**Instructions for students - participants of**

**English Language Test (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 English Language Inside 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 this Instruction.

1. The English Language Inside Exam (Vnutrenniy ekzamen) of the HSE is an online version of the test, based on the HSE Distance Testing Platform (<https://et.hse.ru>), which uses the Examus proctoring system (exam control).
2. The Instruction for students - participants of The English Language Inside Exam (Vnutrenniy ekzamen) for Bachelor and Specialist programs at HSE June 15, 16, 17, 18, 2020 (hereinafter referred to as the Instruction) is designed in accordance with The English Language Inside Exam (Vnutrenniy ekzamen) program for Year 1, Module 4 and **The Instruction for conducting exams with asynchronous proctoring** for Bachelor Educational Programs at the HSE in the 2019/2020 academic year, posted on the University website **https://elearning.hse.ru/proctoring\_instruction** and does not contradict them.
3. Form of the Exam:

The exam is conducted in written online form, 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 or 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 Instruction 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 testing system, the username and password (\*\*\*\*@edu.hse.ru) are used.

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

When you enter the testing system, the following is indicated in the fields:

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 or she must use the password recovery function **https://et.hse.ru/login/forgot\_password.php** (search by email address).

The student agrees not to transfer the details of access to his account in the proctoring system to third parties.

1. Entering in the testing system:

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



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)**

Attention!

If your computer does not meet the requirements (see **“Technical requirements for a computer for passing the exam with proctoring”**), the proctoring service will not work, and you will not be able to take part in testing.

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

Prepare an identity document (original passport, page with 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 best results, it is recommended to connect the computer to the network via cable);

Prepare the necessary items for the examination tasks (pens, A4 white sheets 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 participation in the exam is impossible to fulfill, you should inform the Manager of your Program about this to decide on the student's participation in the Exam.

1. **The student - participant in the Exam provides 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**

**The exam can be performed on a desktop computer or laptop (mobile devices are not supported).**

1. The student provides the necessary conditions for the operation of the Proctoring System **https://elearning.hse.ru/proctoring\_instrution**:

• sufficient level of illumination;

• low noise level;

• absence of interference with video and audio signal transmission;

• a working and enabled webcam (including built-in laptops);

• working and included microphone (including built-in laptops);

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

1. During the exam, it is prohibited to:

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

• Use auto-correctors, notes, textbooks, other educational materials;

• Leave the site of the exam task (leave the visibility zone of the webcam);

• Use headphones, headsets, with the exception of the exam period, when the tasks in the *Listening* section are performed.

• To look away, focusing for a long time on objects outside the visibility of the webcam;

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

• Attract the third person to help with the exam, talk with the third person during the assignment;

• Loudly read out tasks;

• Listen to the audio file more than once, except for the case of a short interruption in communication during the first listening to the audio file.

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

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

1. At the beginning of the exam, it is recommended that the student - participant of the Exam familiarizes himself with the full version of the assignments. The exam consists of three sections: *Reading, Listening, Writing*. You determine the time distribution between sections on your 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. You determine the sequence of the exam tasks yourself. Up to 10 minutes are additionally provided to upload a file with an essay. You can use the additional 10 minutes of time only to upload the file; completing exam tasks at this time is prohibited.
2. There is no break in the exam process.
3. The tasks in the *Reading* section are related to 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.

The opportunity to return to the completed task of the section is available until the completion of the Exam. There is no possibility to return to the completed task of the section after the Exam is completed. The results of the Reading section are checked and generated automatically and are indicated immediately after the exam.

1. The tasks in the *Listening* section are related to listening to the audio file, choosing the right answer from the three proposed answer options in questions 1-5, filling in the gaps in questions 6-10 to the audio file. Audio recording is listened once. Tasks are performed 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 sound speakers, headphones, headset in order to ensure a clear sound of the audio file.

To start an audio file, 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 task. 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 fields. The audio file is divided in 2 parts by a pause. Part 1 corresponds to tasks 1-5, part 2 - to tasks 6-10. After completing the assignments, click “Next Page” to continue the Exam.

There is an opportunity to return to the completed assignment of the *Listening* section until the Exam is completed. There is no possibility to return to the completed task of the section after the Exam is completed. The results of the *Listening* section are checked and generated automatically and are indicated immediately after the exam.

1. The task in the *Writing* section is related to 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 sheet with the text.

Full name of the student on the essay paper should not be indicated.

To complete a written assignment 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 allowed to save and upload the file with the text of the essay. The mentioned time is not included in the time of the Exam tasks.

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

After the exam procedure, the essay is not accepted.

1. The essay is checked within five business days after the exam is conducted by English 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 announcement are used: students' corporate email, LMS, other electronic means of transmitting information.
4. The presentation 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 no more than 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 **follow the link** http://hse.student.examus.net to continue the Exam.

A long-term communication disruption 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 continue tasks in case of a long-term communication failure.

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