



TEACHER'S

USER GUIDE

RAFFLES INSTITUTION
in collaboration with
TOFFS Technologies Pte. Ltd.

RAFFLES INSTITUTION & TOFFS TECHNOLOGIES PTE. LTD.

TEACHER'S

RAFFLES INSTITUTION

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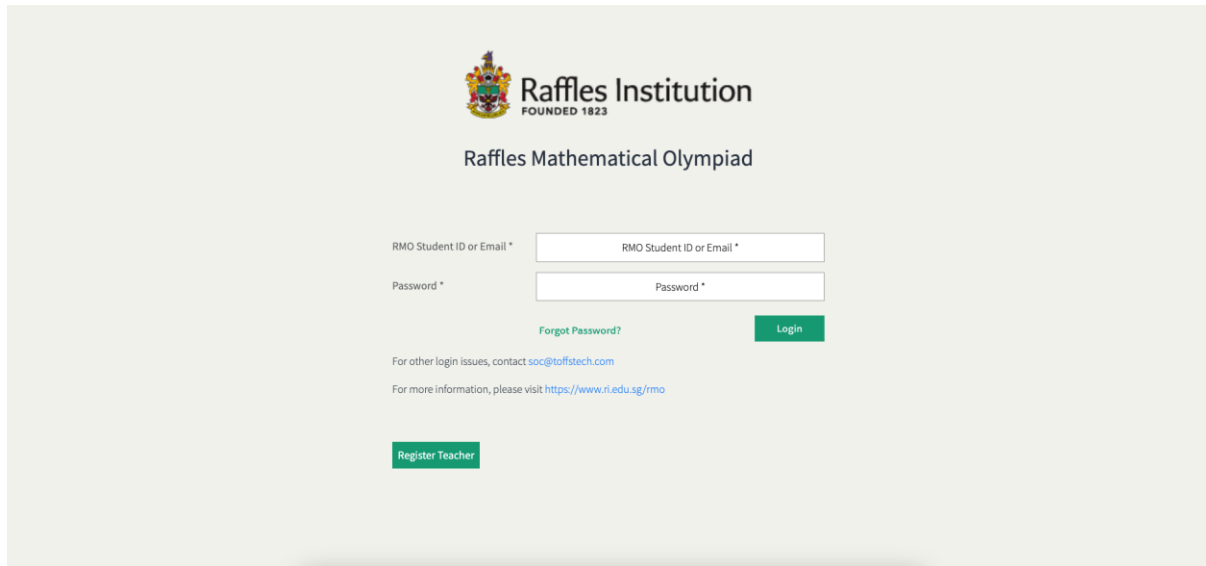
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1. Registration for Teacher-in-Charge

Step 1: Accessing the RMO Website

1. Use the competition link: rmo.ri.edu.sg to proceed to the login page.
2. Once you are on the RMO homepage, select "**Register Teacher**".

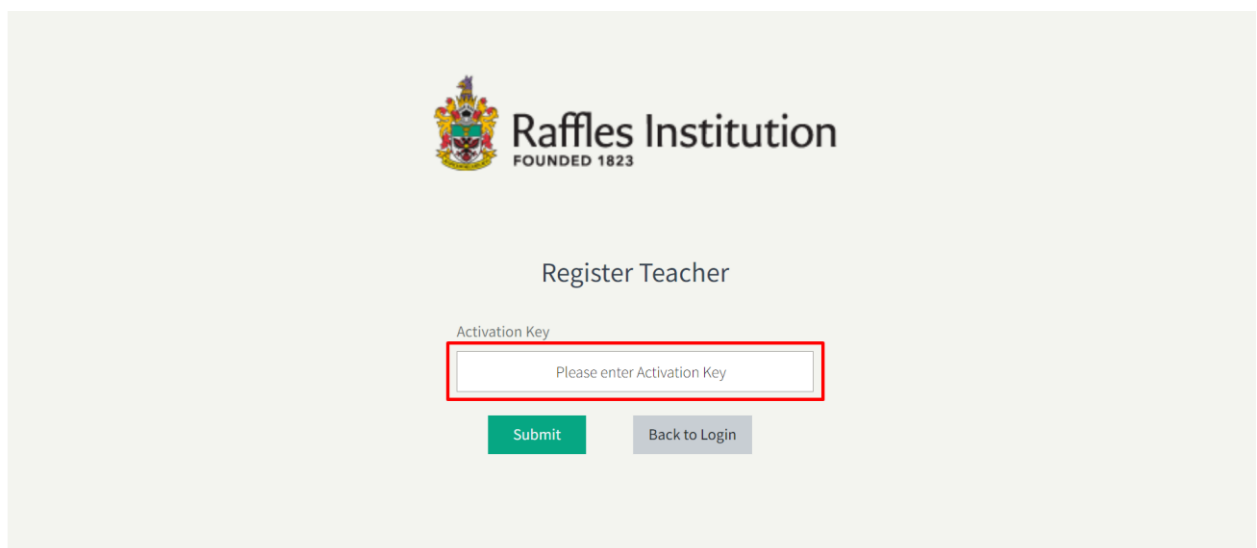


The screenshot shows the Raffles Institution RMO login page. At the top, there is the Raffles Institution logo (a crest) and the text "Raffles Institution FOUNDED 1823". Below this, it says "Raffles Mathematical Olympiad". The login form consists of two input fields: "RMO Student ID or Email *" and "Password *". Below the password field, there is a link "Forgot Password?" and a green "Login" button. At the bottom of the form, there is a green "Register Teacher" button. Below the buttons, there is a small text line: "For other login issues, contact soc@tofftech.com". At the very bottom, there is another line of text: "For more information, please visit <https://www.ri.edu.sg/rmo>".

Figure 01: Login Page

Step 2: Register Teacher Page (1/2)

1. You will be redirected to the **Register Teacher Page (1/2)**.
2. Enter the **Activation Key** provided by RI and "**Submit**".



