

Spelling Bee System User Guide

System Overview

This online platform is designed to manage spelling competition activities for students. It includes the following key features:

- **User Registration**
 - **Exam Management**
 - Register for exams
 - View available exam lists
 - Track the status of your exams
 - **Payment System**
 - Pay exam fees through multiple payment methods
 - **Exam Results**
 - View your scores and detailed exam results
 - **Certificates**
 - Download certificates and awards
 - **Study Materials**
 - Access study documents and learning resources
 - **Personal Information Management**
 - Update and manage personal details and parent/guardian information
-

How to Register and Log In

1. Go to the official website: <https://theislo.com>
2. You will see the homepage of **The International Spelling Bee and Linguistics Olympiad**.
3. Click the **Register** button as shown in the image below(up right corner).

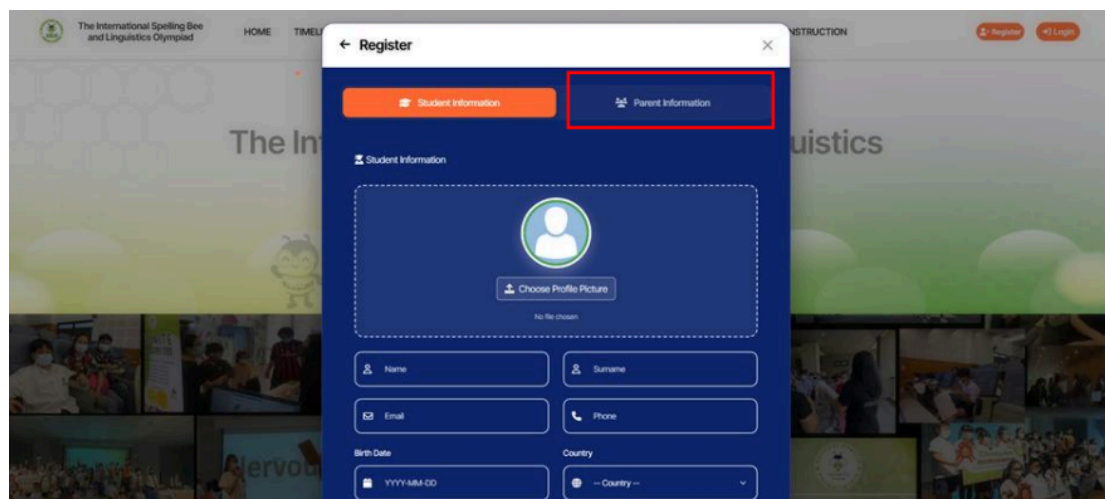


The system will display a form where students need to fill in their details, including:

- First Name
- Last Name
- Email Address
- Phone Number
- Date of Birth
- Country

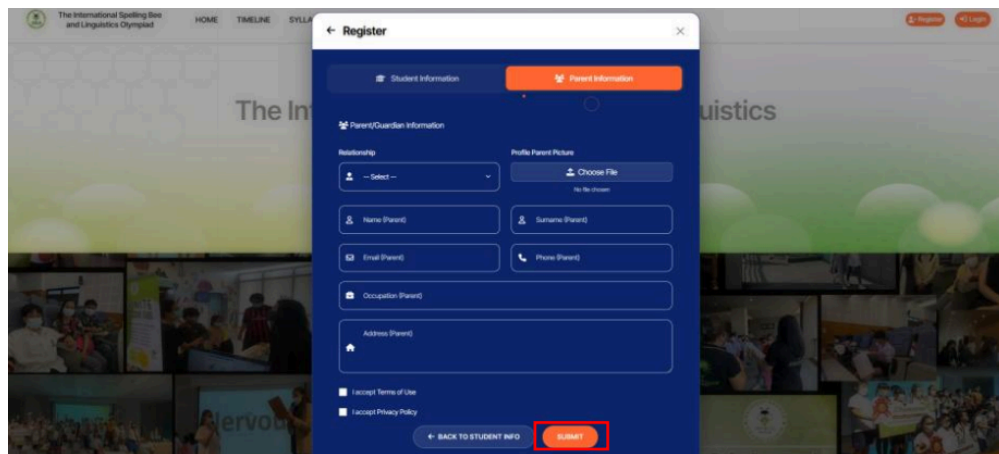
Students can also upload a profile picture.

Once you have completed the **Student Information** page, click



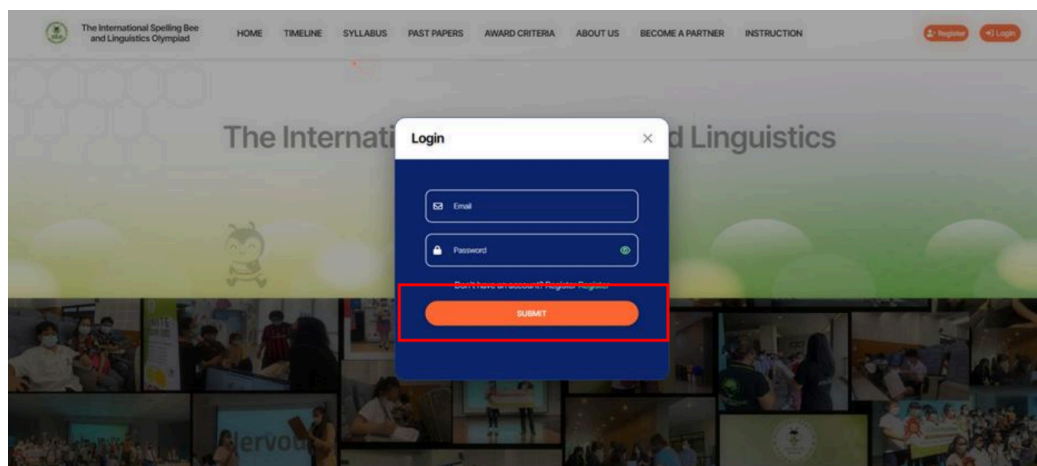
The system will display a form for entering the parent/guardian's details.

After completing the form, click



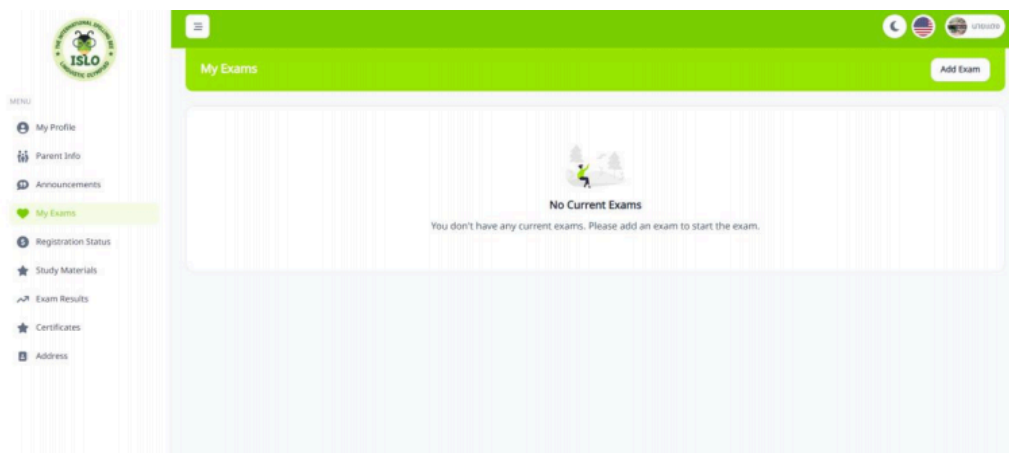
The screenshot shows a 'Register' modal window with a 'Parent Information' tab selected. The form includes fields for Relationship (a dropdown menu), Profile Parent Picture (a 'Choose File' button), Home (Parent), Surname (Parent), Email (Parent), Phone (Parent), Occupation (Parent), and Address (Parent). At the bottom, there are checkboxes for 'I accept Terms of Use' and 'I accept Privacy Policy', a 'BACK TO STUDENT INFO' button, and a red-outlined 'SUBMIT' button.

