**Instructions for students - participants of** **HSE SoFL**

**English Language** **Exam (First Year) with asynchronous proctoring for**

**Bachelor and Specialist Educational Programs at HSE**

**June 15, 16, 17, 18 and June 26 (reserve day) 2020**

 In order to organize the HSE SoFL English Language Exam (Vnutrenniy ekzamen) Year 1, Module 4 (hereinafter referred to as the Exam), students of the Bachelor and Specialist Educational Programs of the Higher School of Economics should follow these Instructions.

1. The HSE SoFL English Language Exam (Vnutrenniy ekzamen) is an online version of the exam, located on the HSE Distance Testing Platform (<https://et.hse.ru>), which uses the Examus proctoring system (exam control).
2. The Instructions for students - participants of the HSE SOFL English Language Exam (Vnutrenniy ekzamen) for Bachelor and Specialist programs of HSE on June 15, 16, 17, 18, 2020 (hereinafter referred to as the Instructions) are designed in accordance with HSE SOFL English Language Exam (Vnutrenniy ekzamen) program for Year 1, Module 4 and [**The Instructions for conducting exams with asynchronous proctoring**](https://elearning.hse.ru/data/2020/05/26/1551747524/%D0%98%D0%BD%D1%81%D1%82%D1%80%D1%83%D0%BA%D1%86%D0%B8%D1%8F%20%D0%BF%D0%BE%20%D1%80%D0%B0%D0%B1%D0%BE%D1%82%D0%B5%20%D0%B2%20%D1%81%D0%B8%D1%81%D1%82%D0%B5%D0%BC%D0%B5%20%D0%BF%D1%80%D0%BE%D0%BA%D1%82%D0%BE%D1%80%D0%B8%D0%BD%D0%B3%D0%B0%20%D0%AD%D0%BA%D0%B7%D0%B0%D0%BC%D1%83%D1%81%202020.%20%D0%90%D1%81%D0%B8%D0%BD%D1%85%D1%80%D0%BE%D0%BD..pdf)for Bachelor Educational Programs at HSE in the 2019/2020 academic year, posted on the University website <https://elearning.hse.ru/proctoring_instruction> and does not contradict them.
3. Exam description:

The exam is conducted in written form online, remotely with asynchronous proctoring.

Asynchronous proctoring means that the identification of the person, as well as the entire exam procedure are provided by the program, the system automatically monitors some of the student’s prohibited actions (a full list of violations is indicated in the Instructions for students - participants). During the Exam, a video is recorded from the student’s webcam and his/her computer desktop, which is subsequently checked by an employee of the School of Foreign Languages HSE, who either confirms the student’s violation of the exam procedure or admits the exam is passed. Please be careful and follow the Instructions carefully.

1. On the day of the Exam, the student will need a link to enter the Exam system, as well as a login and password for authorization in the Exam system. Link to the Exam will be available in RUZ (Timetable of HSE mobile app). You must connect to the exam **15 minutes before** it begins.

Login and password for authorization in the Exam system:

To enter the Exam system, the username and password (\*\*\*\*@edu.hse.ru) are used.

For example, the student e-mail of Vasily Ivanov - Vivanov@edu.hse.ru.

Upon entering the Exam system, the following information must be entered:

Login: Vivanov@edu.hse.ru

Password: Vivanov@edu.hse.ru

At the first login procedure, it is recommended to change the password.

If the student cannot log in, he/she must use the password recovery function [**https://et.hse.ru/login/forgot\_password.php**](https://et.hse.ru/login/forgot_password.php) (search by email address).

The student agrees not to transfer the login information for his\her proctoring system account to third parties.