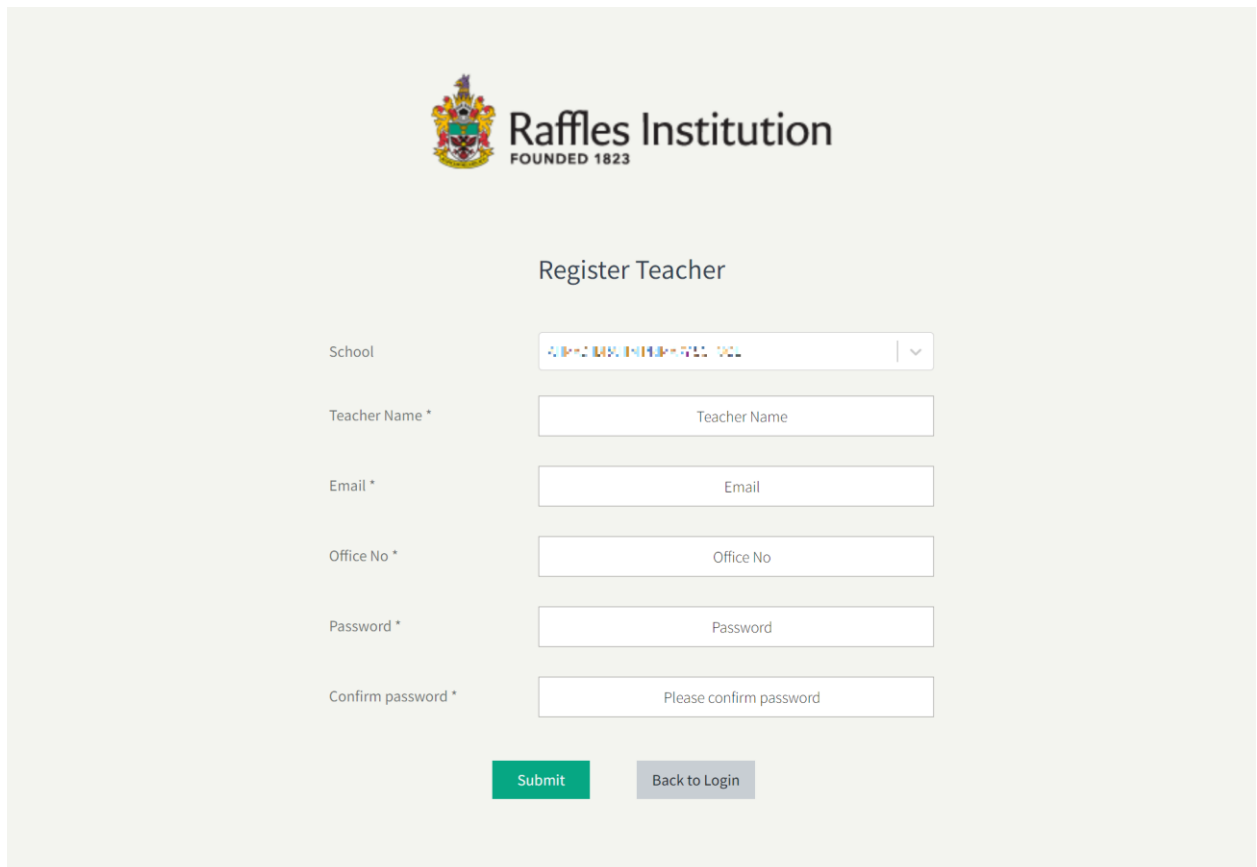
The screenshot shows the Raffles Institution Register Teacher page (1/2). At the top, there is the Raffles Institution logo (a crest) and the text "Raffles Institution FOUNDED 1823". Below this, it says "Register Teacher". The form consists of a single input field labeled "Activation Key" with the placeholder text "Please enter Activation Key". Below the input field, there are two buttons: a green "Submit" button and a grey "Back to Login" button.

Figure 02: Register Teacher Page (1/2)

Step 3: Register Teacher Page (2/2)

In this second part of the registration, furnish the information as required.

1. **School:** Use the drop-down menu and select your school from the list.
2. **Name:** Enter your full name.
3. **Email:** Enter a valid email address. This will be your login ID and used for all communications.
4. **Office No:** Enter your office telephone number.
5. **Password:** Create a secure password. Ensure it's a combination of letters, numbers, and symbols for better security.
6. **Confirm Password:** Re-enter the password.
7. **"Submit"** to complete the registration.



The screenshot displays the 'Register Teacher' page of the Raffles Institution. At the top center is the Raffles Institution logo, which includes a crest and the text 'Raffles Institution' and 'FOUNDED 1823'. Below the logo, the title 'Register Teacher' is centered. The form consists of six input fields arranged vertically. The first field is 'School', which is a dropdown menu showing a list of schools. The subsequent five fields are 'Teacher Name *', 'Email *', 'Office No *', 'Password *', and 'Confirm password *', each with a corresponding input box. At the bottom of the form, there are two buttons: a green 'Submit' button and a grey 'Back to Login' button.

Figure 03: Register Teacher Page (2/2)

Step 4: Confirmation

Once the registration is successful, a notification will be shown.

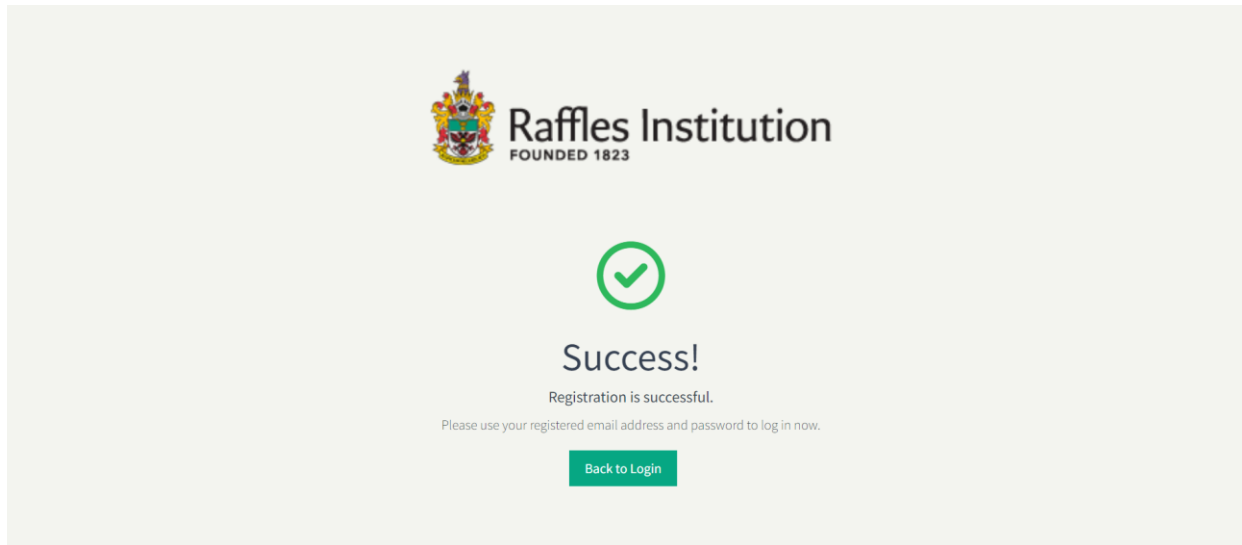
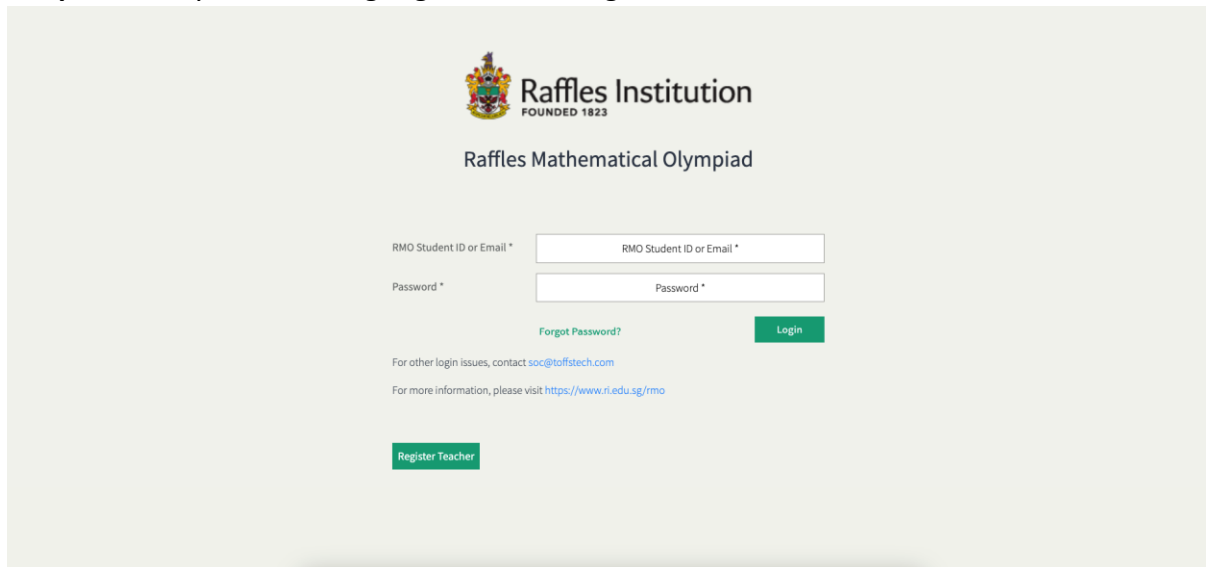