The system will automatically redirect you to the **Login** page. Enter your **email** and **password**, then click

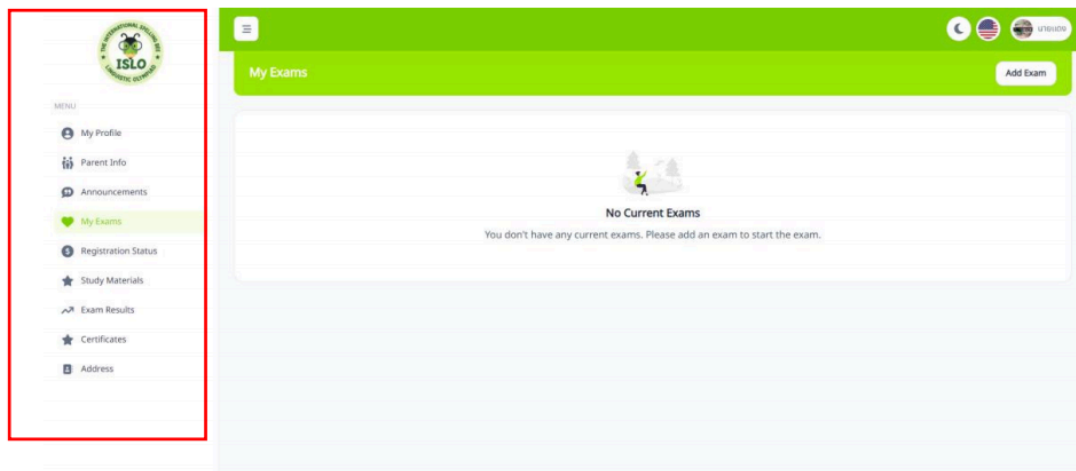


The screenshot shows a 'Login' modal window with fields for Email and Password. Below the fields is a red-outlined 'SUBMIT' button. A link that says 'Don't have an account? Register' is visible above the button.

First page after logging in



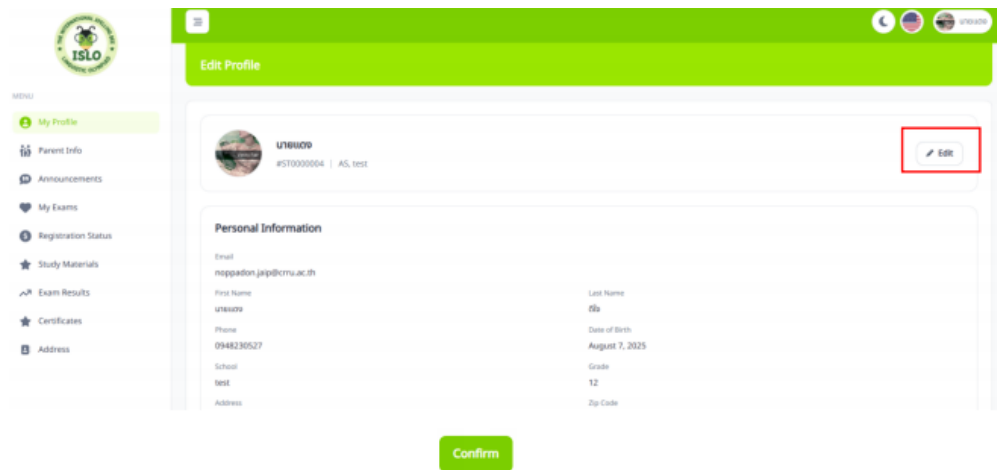
How to Use the Menu



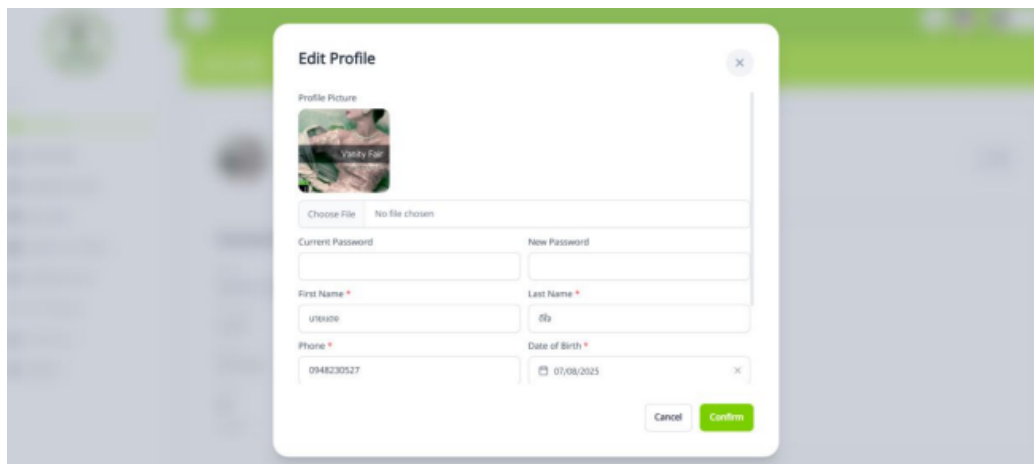
- **My Profile**
View and edit your personal information, such as name, email, and phone number.
- **Parent Info**
View or update parent/guardian information, including name, phone number, and email.
- **Announcements**
Access important updates from the system, such as exam schedules, news, and notifications.
- **My Exams**
View your exam details, including registered subjects, exam dates, and locations.
- **Registration Status**
Check your registration status (e.g., registered, pending payment, or completed).
- **Study Materials**
Access exam-related documents and learning resources.
- **Exam Results**
Review your past exam results.
- **Certificates**
View or download certificates received after exams.
- **Address**
Manage and update your address information.

My Profile

Edit personal information click  Edit



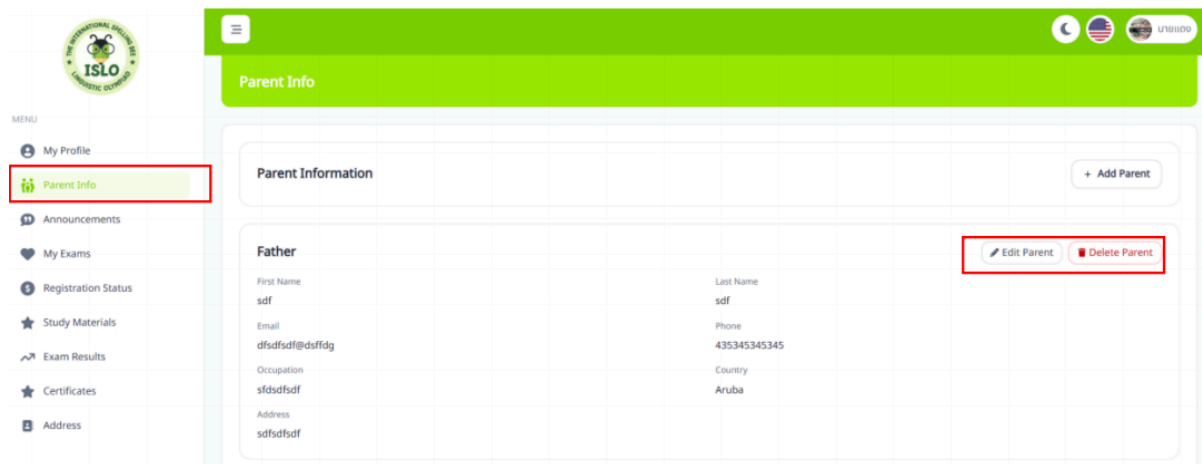
A popup window will appear as shown.



