

Hau Po Woon Cup

Primary School English Speaking Competition 2023

Competition Rules & Regulations (Appendix 1)

Due to the COVID-19 pandemic, this year's competition will be conducted via 'Video Submission'. Participating schools, families and competitors are strongly advised to PLEASE take note of the following **Rules and Regulations**.

1. **Online Application** (*Closed*)

Entries for the above competition will **only be accepted online** by completing a google form. Scan the following QR code or follow the link under 'Latest News Section' on the school website (www.cchpwss.edu.hk) to complete the entry form.

Deadline for application entry forms is **Friday, 24th February 2023 (5:00 p.m.)**

Due to the nature of online competitions and in the interest of fairness to all competitors

LATE submissions cannot be entertained under any circumstances.



<https://forms.gle/jfwZBih4xLneSecp7>

2. **Submission of video**

Competitors are required to video-record their performance and upload the video to the designated platform. They will submit a video URL by **scanning the QR code** below or click the link, alternatively you may complete an online **Video Submission Form** which will be available on the school website between **27th and 31st March 2023**. Competitors must strictly follow the Video Recording Specifications and the Procedures for Video Submission.

<https://forms.gle/5sNZ2z5ZoEPjfwRTA>



3. **Video-recording Specifications**

1. Competitors should follow the format below when making their recording:
 - a. Announce their name and the name of their school.
 - b. Give the title of their poem and the author.
 - c. Perform their poem.
2. Competitors will be disqualified if they do not comply with the following:
 - a. The video must be shot in a single take. No special effects are permitted, such as adding soundtracks, audio, pictures, text, filters, transitions, colour adjustments, light adjustments, subtitles etc. There must be no editing or post-production.
 - b. Videos must be recorded live with no dubbing.

3. Competitors' marks will be affected if they fail to observe the following:
 - a. The audio and video should synchronise and the sound quality be clear and smooth.
 - b. The resolution of the video will be 720p (1280x720) or above.
 - c. Filming should be done indoors with a simple background and sufficient light. The recording environment should be quiet.
 - d. The entire video must clearly show the competitor's full body (head to feet), appearance and actions.
 - e. When shooting, the camera should be stable and without movement.
 - f. Wearing a mask during recording may affect performance. Competitors are encouraged to film at home or another safe environment without a mask. Competitors should take responsibility of assessing their own health risk and follow the health advice from the Government.

4. Procedures for Video Submission

1. After screening, teachers should upload the selected video to YouTube (it is suggested to use the email account used in your application). Teachers should name the video titles according to the prescribed format (Reference number_Name).
2. Teachers should set the videos as "unlisted". If the video is set as "private" or cannot be played during the period of adjudication regardless of reasons, participants will not receive any comments, marks or certificates.
3. After uploading the video to YouTube, retrieve the URL of the video, then fill out and submit the designated on-line "Video Submission Form". This form will be available by **scanning the QR code** above or clicking the link, alternatively it will also be available on the Ching Chung Hau Po Woon Website (www.cchpwss.edu.hk) from 09:00 a.m. on 27th March 2023.
4. Each submission form can only be used to submit the video URL and related information for **ONE** entry.
5. The submission period for all entries is from **Monday, 27th March (09:00 a.m.) to Friday, 31st March (5:00 p.m.)**
6. Once the form is submitted successfully, you will receive a confirmation email, including a copy of the submitted information. Please make sure all the information is correct and note that the receipt of a confirmation email does not mean our school confirms the submission fulfils the entry requirements.
7. If any dispute arises, our school reserves the right to make the final decision.

****LATE submissions cannot be entertained under any circumstances.****