1. Logging into the Exam system:

At the appointed time of the Exam open the Google Chrome browser in incognito mode (Shift + Ctrl + N), go to the Examus proctoring system at the link: [**http://hse.student.examus.net/**](http://hse.student.examus.net/) and log in through the blue button **HSE Finals (Sessia)**



At the end of the Exam, click the **“Submit All and Finish Exam”** button and close the Examus tab in the browser (click on the cross in the upper right corner of the screen or go to [**https://mimosa.examus.net/logout**](https://mimosa.examus.net/logout)**)**

**Attention**!

If your computer does not meet the requirements (see [**“Technical requirements for a computer for taking the exam with proctoring”**](https://elearning.hse.ru/data/2020/05/07/1544135594/%D0%A2%D0%B5%D1%85%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%B8%D0%B5%20%D1%82%D1%80%D0%B5%D0%B1%D0%BE%D0%B2%D0%B0%D0%BD%D0%B8%D1%8F%20%D0%BA%20%D0%9F%D0%9A%20%D1%81%D1%82%D1%83%D0%B4%D0%B5%D0%BD%D1%82%D0%B0.pdf)), the proctoring service will not work, and you will not be able to take the Exam.

1. The language of the Exam is English.
2. To take the Exam, a student should:

Prepare an ID document (original passport, the page with the name and photo) for identification before starting the exam;

Check the operation of the webcam, microphone, headphones or speakers, the speed of the Internet (for the best results, it is recommended to connect the computer to the network via a cable);

Prepare the necessary items for the Exam tasks (pens, A4 paper for a draft);

Disable other applications in the task manager of the computer, except for the browser, which will log in to the Moodle platform;

If one of the necessary conditions for the Exam participation cannot be met, the student should inform the Manager of his/her Program about this to make a decision on the student's participation in the Exam.

1. **The student - participant in the Exam adheres to the technical requirements for the student’s PC, conducts a final check of the student’s PC no later than 24 hours before the Exam:** [**Preliminary check of the computer**](https://elearning.hse.ru/data/2020/05/18/1549730177/%D0%9F%D1%80%D0%BE%D0%B2%D0%B5%D1%80%D0%BA%D0%B0%20%D0%BA%D0%BE%D0%BC%D0%BF%D1%8C%D1%8E%D1%82%D0%B5%D1%80%D0%B0%20%D0%B4%D0%BE%20%D1%8D%D0%BA%D0%B7%D0%B0%D0%BC%D0%B5%D0%BD%D0%B0.%20docx.pdf)

**The Exam can be taken on a desktop computer or laptop (mobile phones and tablets do not meet the technical requirements).**

1. The student provides the necessary conditions for the operation of the Proctoring System [**https://elearning.hse.ru/proctoring\_instruction**](https://elearning.hse.ru/proctoring_instruction):

• sufficient level of illumination;

• low noise level;

• absence of interference with video and audio signal transmission;

• a fully operational webcam (including built-in laptop cameras);

• a fully operational microphone (including built-in laptop cameras);

• a permanent and stable Internet connection with a data transfer rate of at least 5 Mbps.

1. During the Exam, it is prohibited to:

• Turn off the webcam and microphone, reduce its level of sensitivity to sound;

• Use auto-correct functions, notes, textbooks, other educational materials;

• Leave the desk area during the Exam (leave the visibility zone of the webcam);

• Use headphones, headsets for any other reason than to complete the *Listening* section of the Exam;

• Look away from the monitor, focusing for a long time on objects outside the visibility of the webcam;

• Use “smart” gadgets (smartphone, tablet, etc.);

• Involve another person to help with the Exam, talk with another person during the Exam;

• Read tasks out loud;

• Listen to the audio file more than once, except for the case of a short-term communication failure while listening to the audio file for the first time.

1. During the exam, the student is allowed to:

Use blank sheets of paper for drafts, a pen for taking notes.

1. At the beginning of the Exam, it is recommended that the student - participant of the Exam familiarizes himself/herself with the full version of the tasks. The Exam consists of three sections: *Reading, Listening, Writing*. The student determines the time distribution between sections on his/her own within the total time of the Exam. The recommended time for each section of the Exam is as follows: *Reading* - up to 20 minutes, *Listening* - up to 15 minutes, *Writing* - up to 55 minutes. The student determines the sequence of the Exam tasks. An additional 10-minute interval is allocated to upload the essay file. The additional 10 minutes may only be used to upload the file; completing Exam tasks within this time is prohibited.
2. Taking a break during the Exam is not allowed.
3. The tasks in the *Reading* section deal with reading the text and filling in the gaps in sentences 1-5 in accordance with the information from the text.

