

**Regulations for SoFL Integrative Exam with Asynchronous Proctoring for
Bachelor and Specialist Educational Programmes at HSE (Vnutrenniy ekzamen)
May 29, June 13, 21, 22, 23 and June 30 (reserve day) 2023**

NB! If something goes wrong during the Exam please do not hesitate to write one e-mail to helpexam@hse.ru

NB! Please indicate any problems encountered with the help of screenshots.

1. General Regulations

- 1.1. The Regulations define the procedure for SoFL Integrative English Language Exam (the Exam) for Bachelor and Specialist programmes students-participants of HSE in their 1st Year Module 4 2022/2023.
- 1.2. The student is obligated to familiarize themselves with these Regulations before the start of the Exam and to comply with them until the end of the Exam.
- 1.3. The Regulations for SoFL Integrative English Language Exam with Asynchronous Proctoring for Bachelor and Specialist Educational Programmes at HSE (Vnutrenniy ekzamen) **May 29, June 13, 21, 22, 23, 30 2023** (the Regulations) is designed in accordance with SoFL Integrative Exam Course Description Year 1 Module 4 2022/2023 and does not contradict it.
- 1.4. The Exam is conducted in the online format on the **HSE Distance Testing Platform** remotely with asynchronous proctoring.

Asynchronous proctoring means that the identification of the student, as well as the entire exam procedure, are conducted by the programme, the system automatically monitors some of the student's prohibited actions.

During the Exam, a video is recorded from the student's webcam and their computer desktop, which is subsequently checked by an employee of School of Foreign Languages HSE, who either confirms the violation of the Exam procedure or validates the Exam. Please pay attention and follow the Instructions carefully.
- 1.5. The date and the time of the Exam:

The Exam is conducted according to the itinerary.

NB! Students of all educational programs take the Exam strictly on the scheduled day and time of their group according to the [Itinerary](#).
- 1.6. Exam format:

The Exam is conducted in written and oral formats, and it consists of four parts: *Listening, Writing, Speaking, and Reading*. The time is divided between the sections of the Exam by the student-participant of the Exam by themselves within the total time of the Exam. The recommended time intervals for each part of the Exam are: *Listening* – up to 15 minutes, *Writing* – up to 40 minutes, *Speaking* – up to 10 minutes, *Reading* – up to 25 minutes. The student-participant **cannot** choose the order in which they complete each part of the Exam. The order in which the tasks must be completed is **fixed** and cannot be altered. When a part of the Exam is completed, the student **cannot** return to it.
- 1.7. The language of the Exam is English.
- 1.8. Total time of the Exam is 95 minutes.
- 1.9. There is no break in the exam process.
- 1.10. The release of the examination papers is carried out remotely in an asynchronous format. The results of the Exam (with comments) will be posted in the student's Personal Account.

2. Before the Exam

2.1. The student-participant is obligated to familiarize themselves with these Regulations for SoFL Integrative Exam with Asynchronous Proctoring and the fixed order to the Exam parts. The Exam parts are arranged in the following order:

1. Listening
2. Speaking
3. Writing
4. Reading

- Before the start of the Exam, the student-participant must take into account that when the order of the Exam parts is fixed, it is impossible to return to an already completed part.
- Before the start of the Exam, the student-participant must take into account that the recorded monologue must be attached to the SmartLMS platform while the Exam is still in progress. The recordings that were not attached to the platform **cannot** be submitted for grading.
- Before the start of the Exam, the student-participant must take into account that only the essays typed into the text box on the platform can be graded. Essays submitted as a separate file (Word, Pages, Text, etc.) **cannot** be graded.

2.2. The student is obligated to familiarize themselves with the [User PC Requirements](#) .

The Exam works only on a laptop or a personal computer (the Exam format is not supported by tablets or smartphones). To make sure that the Exam is conducted properly, please use Google Chrome or Yandex Browser. **The Exam will not work on Safari.**

2.3. The student must conduct a [Preliminary System Check](#) on their laptop or personal computer no later than 24 hours prior to the Exam. You can find recommendations on how to prepare your laptop or PC for the Exam [here](#) .