Figure 04: Successful Registration

Additionally, a confirmation email will be sent to you.

2. Teacher's Login Page

Return to the **RMO homepage**, use the **Registered Email Address** as your username and enter the **password** you set during registration to log in.



The screenshot shows the login interface for the Raffles Institution RMO Mathematical Olympiad. At the top center is the Raffles Institution crest and logo, with the text "Raffles Institution" and "FOUNDED 1823" below it. Below the logo is the title "Raffles Mathematical Olympiad". The login form consists of two input fields: "RMO Student ID or Email *" and "Password *". Below the first input field is a "Forgot Password?" link. To the right of the "Forgot Password?" link is a green "Login" button. Below the "Login" button is a "Register Teacher" button. At the bottom of the form, there are two lines of text: "For other login issues, contact soc@toffstech.com" and "For more information, please visit <https://www.ri.edu.sg/rmo>".

Figure 05: Login Page

3. Home Page (School Information)

After logging in, you will be directed to the **School Information** page. This page displays the School Information along with the Competition Date.

The screenshot shows the 'Home Page' of the School Information section. On the left is a sidebar with a menu: 'School Information' (selected), 'Registration', 'Competition', and 'Result'. The main content area is titled 'Home Page' and 'School Information'. It contains two sections: 'School Information' and 'Competition Date'. The 'School Information' section lists various details with an 'Edit' icon (a blue circle with a person icon) next to it. The 'Competition Date' section provides the date and time for the Raffles Mathematical Olympiad (RMO) Round 1.

| Field | Value |
|--------------------------|-----------------------------|
| School | Test School |
| School Code | 9999 |
| School Email | N/A |
| Principal | Test Principal |
| HOD Math | Test HOD Math |
| HOD Email | test+hodemail@toffstech.com |
| Teacher-in-charge | Test TIC |
| Email | test+rmo@toffstech.com |
| Contact | 0987654321 |
| Preferred Payment Method | Vendors@gov |

Competition Date

Raffles Mathematical Olympiad (RMO) Round 1: Thursday, 09 April 2026 8:00 am to 6:00 pm (1 hour)

Enquires hotline on day of competition: (65) 6386 1260 (Ext 501), TOFFS - Support

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Figure 06: School Information Page

To update or edit information such as the Principal's Name, HOD Math Name, HOD Email, Teacher-in-charge Email, Contact Information, and Preferred Payment Method, click the **Edit Information icon** button ().

The screenshot shows the 'Edit School Information' page. The layout is similar to Figure 06, but the input fields are now active. The 'Edit Information icon' is highlighted. The 'Preferred Payment Method' dropdown menu is open, showing options: 'Vendors@gov' (selected), 'Vendors@gov', and 'Bank Transfer / PayNow / Cheque'.

| Field | Value |
|----------------------------|-----------------------------|
| School | Test School |
| School Code | 9999 |
| School Email | N/A |
| Principal | Test Principal |
| HOD Math | Test HOD Math |
| HOD Email | test+hodemail@toffstech.com |
| Teacher-in-charge * | Test TIC |
| Email | |
| Contact * | 0987654321 |
| Preferred Payment Method * | Vendors@gov |

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Figure 07: Edit School Information Page

You can choose your **Preferred Payment Method** from the following options:

1. Vendors@gov
2. Bank Transfer / PayNow / Cheque

Note: By default, the Preferred Payment Method is set to Vendors@gov. Please select your preferred option so that RI can facilitate your payment.

After making any updates, click the Save button to submit your changes.

4. Register By Batch

“Register By Batch” allows to register multiple students into the system at one go. To do so, you will need to download the registration form. To access this functionality, navigate to **Registration > Register By Batch** from the menu.

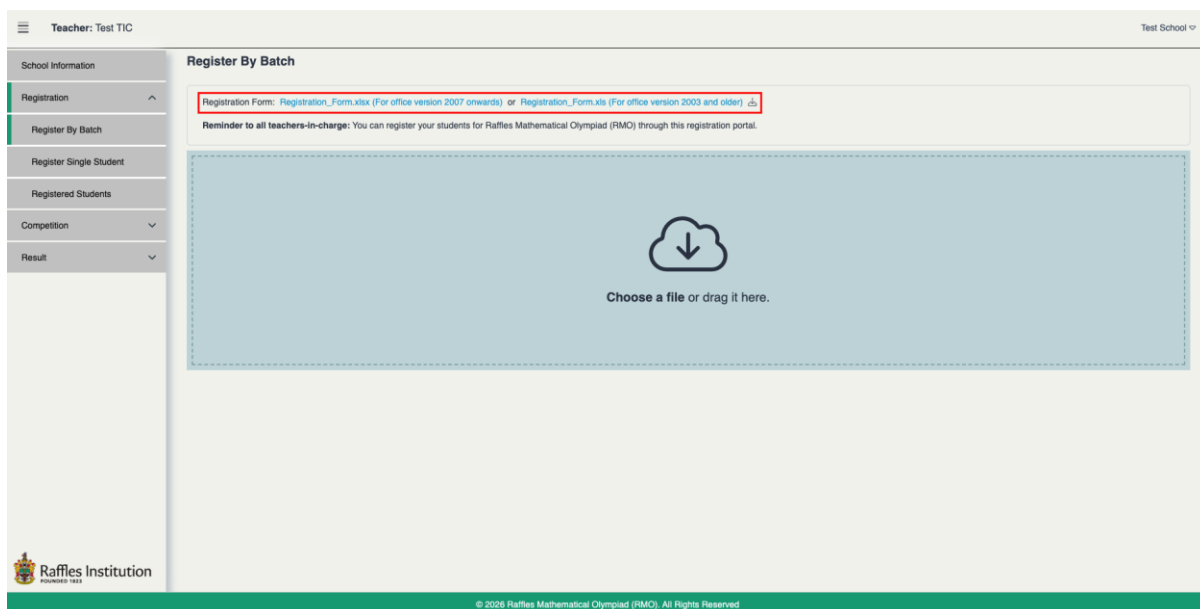


Figure 08: Click on the link to download the registration form

Below is an image of the registration form in Excel format.