After making the changes, click 

Parent Info

View or edit parent/guardian information.



To make changes, click



To delete, click



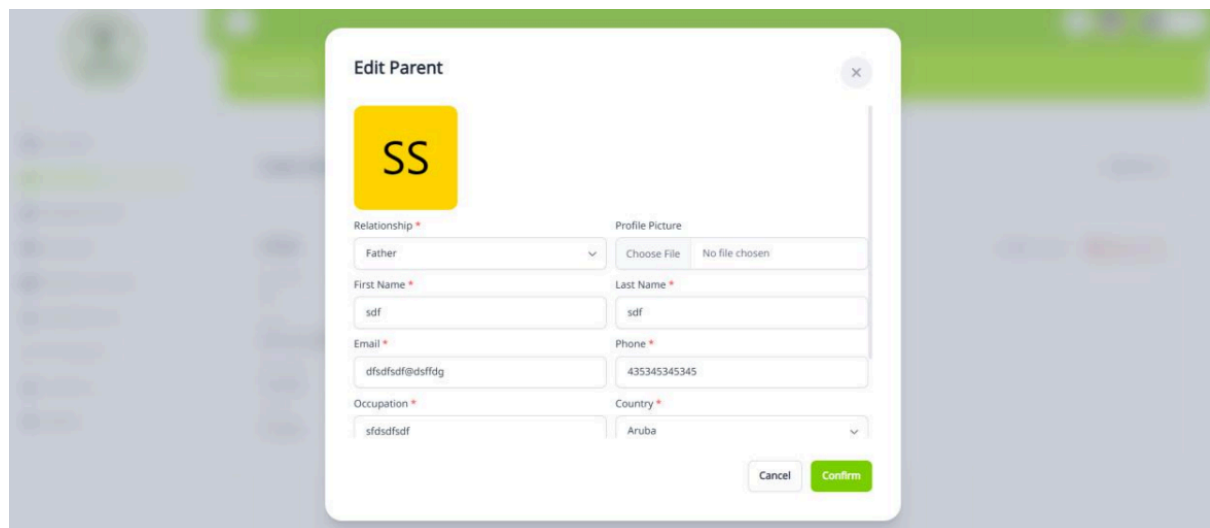
You can add multiple parents/guardians by clicking



When you click the **Edit** button



Clicking the **Edit** button will open a popup window where you can make changes.



Announcements

View important notifications from the system.

Click **Full Detail** button to view more information.

ISLO INTERNATIONAL SCHOOL LONDON ONLINE

MENU

- My Profile
- Parent Info
- Announcements**
- My Exams
- Registration Status
- Study Materials
- Exam Results
- Certificates
- Address

Announcements

Rounds	Test Date
National Online Round 1	30 November 2025
National Online Round 2	January 2026
International Round in Singapore	April 2026

ONLINE ROUNDS

hello welcome to the world

beginner

Full Detail

Previous **1** Next

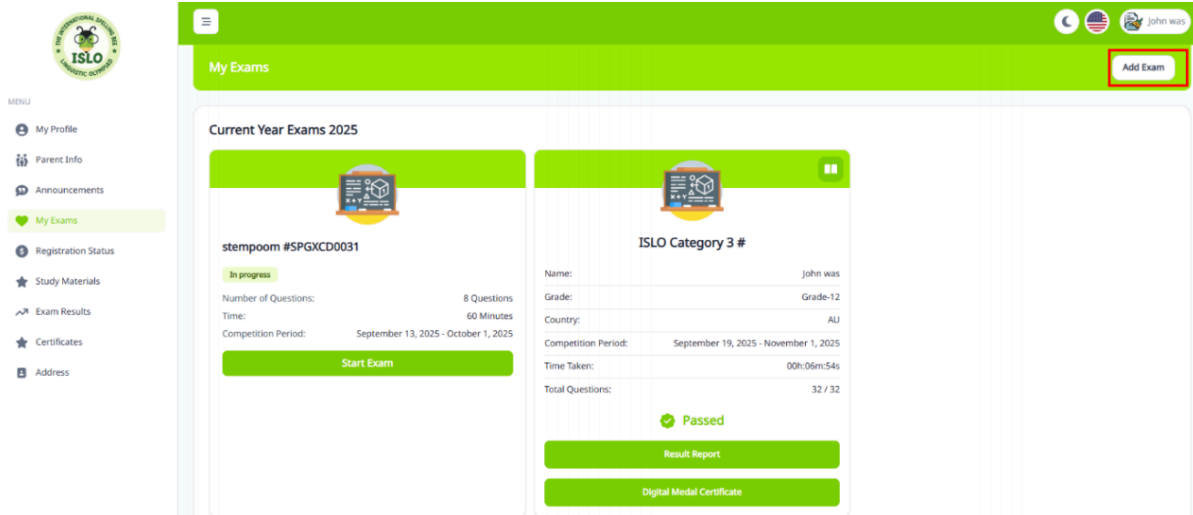
hello welcome to the world

beginner

My Exams

View your exam information.

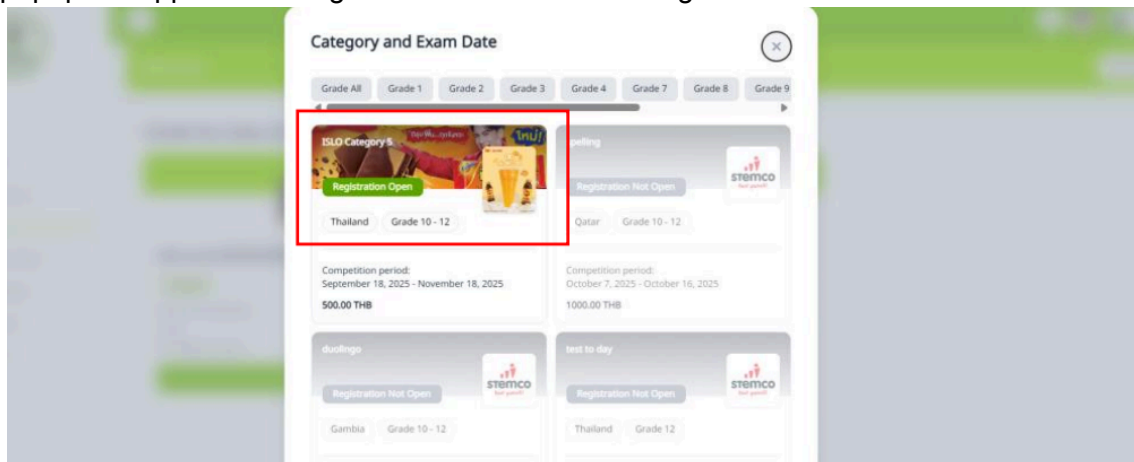
It will display the exam(s) you have registered for.