2.4. The student must prepare their work area for the Exam according to [the video](#) .

2.5. On the day of the Exam the student can conduct a Preliminary System Check at [the following link](#) .

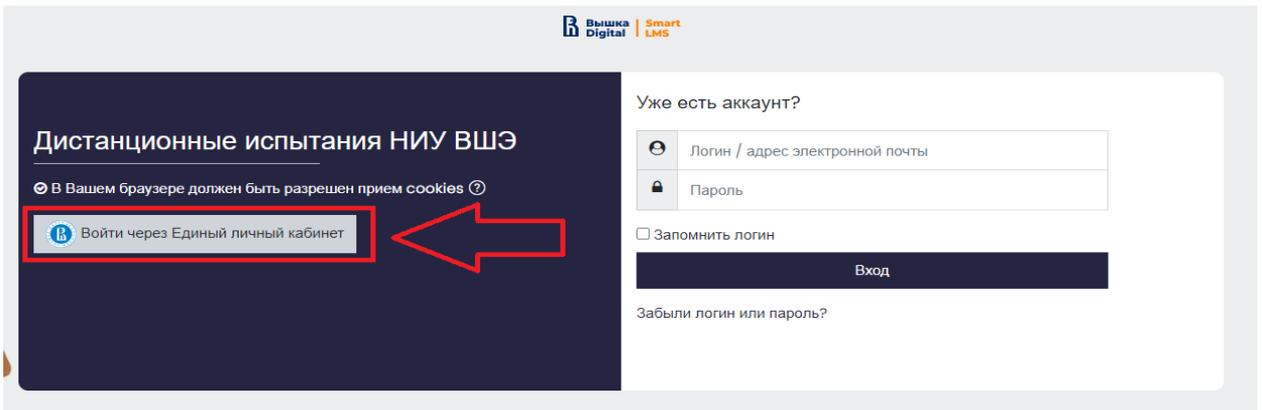
NB! This Check only helps to figure out if there are any technical issues with your PC or laptop. After you have conducted the Check you do not need to get authorized in the Proctored system.

If something goes wrong during the Check please do not hesitate to write one e-mail to helpexam@hse.ru .

3. On the Day of the Exam

NB! The Exam can be taken only on a PC or laptop. It is not permitted to take the Exam on a smartphone or tablet. It is strongly advised to use Google Chrome for the most optimal Exam experience. Note that you can use Incognito Mode while in Google Chrome. You are **not** advised to use Safari as this browser does not allow audio recording on the SmartLMS platform.

3.1. Go to <https://edu.hse.ru/>. In the login page click the blue button «**Войти через Единый личный кабинет**»

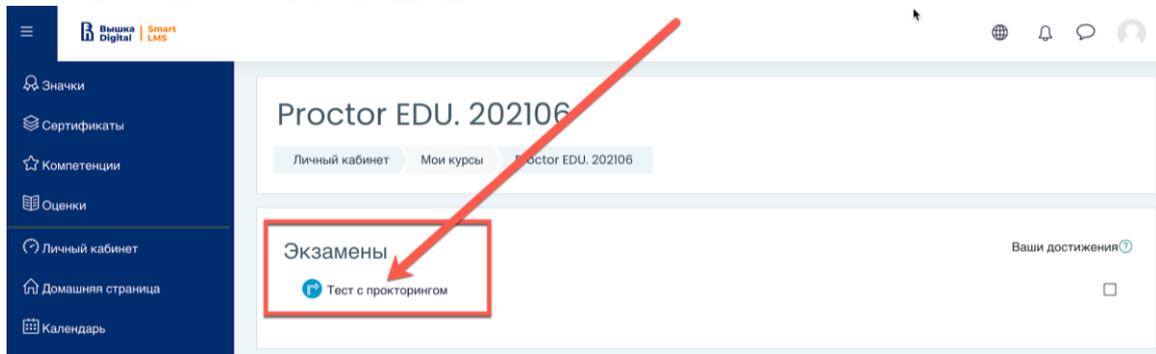


You will go to the HSE Digital authorization page. Enter your corporate account details ***@edu.hse.ru.

