

## Important Facts about Proctoring

### What is proctoring?

Proctoring is a process of monitoring and control of distance exams.

The proctors control that the students keep the academic credibility of the exam namely avoid cheating of any kind. The proctor monitors the online exam live and it can be done either by an individual or by a special programme which controls the home screen of the student, number of faces in the camera, additional sound or voices as well as the moving the eyes (cyberproctoring). The mixed proctoring is often used: the video record of the exam with possible comments is additionally checked by a person to make sure of the cheating took place.

[About Proctoring at HSE](#)

### What types of proctoring are there and what is the difference between them?

#### 1. Synchronous proctoring

The exam is monitored live by the proctor. His/Her task is to control that the assessment procedure is respected. The proctor checks the student's identity (checks the passport details), controls the exam procedure and is eligible to comment the student's actions in a special chat (in written).

If the proctor identifies that a student violates the exam procedure rules, he can send a formal notice to the student.

If a student systematically violates the proctor's comments and notices, the proctor is eligible to interrupt the exam by indicating it as "not reliable" if the students cheats or not react on the proctor's comments in the chat.

During the proctoring the exam is being recorded in two video streams: from the student's web camera and the screen of his/her computer. The record is a guarantee that the student respects the exam procedures and the proctor does not exceed his/her authority.

#### 2. Asynchronous proctoring with post-check by the proctors

The person's identity check as well as the exam procedure is supported by the software, which automatically records two video streams: from the student's web camera and the screen of his/her computer and keeps track of possible forbidden actions like student's absence, the second person in the camera, chatting during the exam, connection of the second monitor. If the system identifies a violation, the video is labeled as "unreliable", but the exam is continued.

The system may be prone to errors so all the records with labeled violations are double checked by the proctor after the exam. The proctor either confirms the violation of the exam procedure or recognizes the exam as passed.

[Виды прокторинга, применяемые в НИУ ВШЭ](#) (in Russian)

## Who can be a proctor?

In case of synchronous proctoring, there are external proctors, staff of the “Examus” company and the HSE St Petersburg staff trained to become a proctor.

In case asynchronous proctoring, the proctors are the HSE St Petersburg staff trained to become a proctor.

The students including the teaching assistants are not eligible to be the proctors.

## What is the procedure of the proctored exam?

The general algorithm of the written proctored exam is as follows:

1. Personal identification (with the passport details);
2. Monitoring of the desk (360° look of the camera to make sure that no additional tools (second monitor, tablet, phone, lecture notes etc.)
3. Monitoring of the student’s screen (no forbidden applications, web pages etc. should be opened);
4. Written exam (the system automatically records of two streams: from the student’s web camera and the screen of his/her computer);
5. In case asynchronous proctoring - verification of the videos labeled as “unreliable”.

Details of the written/oral proctored exams and the Manual for the proctoring system “Examus” are available here: [Правила проведения экзаменов с прокторингом](#) (in Russian).

## The students’ technical requirements

- Desktop or laptop (the proctored exam is not possible on the tablets or smartphones)
- Windows (versions 7, 8, 8.1, 10) or Mac OS X Yosemite 10.10 and higher
- Updated Google Chrome (please check if you have the latest version <chrome://help/>)
- Working web camera (including those integrated in the laptops)
- Working microphone (including those integrated in the laptops)
- Installed Examus Extension
- Stable Internet connection not lower than 1 Mbit/s

You can make a preliminary check of your system without authorization here: [https://lms.demo.examus.net/syscheck\\_st](https://lms.demo.examus.net/syscheck_st).

Before the exam, please make sure that:

- your camera and microphone are on;
- the camera is not blocked by the unrelated items;
- there is enough light in the room;
- your Internet connection is on and stable.

Updates on technical requirements and the Manual for the preliminary check are available here: [Правила проведения экзаменов с прокторингом](#) (in Russian)

## What to do if I cannot comply with technical requirement to participate in the proctored exam?

In order to check if your computer complies with technical requirements, it is important to follow the instruction above.

In case your computer does not support proctoring or is not technically equipped, please contact your programme office immediately.

Your inquiries will be reviewed by the Academic Director of your degree programme. The following decisions can be suggested:

- Shifting the exam(s) to the 1<sup>st</sup> quarter of 2020/2021 (during the autumn re-sits period) based on the valid reasons;
- Academic vacations;
- Other suggestions approved by the Academic Director.

## What is forbidden during the proctored exam?

The proctoring system allows to track the following forbidden actions (the list is established by the course teacher and can be subject to change depending on the exam):

The second person in the camera video

Impersonation of the student by another person

Absence of the student

Taking away the eyes from the screen to other unrelated objects

Change of the active window in the computer screen

Chatting during the exam

Using of forbidden web pages or software

Using of forbidden technical tools (phone, headphones, tablets etc.) Using books/lecture notes (if not allowed by the procedure of the exam)

## If something goes wrong during the exam

The most important is not to panic! Any problem can be solved if approached wisely.

In case of brief connection breaks:

Please fix the time of the break (make a screenshot, photo of the screen where one can see time and the web page) and send it to the teacher's corporate email once the connection is re-established.

In case of longer connection breaks please contact the programme office immediately by any connection means available.

Not later than 3 days after the exam, it is required to present all the documents confirming the connection break (the provider's notice, screenshots, note from the student etc.)

It is recommended to carefully read the guidelines "If something goes wrong during the exam":

[Подробные рекомендации по действиям при возникновении технических проблем во время проведения элементов контроля](#) (in Russian)

## Further reading about proctoring

What is proctoring?

[Какие виды прокторинга бывают и чем они отличаются?](#) (in Russian)

[Правила проведения экзаменов с прокторингом](#) (in Russian)

[Организация и проведение элементов контроля в дистанционном формате \(Если что-то пошло не так\)](#) (in Russian)

All the updates about distance learning at HSE St Petersburg can found in the [Distance Learning](#) section on the Degree Programmes Office web page.