To add an exam, click

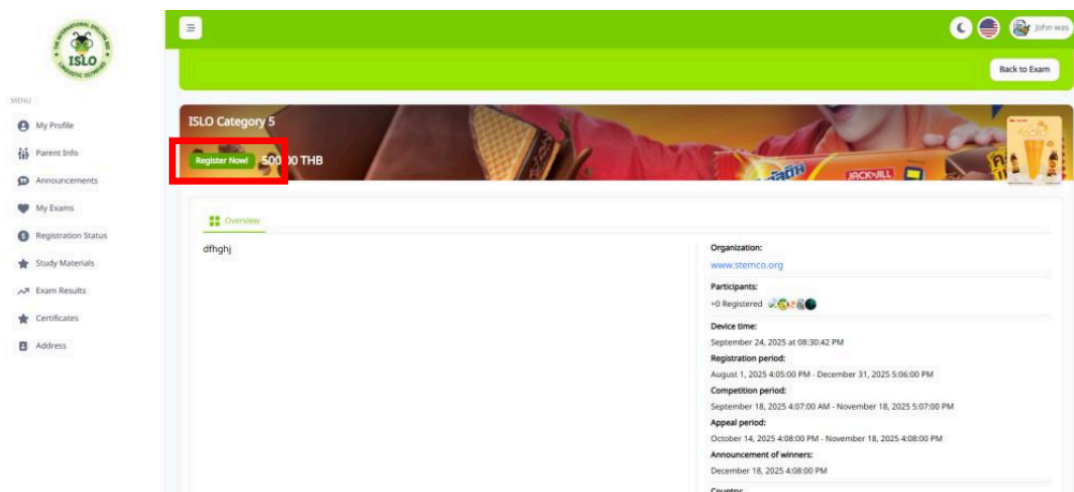
Add Exam


A popup will appear showing all available exams for registration.

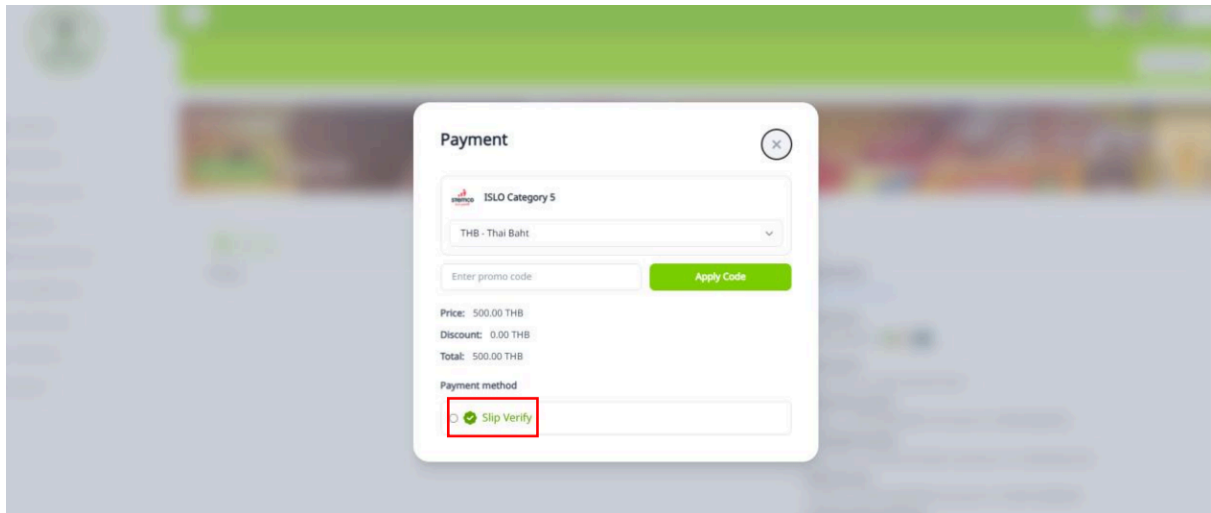


When you select an exam, the system will display the exam details page. You can register by clicking

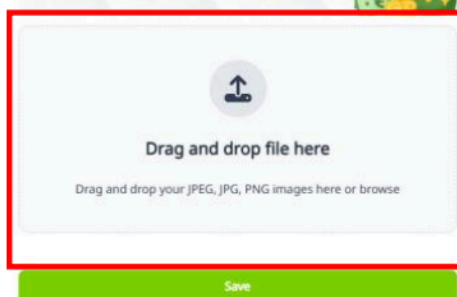
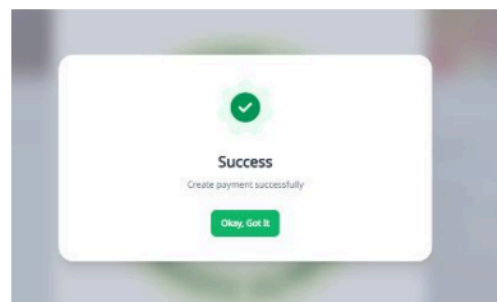
Register Now!



A payment popup will appear. Click **Payment method**
 **Slip Verify**

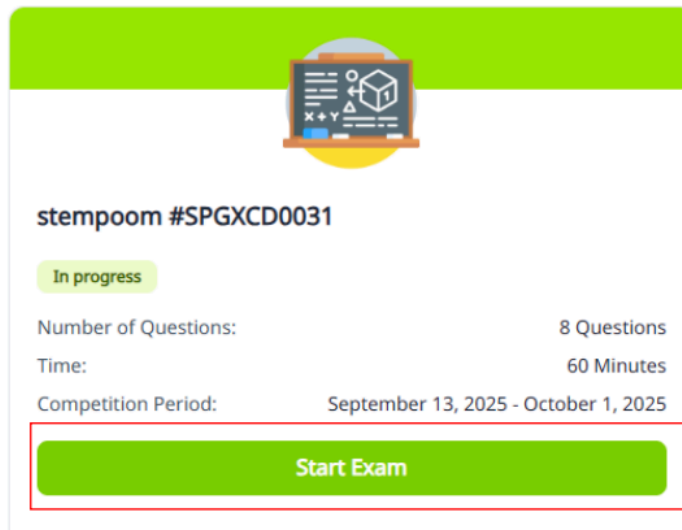


Upload your payment slip as proof of transfer, then click **Save**



After submission, please wait for the Admin's confirmation.

Click **Start Exam**



The image shows a digital exam interface. At the top, there is a green header bar with a circular icon containing a calculator, a pencil, and a document. Below the header, the text "stempoom #SPGXCD0031" is displayed. A green pill-shaped button labeled "In progress" is positioned below the text. The exam details are listed in two columns: "Number of Questions: 8 Questions", "Time: 60 Minutes", and "Competition Period: September 13, 2025 - October 1, 2025". At the bottom, a large green button labeled "Start Exam" is highlighted with a red rectangular border.