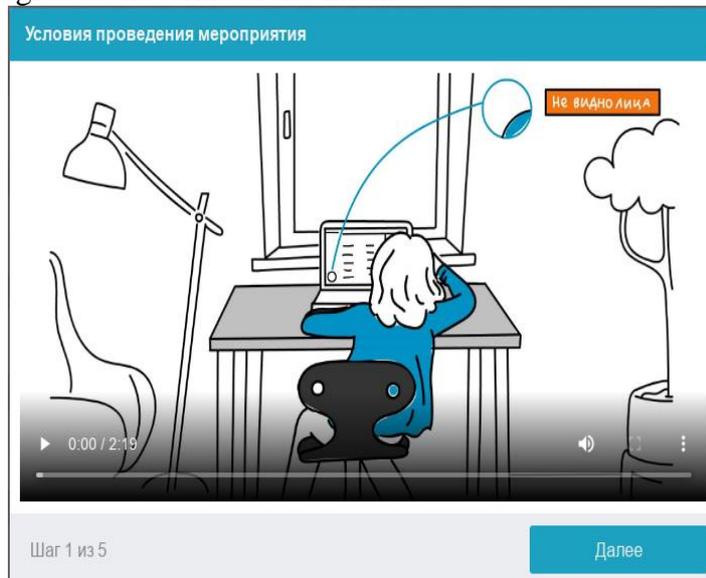
DO NOT USE SMARTEDU (УЛУЧШЕННЫЙ ИНТЕРФЕЙС СТУДЕНТА)!

3.2. In the new window select the course **Внутренний экзамен по английскому языку**. If you do not have this option on your page, please contact helpexam@hse.ru.

3.3. In the new window select the Exam.



3.4. To start the Exam with proctoring the student must familiarize themselves with the Proctoring Regulations and agree to the terms of the Exam.



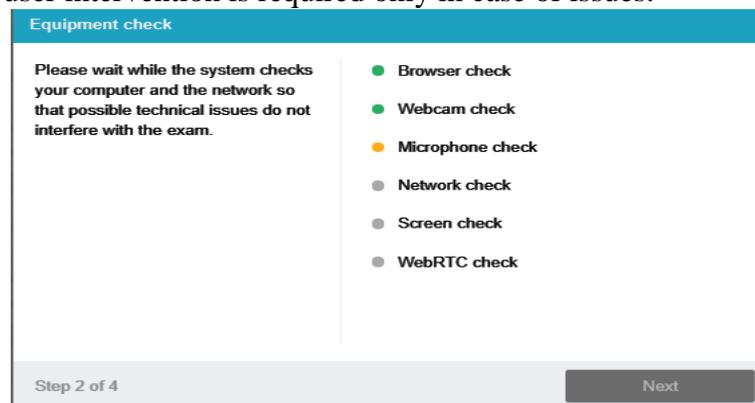
The Proctoring System automatically rates the level of Exam results' validity which is contingent on the following factors.

- The student agrees to have audio and video recordings of them made during the Exam, and for the recordings to be subsequently stored;
- The webcam on the PC or laptop must be front-facing; side-mounted cameras cannot be used to record the Exam;

- The student’s face must be visible at all times, must be located in the center of the screen, and must take up no less than 10% of the screen;
- The student’s face must be lit up so as to provide a clear picture for the camera; the source of light cannot be placed directly in front of the camera;
- The student’s face or a part of the student’s face cannot be concealed by their hair, clothing or hands;
- The student is not allowed to wear sunglasses. Only clear-lens glasses are permitted to be used during the Exam;
- The student must be alone in the room while taking the Exam;
- No background noise or outside voices should be heard during the Exam;
- The browser window must be fully maximized at all times during the Exam; no other pages can be opened during the Exam; the browser cannot be closed during the Exam;
- All the applications, apart from the browser, must be shut down during the Exam;
- The student must make sure that the internet connection is stable and will last throughout the Exam;
- It is forbidden to record or make copies of any of the Exam materials and/or transfer them to a third party;
- It is forbidden to use audio-, visual- or any other type of prompts;
- The microphone on the PC or laptop must be switched on for the entire duration of the Exam and transmit all the sounds from the room where a student takes the Exam

If a proctor detects any violations of the Exam rules, the results of the Exam will be annulled.

