove that it has not been tampered with. **NB: If for whatever reason, the secondary envelope is opened before the exam, HEC will not reissue the exam and students will be disqualified. No monies will be refunded.**

In addition to the secondary envelope, the primary envelope will also contain a cover letter detailing your assigned judge, participation certificates for each of your students and declaration forms to be signed by a witness immediately before the test.

#### The Video Recorder

- Familiarize yourself with the video recorder and practice using it beforehand.
- Ensure that you and your student are visible with a close enough zoom to read facial expressions.
- Check sound levels. It would be unfortunate if your student's chances were affected due to poor sound quality.
- Once the test has been recorded, make a copy onto an external storage drive or DVD.
- **PLEASE CHECK THE FINAL RECORDING** before it is uploaded to the test submission google drive or sent to judges. Depending on the situation, you may not be able to resubmit your entry if there is a problem with the original.

## The Test Pack

The HEC Test Pack will be available online close to the registration deadline. It will include:

- Judging Guidelines: How your students will be judged.
- Test Structure: A generic sample test will be included which will show all the instructions and time limits as they will appear on the final test.
- Testing Procedures: Details on how the test is to be administered and submitted.
- Equipment Needed: What you will need during the test.
- Recording Guidelines: How to make your recording; how to make multiple recordings.

## Encouraging Your Students

You are likely to find that it is difficult to find a convenient time to meet with your student(s). It may be wise to discuss with the teacher what sort of pressures the student(s) have from the school and from home regarding studies and extracurricular activities they are involved in.

Please be sure to speak to your student about the practice schedule and ask them what they want to get out of the contest. It may be the case that their level is lower than you first thought or that the student takes a long time to show signs of improvement. However, you should never make a student feel uncomfortable or inadequate about their progress. Ensure that you continually motivate your student(s). At the same time, excessively pushing a student to do more preparation than they may want can have a negative impact on the student's motivation and eagerness to learn English.

In addition to or in lieu of individual HEC preparation, you may want to incorporate HEC preparatory activities into classes as a whole. Depending on the flexibility afforded to you in your classes, you may be able to use activities that require students to describe pictures or to respond to the types of questions that will be found on the HEC test. This will help to convince teachers and your school that HEC is relevant in a classroom setting.

## Contact Information and Additional Documents

If you have any questions, comments or concerns about HEC please do not hesitate to contact Queena Xu, the HEC Director at [hec@hajet.org](mailto:hec@hajet.org).

Additional information and documents can be found on the HEC website which also has some information available in Japanese: <https://hec.hajet.org/ja/story-2/>.

# HEC CHECKLIST

- Get HEC Information, visit [www.hec.hajet.org](http://www.hec.hajet.org)
- Print out posters, letters etc.
- Tell your school (JTE, Vice-principal, Principal, parents and students)
- Recruit
- Give out consent forms
- Register for HEC (collect registration forms, submit online and make payment by **FEBRUARY 10**)
- Practice, Practice, Practice!
- Decide on test date with student(s)
- Review Test Preparation Guide
- Practice
- Get blank storage media and become familiar with video recorder
- Did we mention practice?!
- Receive HEC Test Pack (**MARCH 1**)
- Administer the HEC test
- Congratulate student!
- Upload test file to Test Submission Google Drive (**MARCH 31**)
- Get Test Results (**MAY 31**)
- Congratulate yourself!