stempoom #SPGXCD0031

In progress

Number of Questions: 8 Questions

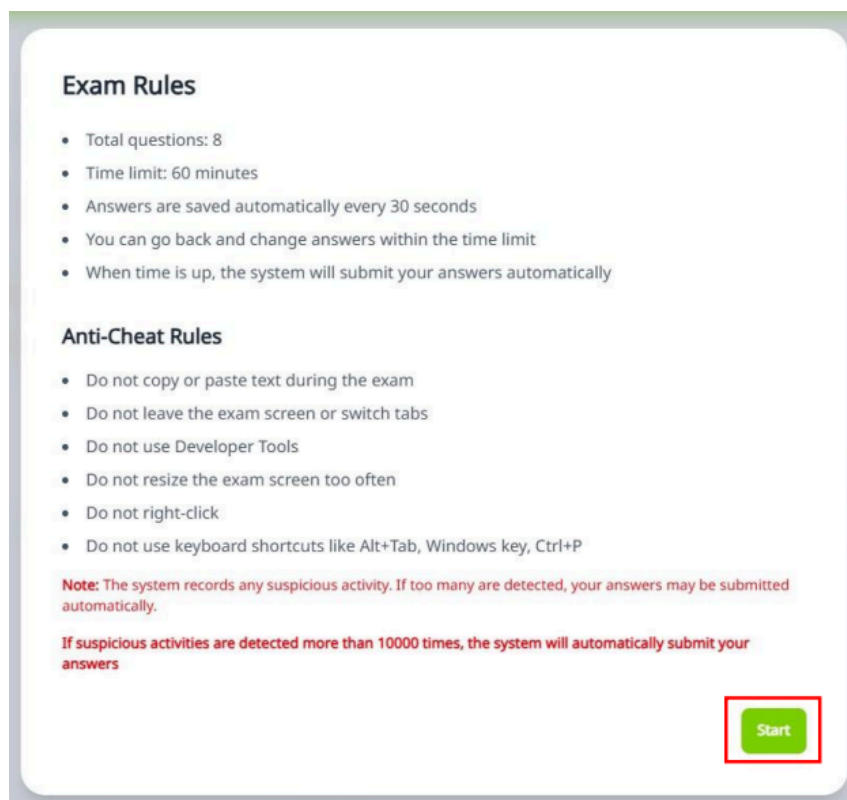
Time: 60 Minutes

Competition Period: September 13, 2025 - October 1, 2025

Start Exam

The rules and regulations will be displayed as shown in the image.

Click **Start** to start the exam.



The image displays the "Exam Rules" and "Anti-Cheat Rules" sections. The "Exam Rules" section includes a bulleted list of rules. The "Anti-Cheat Rules" section includes a bulleted list of rules and a note about suspicious activity. At the bottom right, a green button labeled "Start" is highlighted with a red rectangular border.

Exam Rules

- Total questions: 8
- Time limit: 60 minutes
- Answers are saved automatically every 30 seconds
- You can go back and change answers within the time limit
- When time is up, the system will submit your answers automatically

Anti-Cheat Rules

- Do not copy or paste text during the exam
- Do not leave the exam screen or switch tabs
- Do not use Developer Tools
- Do not resize the exam screen too often
- Do not right-click
- Do not use keyboard shortcuts like Alt+Tab, Windows key, Ctrl+P

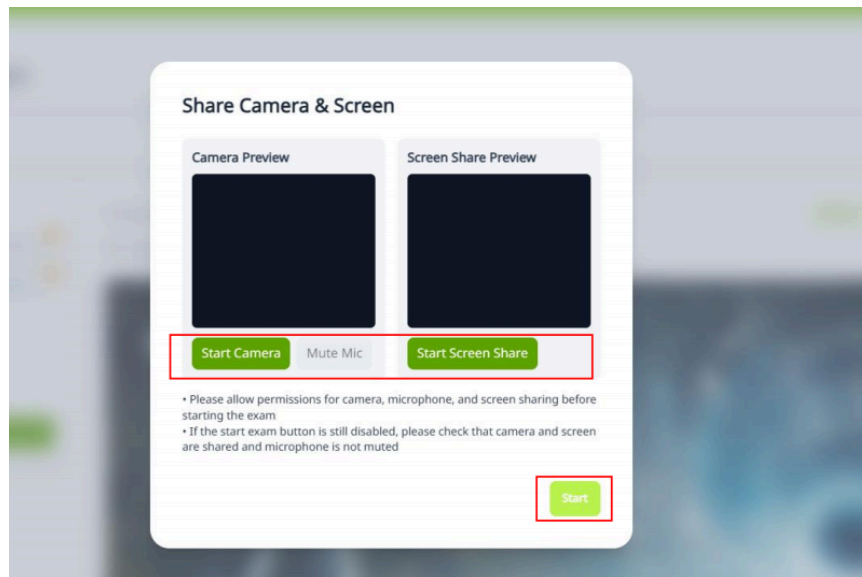
Note: The system records any suspicious activity. If too many are detected, your answers may be submitted automatically.

If suspicious activities are detected more than 10000 times, the system will automatically submit your answers

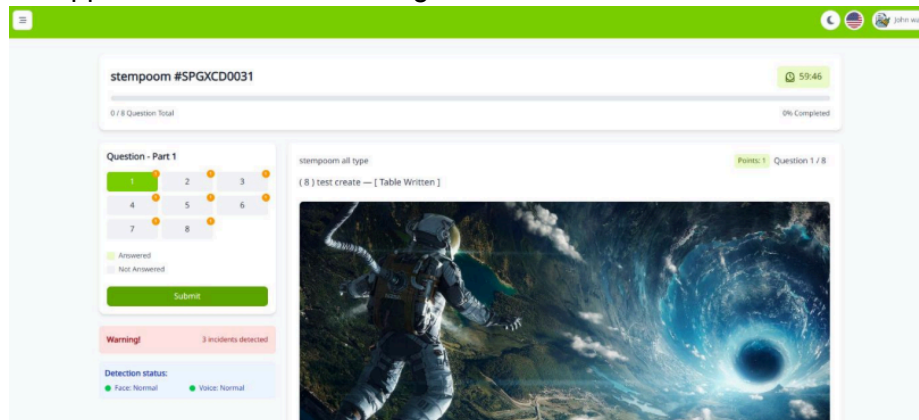
Start

You will be prompted to share your camera and screen.
Click **Start Camera** and **Start Screen**, then click

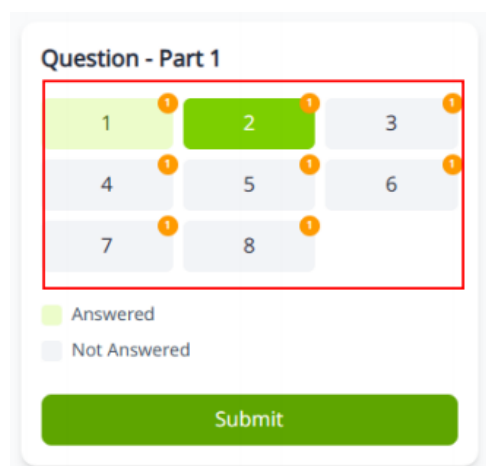
Start




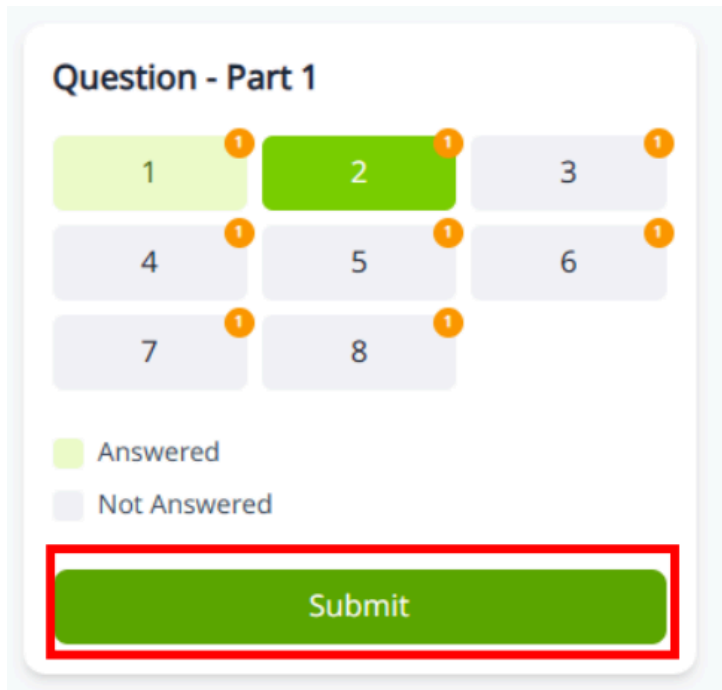
The exam will appear as shown in the image.