| Raffles Mathematical Olympiad (RMO) Registration | | | | | | | | | | | | | | | | |
|--|---|----------|--------------|---------------|----------|---|--|--|--|--|--|--|--|--|--|--|
| S/N | Registered Name as in Birth Cert/Passport | Class | Gender (M/F) | Primary Level | Category | | | | | | | | | | | |
| 1 | Test Student 01 | Class 01 | M | 4 | Junior | <p>Please note the registration fee for RMO is \$12 per participant.</p> <p>An invoice with payment instructions would be emailed to teacher-in-charge after registration is closed.</p> <p>Payment can be done via Vendors@gov, PayNow, Bank Transfer or Cheque only. Default payment mode is set as Vendors@gov. Please refer to School Information Page.</p> <p>By submitting the registration form, students are giving consent to the organiser to publish their names on Raffles Mathematical Olympiad's webpage for administrative purposes.</p> | | | | | | | | | | |
| 2 | Test Student 02 | Class 02 | F | 5 | Junior | | | | | | | | | | | |
| 3 | Test Student 03 | Class 03 | M | 6 | Open | | | | | | | | | | | |
| 4 | Test Student 04 | Class 04 | F | 4 | Junior | | | | | | | | | | | |
| 5 | Test Student 05 | Class 05 | M | 5 | Junior | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | |

Figure 09: Example of the registration form for upload

Fill in the columns in the registration form with the correct information. Once completed, choose or drag the completed Excel file into the box and click **“Upload”**.

Teacher: Test TIC

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Register By Batch

Registration Form: [Registration_Form.xlsx](#) (For office version 2007 onwards) or [Registration_Form.xls](#) (For office version 2003 and older)

Reminder to all teachers-in-charge: You can register your students for Raffles Mathematical Olympiad (RMO) through this registration portal.

Registration_Form.xlsx
11.74 KB

Upload Cancel

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Figure 10: Upload Register Form

If the form is filled in correctly, you should see the message **“Form submitted is valid. Please proceed by clicking the Register button”**.

Teacher: Test TIC

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Register By Batch

| No. | Full Name | Class | Gender | Primary Level | Category |
|-----|-----------------|----------|--------|---------------|----------|
| 1 | Test Student 01 | Class 01 | Male | 4 | Junior |
| 2 | Test Student 02 | Class 02 | Female | 5 | Junior |
| 3 | Test Student 03 | Class 03 | Male | 6 | Open |
| 4 | Test Student 04 | Class 04 | Female | 4 | Junior |
| 5 | Test Student 05 | Class 05 | Male | 5 | Junior |

Form submitted is valid. Please proceed by clicking the Register button

Re-Upload Register

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Figure 11: Register by Batch (Valid Upload)

After clicking the **“Register”** button, a popup will appear to inform you that *“Students whose data has already been uploaded will retain their existing Student ID and Password. Only new sign-ups will be generated with new login credentials.”*

This means that any student already uploaded will retain their existing information and will not receive a new Student ID or Password. If you need to register two students with identical

information, you can enter their details together in the form, and the system will generate unique Student IDs and Passwords for each. Click **“OK”** to continue.

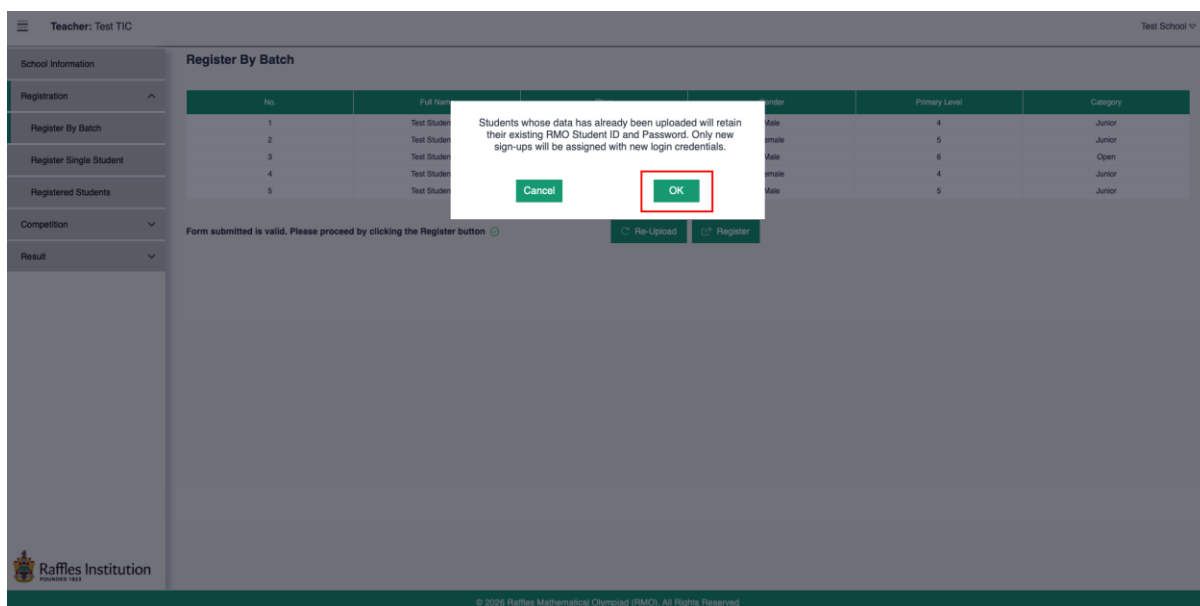


Figure 12: Confirm Popup

Your registration is complete when the message **“The registration form is uploaded successfully.”** appears. The system will generate Student IDs in ascending order.