It is necessary to enter the requested information in the gaps in the sentences. After completing the assignment, click “Next Page” to continue the Exam.

Returning to the completed task of the Exam section is allowed until the completion of the entire Exam. There is no possibility to return to the completed task of the section after the entire Exam is completed. The results of the *Reading* section are assessed and generated automatically and can be viewed immediately after the Exam.

1. The tasks in the *Listening* section deal with listening to the audio file, choosing the right answer from the three proposed options in questions 1-5, filling in the gaps in questions 6-10 according to the audio file. The student is allowed to listen to the audio recording only once. Tasks are filled-in sequentially.

While listening to an audio file, on-screen tasks are available for completion.

It is recommended that the students - participants of the Exam prepare in advance for listening to the audio file: check the operation of the speakers, headphones, headset in order to ensure a clear sound of the audio file.

To start an audio file, right-click on the file (first line on the page, in .mp3 format), open the link in a new tab and return to the page with Exam tasks. In tasks 1-5, select one of the three answer options, in tasks 6-10 enter no more than 3 words and/or numbers for each answer in the corresponding gaps. The audio file is divided into 2 parts by a pause. Part 1 corresponds to tasks 1-5, part 2 - to tasks 6-10. After completing the tasks, click “Next Page” to continue the Exam.

Returning to the completed task of the Exam section is allowed until the completion of the entire Exam. There is no possibility to return to the completed task of the section after the entire Exam is completed. The results of the *Listening* section are assessed and generated automatically and can be viewed immediately after the exam.

1. The task in the *Writing* section deals with writing an essay on one of the two proposed topics (*Discuss both views and express your* *opinion* and *Discuss the advantages and disadvantages*).

When writing an essay in the *Writing* section, the number of the topic of the essay (**No. 1** or **No. 2**) must be indicated on the page of the text.

Students must not indicate their full name anywhere on the essay file.

To complete a written task for writing an essay, in a separate tab, open Microsoft Word (.doc), type the text of the essay, save the file to your desktop, and upload the answer as a file in the file upload field. (!) The name of the file should be in the following format: **“VE.Essay.Topic…”.** An additional time of up to 10 minutes is allocated to save and upload the file with the essay. The mentioned time is not included in the time allocated for the Exam tasks.

It is necessary to upload the file with the essay **before** the student clicks the button to complete the Exam **“Submit All and Finish Exam”**. The student must follow the instructions on the screen to complete the Exam correctly.

After the Exam procedure is completed, the essay is not accepted.

1. The essay is assessed within five business days after the Exam is conducted, by English language teachers at the HSE School of Foreign Languages.
2. Technical support for students during the Exam is provided by the HSE DEC elearn@hse.ru
3. To announce the results of the Exam to students, the following means of communication are used: students' corporate email, LMS, other electronic means of transmitting information.
4. The demonstration of works (essays) is carried out by teachers of the School of Foreign Languages ​​in accordance with the schedule approved by the manager of the Educational Program.
5. Communication failures during the Exam:

A short-term communication failure during the Exam is considered to be a loss of a student’s network connection with the Moodle platform for up to 5 minutes.

In the event of a short-term communication failure (the page freezes, the Exam session is interrupted, the student does not see the “Start Exam” button), it is recommended to **refresh the page (Ctrl + F5)**, or **exit Examus** (click on the cross in the upper right corner of the screen) and log in again **following the link** [**http://hse.student.examus.net/**](http://hse.student.examus.net/) to continue the Exam.

A long-term communication failure during the Exam is the loss of a student’s network connection with the Moodle platform for more than 5 minutes. It is not possible to complete the Exam in case of a long-term communication failure.

In the event of a long-term communication failure with the Moodle platform during the Exam, the student must record the fact of the loss of communication with the platform (take a screenshot/photograph of the entire screen so that the time and the application/web browser window are visible, get a response from the Internet provider) and report the problem to the Office of the student’s Educational Program.