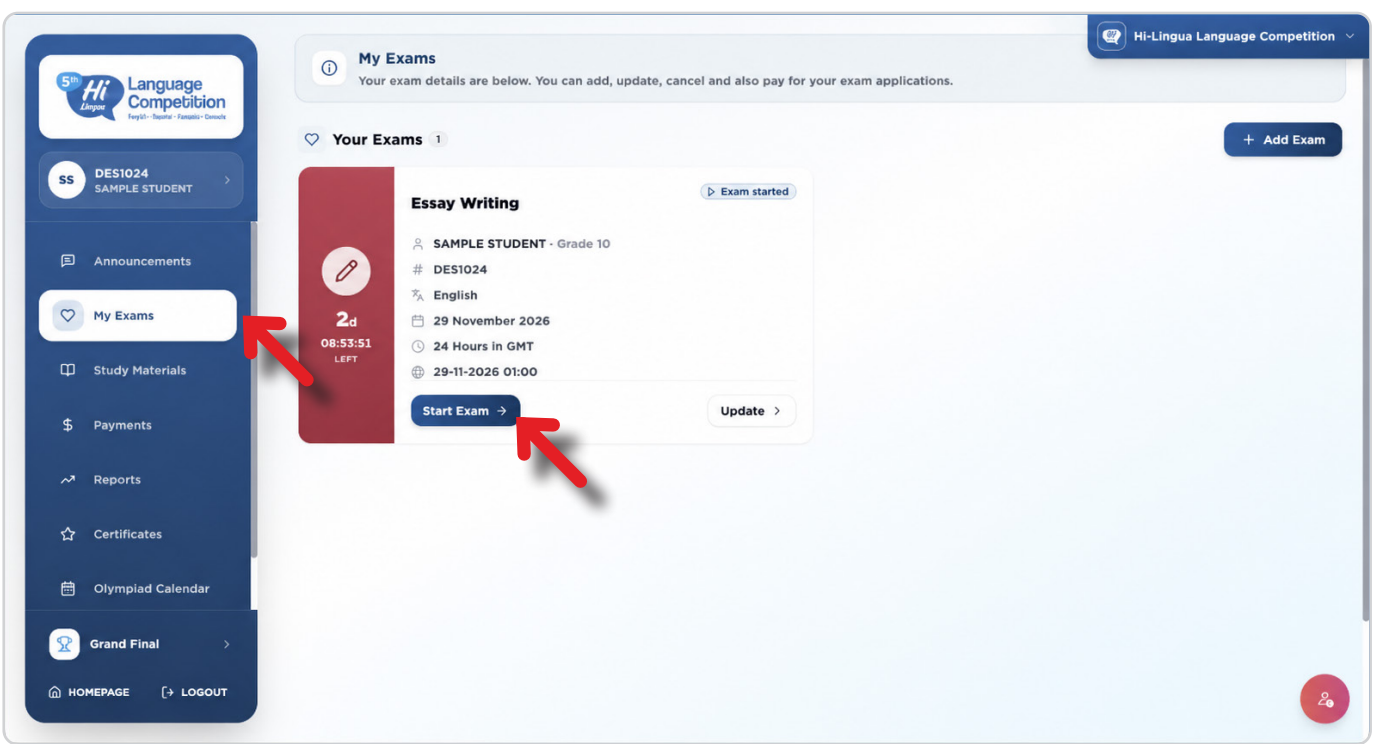
# HI-LINGUA ESSAY CHALLENGE
# STEP-BY-STEP EXAM GUIDE

Follow these instructions to access your exam, select your essay topic, use the exam screen, save your work and complete your exam.

1

## Accessing and starting your exam

Log in to your Student Portal and select **My Exams** from the menu on the left. Locate the **Essay Writing** exam card and check your grade, language and exam date.




The exam is available for 24 hours, from 00:00 to 23:59 GMT on 29 November 2026. You may start at any time during this window. However, once you click **Start Exam**, you will have 60 minutes to complete and submit your essay.

- **Start Exam:** Click **Start Exam** on the Essay Writing exam card to begin the process.
- **Camera and screen-sharing permissions:** Follow the on-screen instructions and grant the required permissions before proceeding.
- **Exam duration:** Once the exam starts, you have 60 minutes to select a topic, write, review and submit your essay.