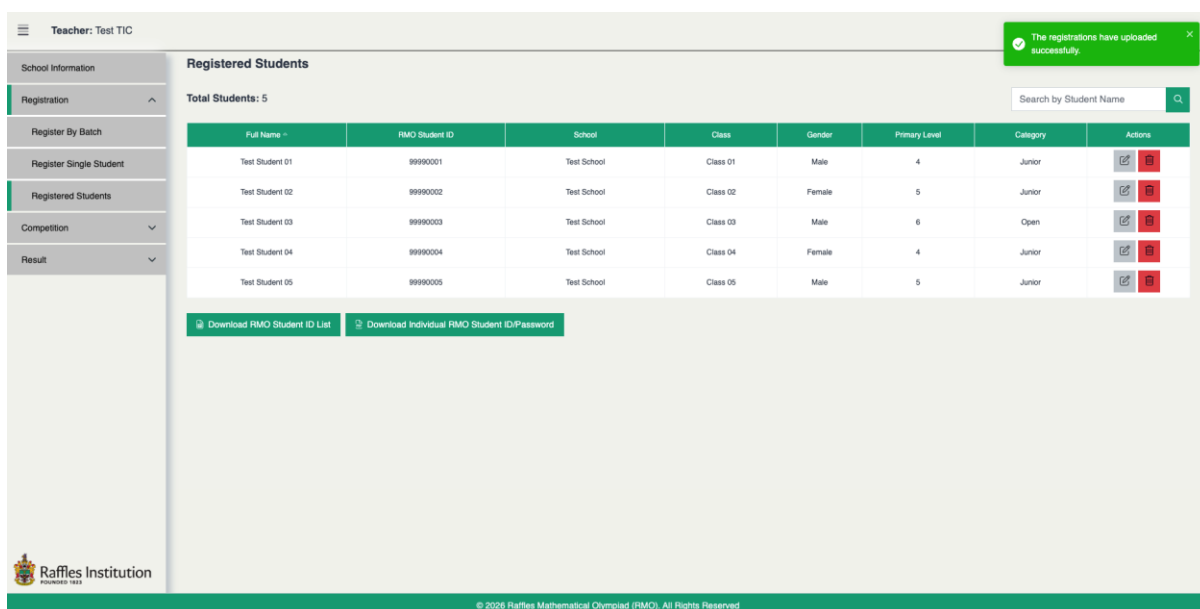


Figure 13: Register by Batch (Upload successfully)

Note: Do not reformat the registration form as that will cause errors when you upload the form.

If there are errors in the form, the message **“Submit form is invalid”** and the **“Show Error”**

Table” button will appear and you cannot proceed.

Teacher: Test TIC

Test School

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Form submitted is invalid. [Show Error Table](#) [Re-Upload](#)

| No. | Full Name | Class | Gender | Primary Level | Category |
|-----|-----------------|----------|--------|---------------|----------|
| 1 | Test Student 01 | Class 01 | Male | 4 | Open |
| 2 | Test Student 02 | Class 02 | | 5 | Junior |
| 3 | Test Student 03 | Class 03 | Male | 3 | |
| 4 | Test Student 04 | Class 04 | a | 4 | Junior |
| 5 | | Class 05 | Male | 6 | Junior |

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Figure 14: Register By Batch (Invalid Upload)

To check the error in the registration form, select **“Show Error Table”**. The system will automatically redirect to the **Error List Register** page.

To better understand each error, simply move your mouse over the invalid data entry. A pop-up message will appear, providing recommendations on how to correct the data to make it valid. Edit the registration form and **“Re-Upload”**.

Teacher: Test TIC

Test School

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Error List Register

The red line indicates a formatting error or invalid data.
The ▲ symbol signifies missing data.

Form submitted is invalid. [Re-Upload](#)

| No. | Full Name | Class | Gender | Primary Level | Category |
|-----|-----------------|----------|--------|---------------|----------|
| 1 | Test Student 01 | Class 01 | M | 4 | Open |
| 2 | Test Student 02 | Class 02 | ▲ | 5 | Junior |
| 3 | Test Student 03 | Class 03 | M | | ▲ |
| 4 | Test Student 04 | Class 04 | a | | Junior |
| 5 | ▲ | Class 05 | M | 6 | Junior |

Please select from 4, 5, or 6

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Figure 15: Error List Register

5. Register Single Student

The **“Register Single Student”** feature allows to register students one at a time. To begin, navigate to **Registration > Register Single Student** tab on the left side of the screen. Here, you can enter the required details to register each student individually.

Figure 16: Register Single Student

After you input all the information and click **“Register”**, you will be informed with a message that says, “The Student has been registered successfully.” at the right corner of the screen.

| Full Name | RMO Student ID | School | Class | Gender | Primary Level | Category | Actions |
|------------------------------|----------------|-------------|----------|--------|---------------|----------|---------|
| Test Register Single Student | 99990006 | Test School | Optional | Female | 4 | Junior | |
| Test Student 01 | 99990001 | Test School | Class 01 | Male | 4 | Junior | |
| Test Student 02 | 99990002 | Test School | Class 02 | Female | 5 | Junior | |
| Test Student 03 | 99990003 | Test School | Class 03 | Male | 6 | Open | |
| Test Student 04 | 99990004 | Test School | Class 04 | Female | 4 | Junior | |
| Test Student 05 | 99990005 | Test School | Class 05 | Male | 5 | Junior | |

Figure 17: Register a single student successfully

6. Registered Students

The **“Registered Students”** page provides a comprehensive list of students who have been successfully registered in the system. To access this functionality, navigate to **Registration > Registered Students** from the menu.

From this page, you can view details for each registered student and access various options, including Edit, Delete, and download buttons for **“Download Student ID List”** and **“Download Individual Student ID/Password”**.

Teacher: Test TIC

Test School

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Registered Students

Total Students: 6

Search by Student Name

| Full Name | RMO Student ID | School | Class | Gender | Primary Level | Category | Actions |
|------------------------------|----------------|-------------|----------|--------|---------------|----------|---------|
| Test Register Single Student | 99990070 | Test School | Optional | Female | 4 | Junior | |
| Test Student 01 | 99990062 | Test School | 1.1 | Male | 4 | Junior | |
| Test Student 02 | 99990063 | Test School | 1.1 | Female | 5 | Junior | |
| Test Student 03 | 99990064 | Test School | 1.1 | Male | 6 | Open | |
| Test Student 04 | 99990067 | Test School | 1.1 | Female | 4 | Junior | |
| Test Student 05 | 99990068 | Test School | 1.1 | Male | 5 | Junior | |

Download RMO Student ID List Download Individual RMO Student ID/Password

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Figure 18: Registered Students

You can search by Student Name or sort the list by fields such as **Names** or **Class** by selecting the desired option at the top of the table. Under the **“Actions”** column, you have the ability to **Edit** a student’s information or **Delete** a student from the list.

When you click the **“Edit”** button, you will be directed to the **“Edit Registered Student”** page, where you can update the student's details as needed.

Teacher: Test TIC

Test School

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Edit Registered Student

Back

There are no changes to the RMO Student ID and Password after updating the student information.

Name of Student *

Test Register Single Student

Class

Optional

Gender

Female

Primary Level

4

Category

Junior

Save

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Figure 19: Edit Registered Student

Note:

- Please note that after updating student information, the **Student ID** and **Password** will remain unchanged.
- The **Edit** and **Delete** buttons will be disabled after the registration period ends. It is essential to ensure that all student information is submitted correctly before this deadline.

“Download Student ID List”: This option allows you to download a spreadsheet containing the login credentials for all registered students, making it easy to distribute this information as needed.

“Download Individual Student ID/Password”: This option enables you to download the login credentials for each student on separate pages. Upon clicking this button, a file will be downloaded to your device, organized by class. The document will include the class field, facilitating the distribution of login credentials to the appropriate classes



Raffles Mathematical Olympiad

Date of Competition: 09 April 2026

Duration of Competition: 1 hour

| Class | Full Name | RMO Student ID | Password |
|----------|-----------------|----------------|----------|
| Class 01 | Test Student 01 | | |

Figure 20: Sample of Individual Student ID/Password page which includes Class, Full Name, Student ID, and Password

7. Monitoring Students

The **Monitoring Students** page is essential for overseeing students' status and attendance during the competition. This feature allows teachers to track each student's progress, manage their attendance, and monitor their IP addresses to ensure compliance with competition rules.