You can choose which question to answer first by clicking the button for each question, as shown in the image.



After completing all questions, click 




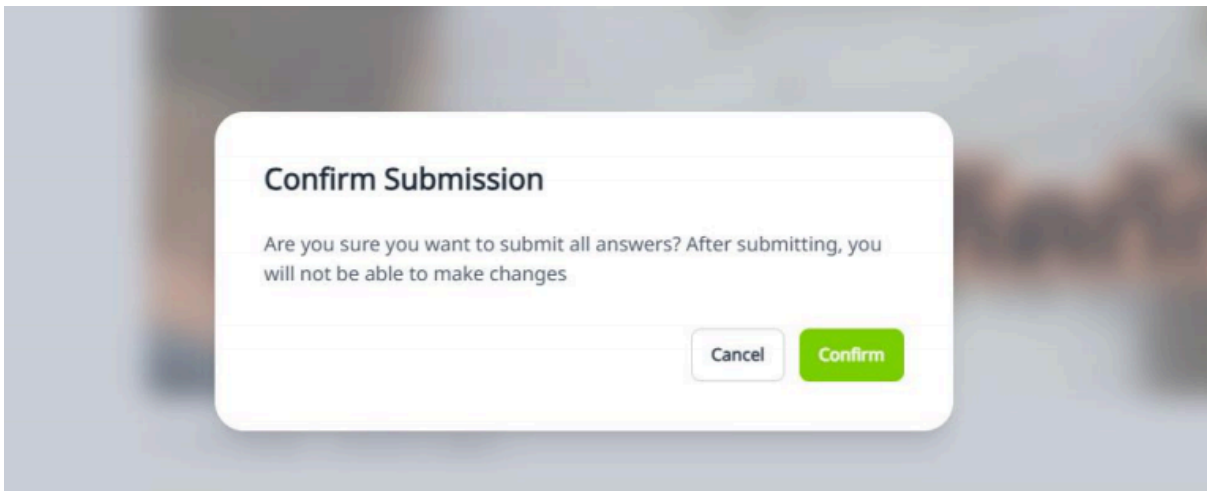
Question - Part 1

1	2	3
4	5	6
7	8	

☐ Answered
☐ Not Answered


Submit

A confirmation popup will appear as shown in the image. Click 



Confirm Submission

Are you sure you want to submit all answers? After submitting, you will not be able to make changes

After completing the exam, the exam status will show as  **Pending review**

This means the exam is pending approval from the Admin.

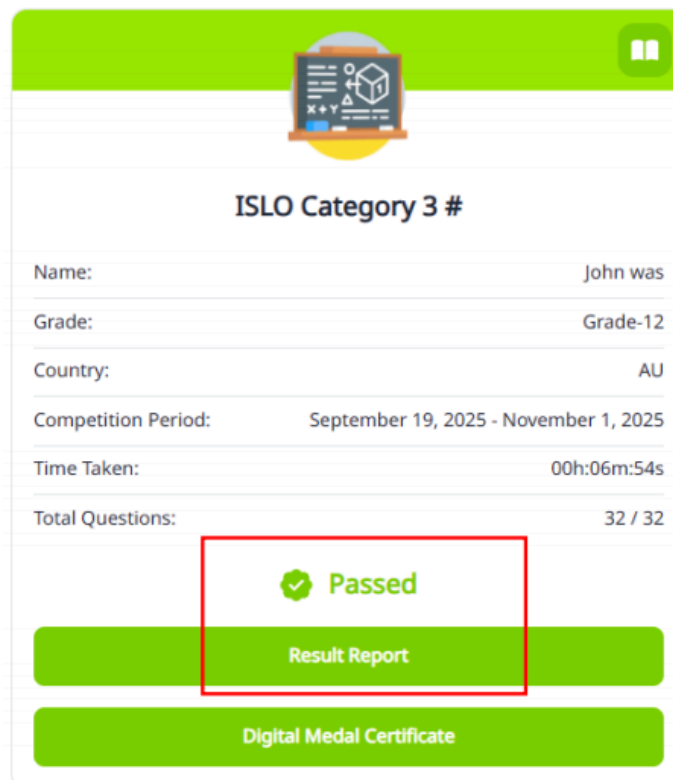



ISLO Category 4 #ISLOC40001	
Name:	Student
Grade:	Grade-12
Country:	TH
Competition Period:	September 18, 2025 - November 18, 2025
Time Taken:	00h:04m:23s
Total Questions:	42 / 42
 Pending review	

If the status shows  **Passed** , you can view your exam results.

This means the exam has been reviewed and approved by the Admin. You can now click

Result Report



ISLO Category 3 #	
Name:	John was
Grade:	Grade-12
Country:	AU
Competition Period:	September 19, 2025 - November 1, 2025
Time Taken:	00h:06m:54s
Total Questions:	32 / 32
 Passed	
Result Report	
Digital Medal Certificate	

The system will display the exam results and answer key, along with the total score, as shown in the image.

Result: ISLO Category 3 #

15 Correct	17 Incorrect	20 Total Points
Merit Rank	6:54 Time	

Filter by Status:

All (32) Correct (15) Incorrect (17)

Filter by Part:

All Parts Part 1 Part 2 Part 3 Part 4 Part 5

Number: 1
Part 1 : Part 1 : Write the words you hear on the lines below

Question:

Correct

Click [Digital Medal Certificate](#) to download certificate

ISLO Category 3 #

Name: John was

Grade: Grade-12

Country: AU

Competition Period: September 19, 2025 - November 1, 2025

Time Taken: 00h:06m:54s

Total Questions: 32 / 32

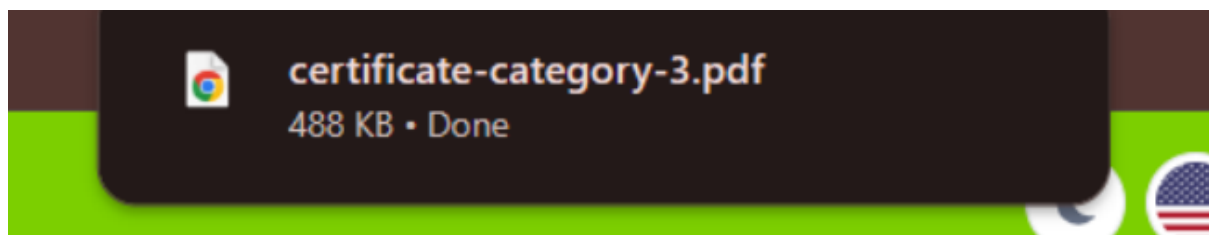
Passed

Result Report

Digital Medal Certificate



The results will be displayed as shown in the image.