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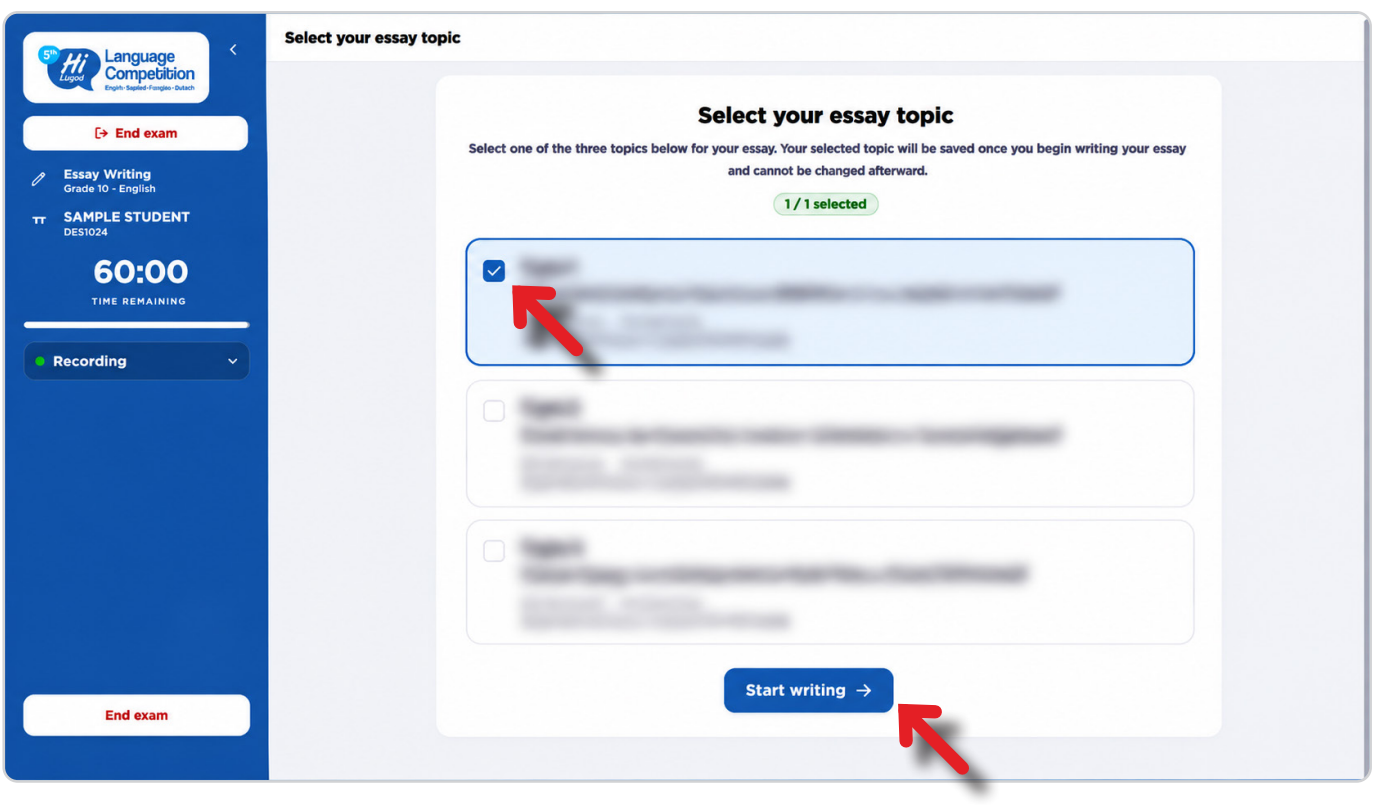
## Selecting your essay topic

Once you enter the exam, three essay topics will be displayed on your screen. Read all three topics carefully before making your selection.




- **Select one topic:** Click the checkbox next to your preferred topic. Only one topic can be selected.
- **Start writing:** Click the **Start Writing** button to proceed to the essay writing screen. Your selected topic will be saved and cannot be changed afterward.

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## Monitoring your exam session

- **Time remaining:** The timer on the left shows how much time you have left. You have 60 minutes from the start of the exam, including the time spent selecting your topic.
- **Recording:** Check the recording status on the left side of the screen.