To access this functionality, navigate to **Competition > Monitoring Students** from the menu. Here, you can sort the list of students by selecting the desired field at the top of the table.

| Full Name | School | Class | RMO Student ID | IP Address | Attendance | Status |
|------------------------------|-------------|----------|----------------|----------------|------------|-------------------|
| Test Register Single Student | Test School | Optional | 99990008 | | PRESENT | |
| Test Student 01 | Test School | Class 01 | 99990001 | 118.71.175.107 | PRESENT | Login |
| Test Student 02 | Test School | Class 02 | 99990002 | 118.71.175.107 | PRESENT | Start Competition |
| Test Student 03 | Test School | Class 03 | 99990003 | 118.71.175.107 | PRESENT | End Competition |
| Test Student 04 | Test School | Class 04 | 99990004 | 113.172.15.207 | ABSENT | Start Competition |
| Test Student 05 | Test School | Class 05 | 99990005 | | ABSENT | |

Figure 21: Monitoring Students

You can sort the list by selecting the field at the top of the table.

Status Monitoring: This section provides real-time updates on each student's progress, categorized as follows:

- **<Blank>:** The student has not logged in.
- **Login:** The student has logged in and is in the Waiting Room.
- **Start Competition:** The student has started and is in the midst of the competition.
- **End Competition:**
 - a. The student has completed the competition by submitting answers.
 - b. If the student closes the browser without clicking the "End Competition" button, their status will automatically update to "End Competition" one hour after the end time of their specific competition.

IP Address:

- This column records the **IP Address** each time a student performs an action (e.g., Login, Start Competition, End Competition).
- Monitoring IP addresses helps teachers identify potential irregularities.

- If a student's IP address indicates they are outside the school, the teacher should review this and consider marking the student's Attendance as "Absent" if necessary.

Attendance:

- By default, all students' attendance is set to **"Present"**.
- To ensure fairness, you must verify each student's attendance and their IP addresses.
- Use the toggle to mark students as **"Present"** or **"Absent"** as needed; your selection will be automatically saved.
- **The Attendance column will be disabled 15 minutes after the competition has ended. The TIC must mark the status within this time to ensure that students are marked correctly and fairly.**

8. Download Summary Report

The **"Download Summary Report"** page enables to download detailed reports on student performance and overall results in **Junior** and **Open** categories. To access this functionality, navigate to **Result > Download Summary Report** from the menu.

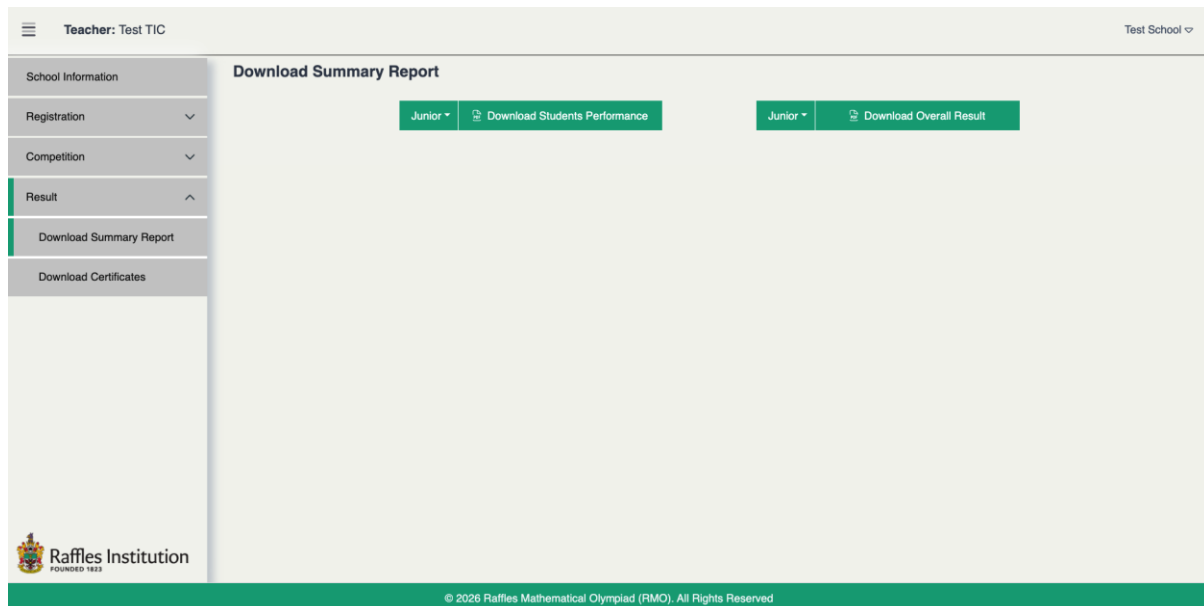


Figure 22: Download Students Performance Report and Download Overall Result

"Students Performance" provides a comprehensive overview of individual student performance.

"Overall Result" provides a summary of the results, including the number of participants, mean and median scores, total number of awards (High Distinction, Distinction, Merit, Participation).

9. Download Certificates

The “Download Certificates” page allows teachers to download certificates for students who have successfully completed each competition round.

To access this functionality, navigate to Result > Download Certificate from the main menu.

Round 1 Certificate

If your school has students who achieved awards in **Round 1**, the button **Download Round 1 Certificates** will appear.

Clicking this button will generate a **bundled DPF file** containing all individual certificates for Round 1 awardees.