Registration Status

Check the status of your exam registration

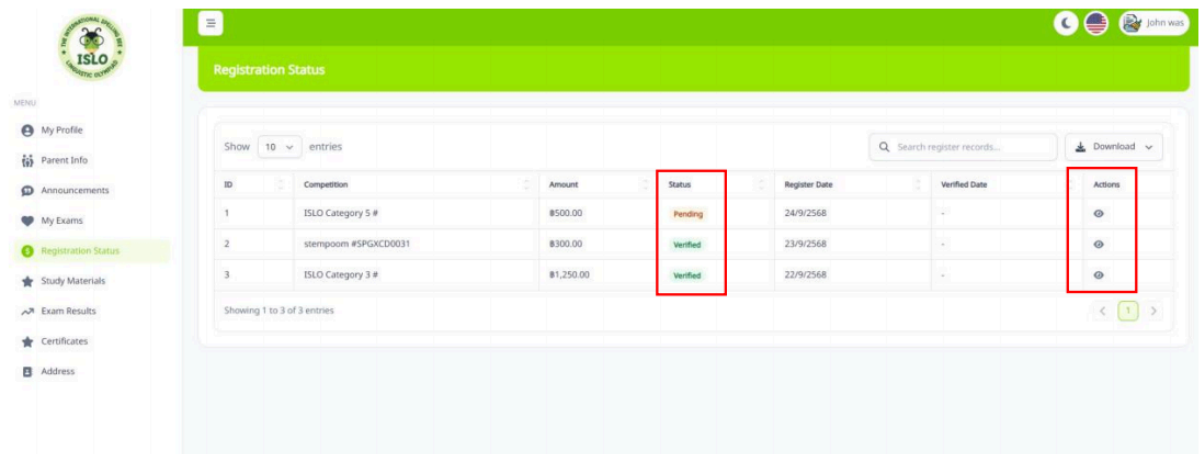
The status will indicate:

Pending

Waiting for confirmation

Verified

Registration has been confirmed



ID	Competition	Amount	Status	Register Date	Verified Date	Actions
1	ISLO Category 5 #	\$500.00	Pending	24/9/2568	-	
2	stempoom #SPGKCD0031	\$300.00	Verified	23/9/2568	-	
3	ISLO Category 3 #	\$1,250.00	Verified	22/9/2568	-	

Showing 1 to 3 of 3 entries

You can view previously submitted payment slips by clicking  button.

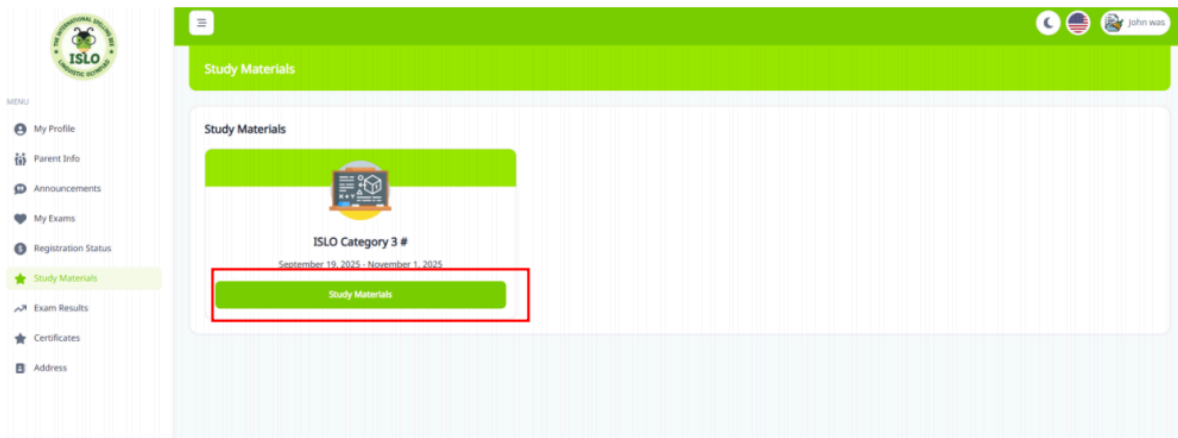


Study Materials

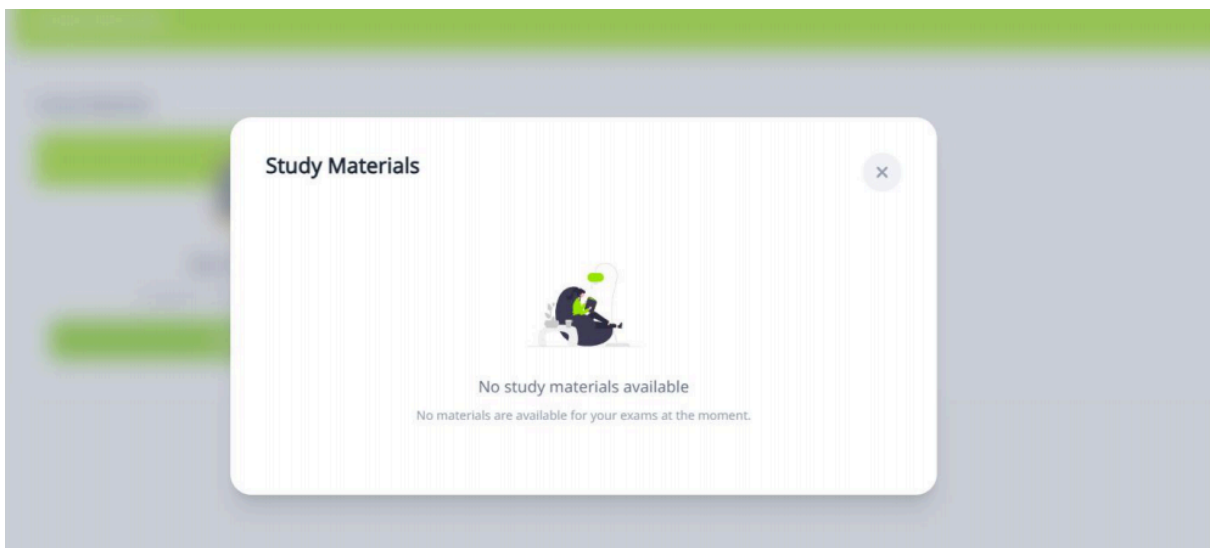
Access documents and learning resources related to the exam.

You can view more details by clicking

[Study Materials](#)



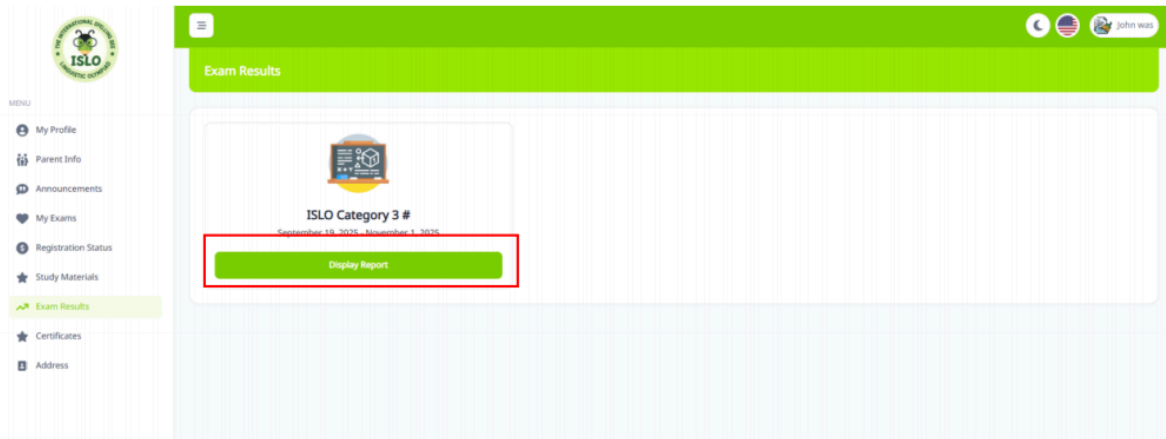
The results will be displayed as shown in the image.