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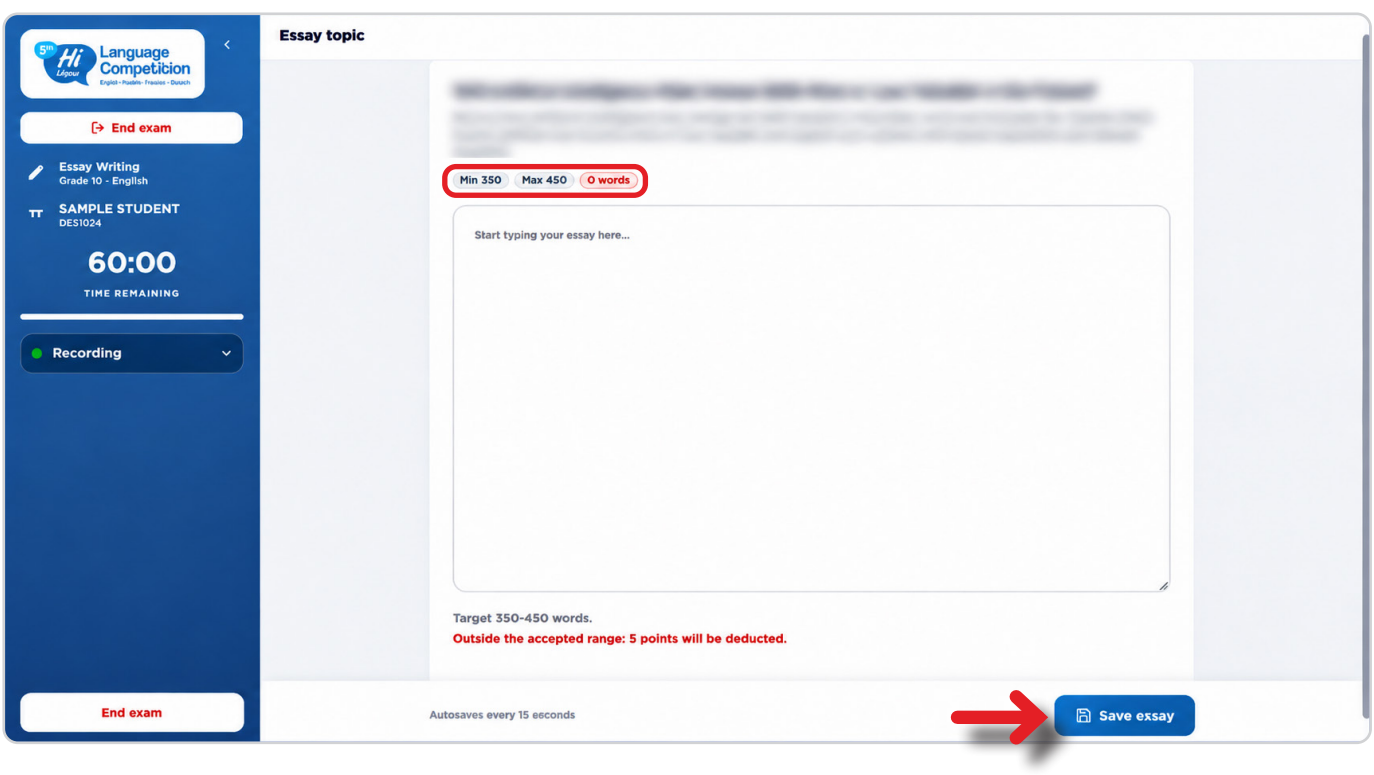
## Understanding the essay writing screen




- **Essay topic:** Read your selected topic and the instructions below it carefully.
- **Min / Max and word counter:** Check the target word count for your level and monitor the number of words as you write.
- **Writing area:** Type your essay directly in the provided text box. Organize your ideas and follow the instructions. Essays outside the accepted word count range incur a 5-point deduction.

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## Saving your essay

Your essay is automatically saved every 15 seconds. You can also click **Save Essay** at the bottom right of the screen to save your progress manually. Saving does not end your exam; you can continue writing and editing while time remains.

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## Reviewing and ending your exam

Review your essay for relevance to the topic, organization, spelling, grammar and punctuation. Check the word count and click **Save Essay** to save your final version. When you are ready to finish, click **End Exam** on the left side of the screen.

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## Automatic submission

When the 60-minute timer reaches zero, your essay will be automatically submitted, even if you have not finished writing. We recommend reviewing and saving your essay before the time expires.