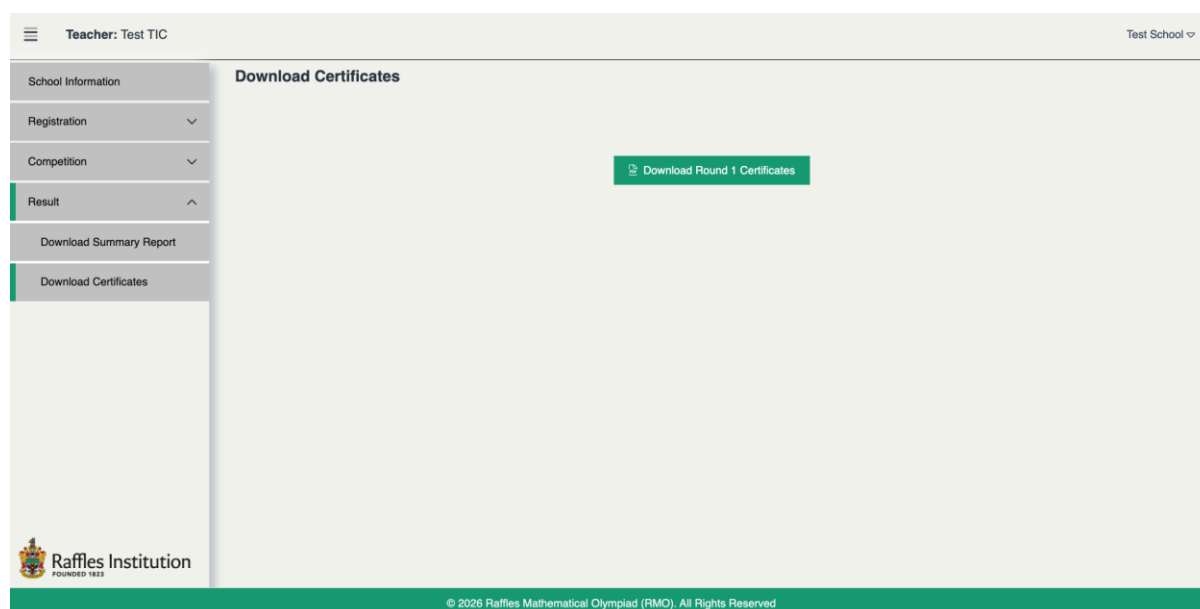



Figure 23: Download Students' Certificates

If there is **no student participation** for Round 1, or the results have **not yet been published**, the download button will blur out like this  with the message “E-certificate is available after the student finishes the competition”.

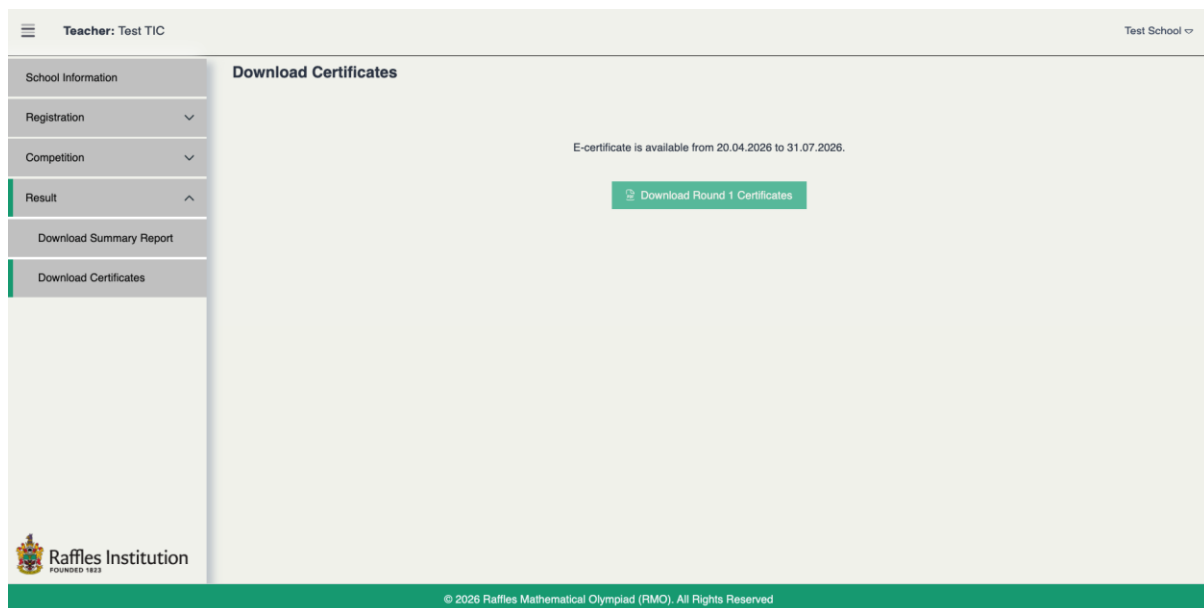


Figure 24: Inactive Students' Certificates

Round 2 Certificates

If your school has students who achieved awards in **Round 2**, the button **Download Round 2 Certificates** will appear **after Round 2 result release date**.

Clicking this button will generate a **bundled PDF file** containing all Round 2 certificates for your school's awardees.

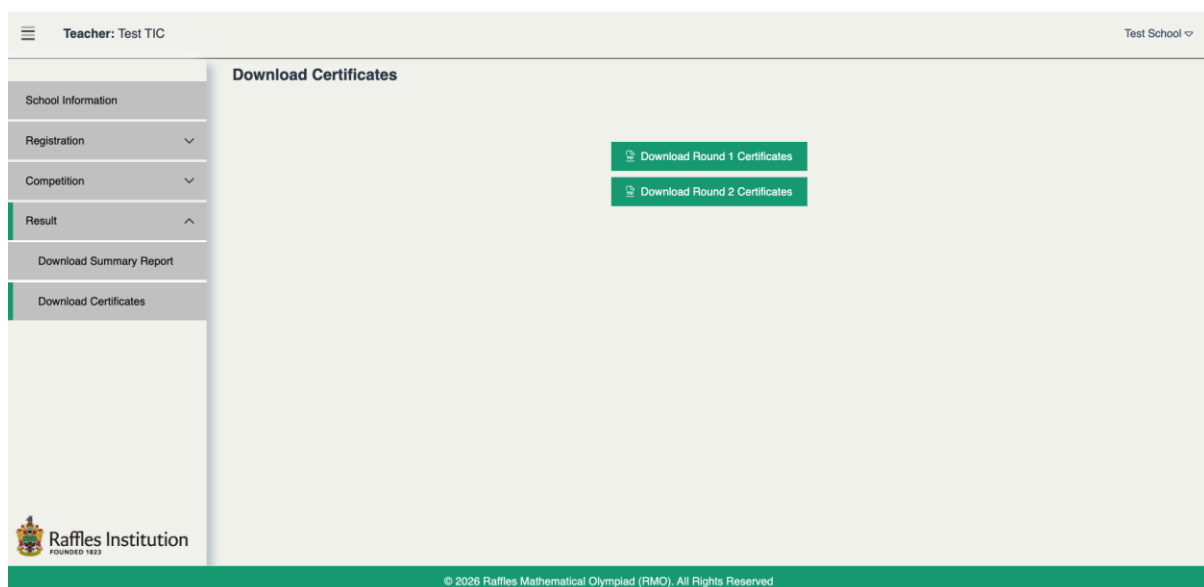


Figure 25: Download Round 2 Certificates

If Round 2 certificates are not yet available, the button will not be shown.

Team Certificates

If your school has received a **Team Award**, the button **Download Team Certificates** will also appear.