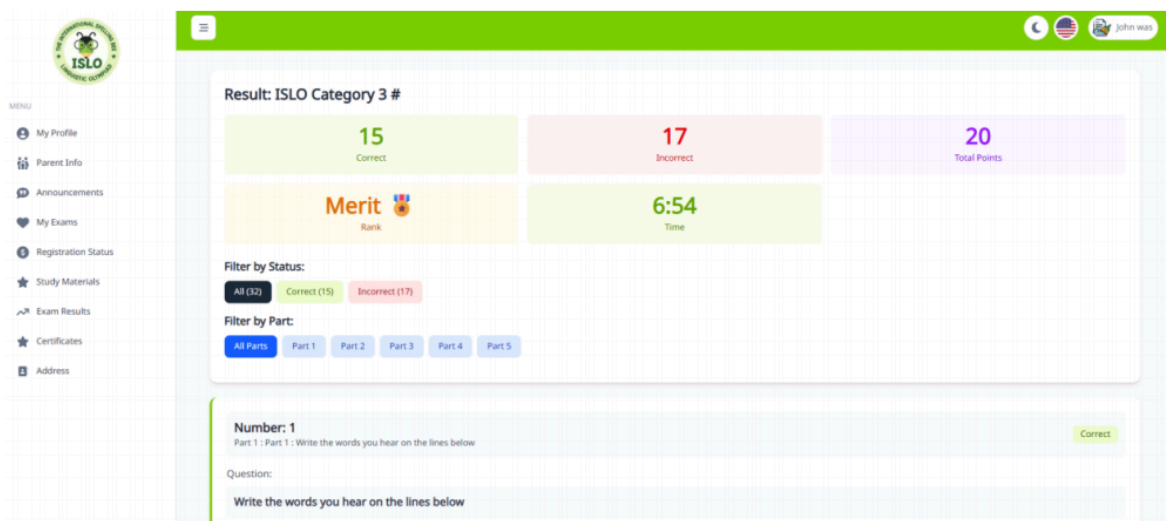
Exam Results

View your past exam results.

On the past exam results page, you can click [Display Report](#) to view more information.



The results will be displayed as shown in the image.

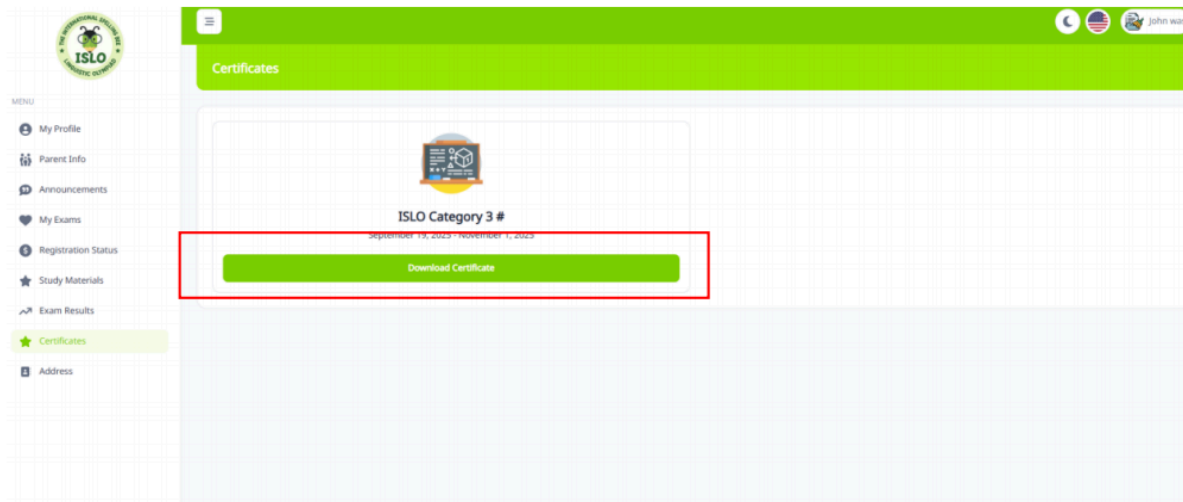


Certificates

Download or view the certificates you received after the exam.

Download by clicking

Download Certificate

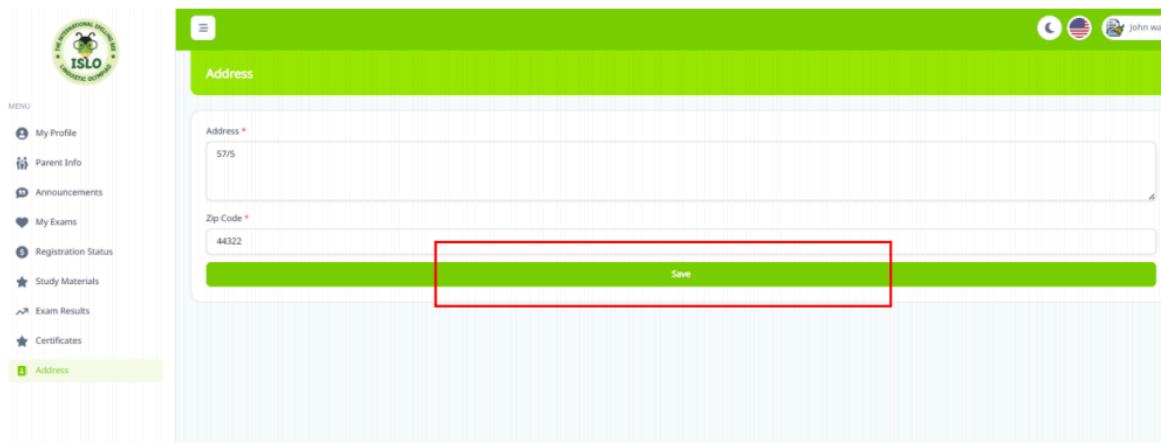


Address

Manage and update your address information.

You can edit your address information, then click

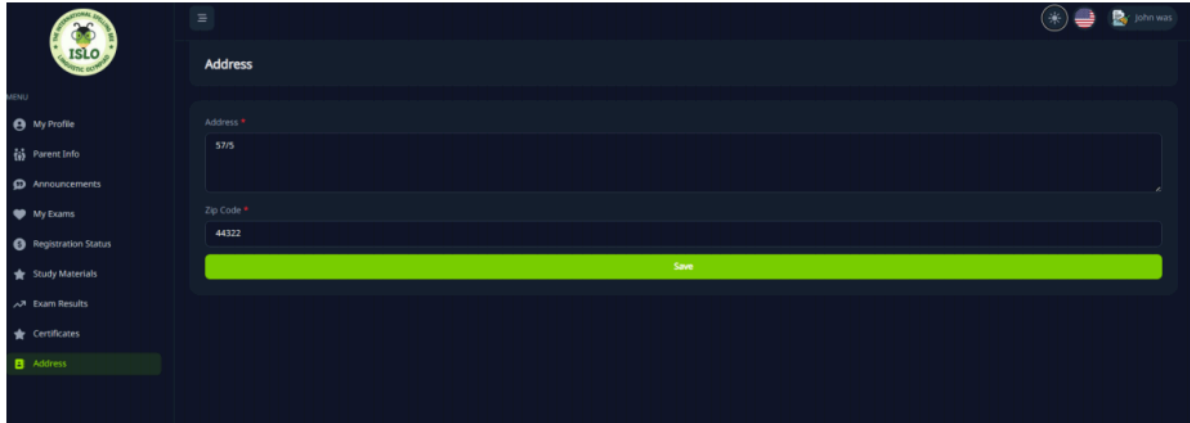
Save




Top Menu Functions



Click  to switch the system to Dark Mode, as shown in the example image.



Click  for translation across the entire system.

Finally, the **Profile** button is used to sign out and edit your personal information.