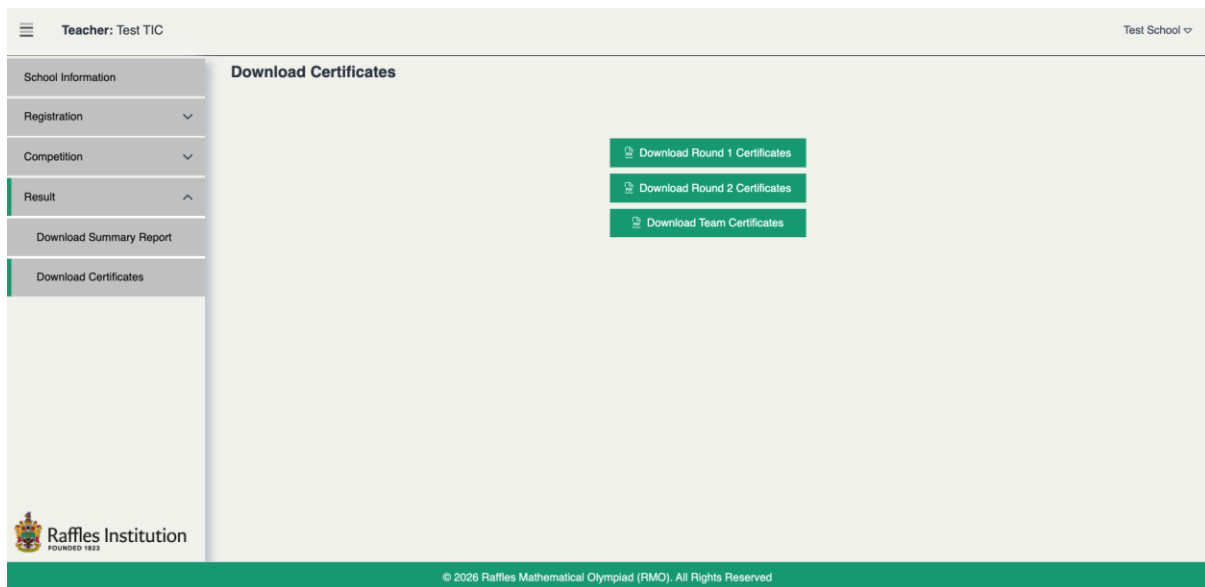


Figure 26: Download Team Certificates

This will generate a separate PDF file containing all team certificates.

10. Offline Support

In case the connection has a problem, students can continue doing the competition. The student's work will be submitted to the system when the student clicks the **"End Competition"** button. If the student clicks the **"End Competition"** button while the internet connection is still not available, the student has the option to save their work using one of the offline support options below.

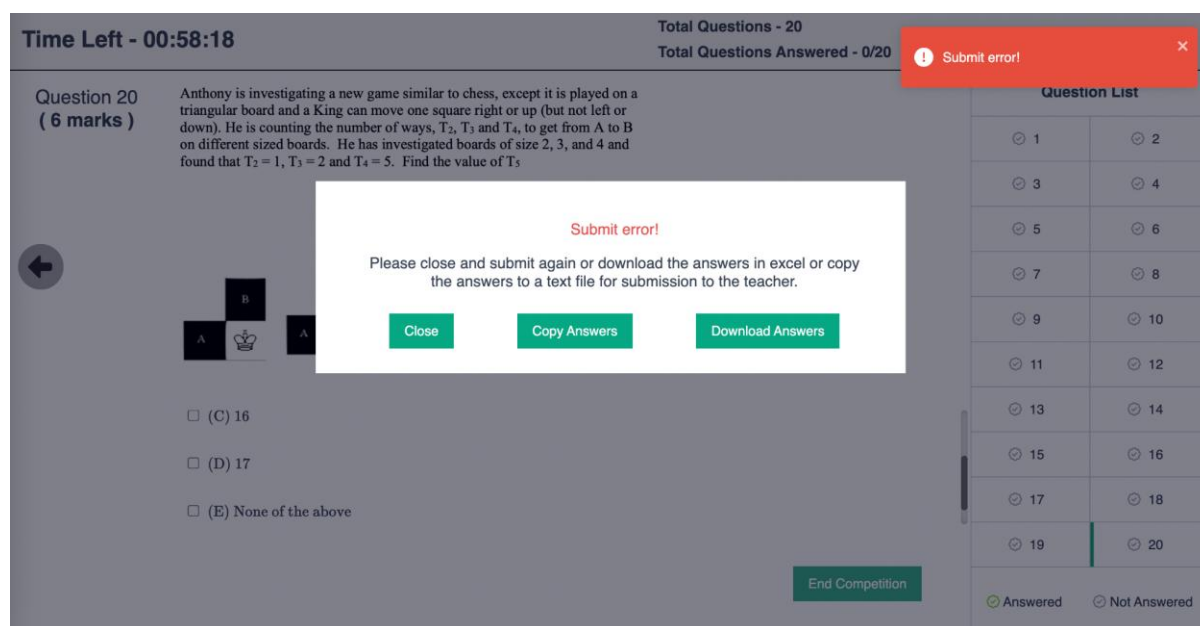


Figure 27: Submit Error Message

Option 1: Download Encrypted Excel File

If the student clicks the **"End Competition"** button while the internet connection is still not available, the student can download all answers in an **encrypted Excel file**.

Teachers should collect the encrypted Excel file from the student and send it to TOFFS Technical Assistance for further processing via the contact details below:

- **General Hotline:** (65) 6386 1260 (Ext 1)
- **Email:** soc@toffstech.com

Please note that this offline option will only appear if a student loses their internet connection. The encrypted Excel file is specifically designed to be readable only by the RMO online system. After receiving the file, TOFFS will upload the answers to the system on behalf of the student.

Option 2: Copy Answers (Encrypted Text)

Students may select **“Copy Answers”** to copy their answers in an **encrypted text format**.

Teachers should paste this encrypted text into a text file or include it directly in an email and send it to **TOFFS Technical Assistance using the same contact details below**:

- **General Hotline:** (65) 6386 1260 (Ext 1)
- **Email:** soc@toffstech.com

This option can be used as an alternative when downloading the encrypted Excel file is not convenient.

Notes for Teachers

- Both offline options are only available when the student’s internet connection is interrupted.
- The encrypted Excel file and encrypted text **cannot be viewed or edited manually**.
- Teachers are responsible for sending the offline submission to TOFFS promptly to ensure the student’s answers are uploaded correctly.

Demo: <https://www.youtube.com/watch?v=ooDCFUrwk94>

11. Auto-Reset During Trial Period

During the trial period, the system will automatically reset the competition at midnight each day. This allows students to re-start the competition daily for up to 12 continuous days, helping them become familiar with the system.

12. Hardware and Software Requirements

| | Minimum | Recommended |
|--|--|--|
| Operating System | Windows 7, Mac OS X 10.15, iPadOS 14, 64-bit Ubuntu 18.04+, Debian 10+, openSUSE 15.2+, or Fedora Linux 32+, Chrome OS | Windows 10 or later, macOS 12 or later, iPadOS 15 or later, Ubuntu 20 or later |
| Device (Must be in landscape orientation) | Laptops/Desktops, iPads, or tablets with a minimum screen resolution of 1024px x 768px | Monitor with resolution 1920px x 1080px, iPad 7th Gen or later, iPad Pro 4th Gen or later, iPad Air 4th Gen or later, Galaxy S4 or later |
| Browser | Google Chrome 28, Microsoft Edge 109, Firefox 115 | Google Chrome latest version, Microsoft Edge latest version, Firefox latest version |
| Internet Connection | Broadband connection with minimum 1 Mbps download speed | Broadband connection with 3 Mbps download speed or higher |

Additional Device Requirement (for Offline Support):

- Your device must have **Microsoft Office installed and activated with a valid license**.
- This ensures that you can use the application for **offline support** during the competition.