3.5. Before the start of each session, a Preliminary System Check is conducted to identify potential technical issues before the beginning of the actual Exam. The Check is carried out automatically, user intervention is required only in case of issues.



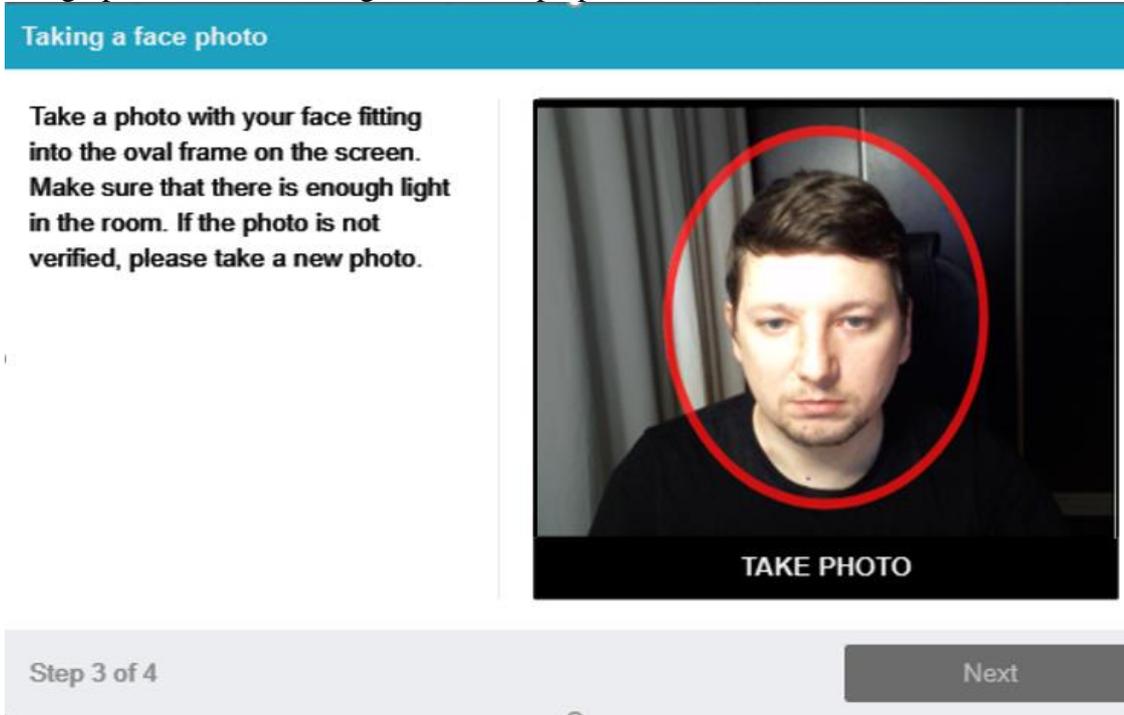
The system is verified in the following stages:

- At the browser compatibility verification stage, it is established whether your browser meets the minimum requirements of the proctoring system. Make sure the browser window is fully maximized;
- At the webcam verification stage, you need to give access to the camera in the browser if such a request appears. If the camera is working properly, then the verification will have been conducted successfully;
- At the microphone verification stage, you need to give access to the microphone in the browser if such a request appears. If the microphone volume is set high enough, the verification will have been conducted successfully;
- At the screen verification stage, the screen capture feature is checked, and requires you to give access to the entire screen. If access is not given to the entire screen or an additional monitor is connected, then verification will have been completed with an error (***) For Mac users, starting from macOS “Catalina” 10.15, it is necessary to give permission for screen recording of a certain browser. In order to do that, you must open the System Setting of your iMac or MacBook; go to Privacy & Security; choose “Camera” and then choose the browser that you will be using to take the Exam);

- At the connection verification stage, the possibility of transmitting video traffic in your network using WebRTC technology is checked. Verification will have been successful if the traffic is not blocked.

3.6. Portrait photo

Prior to the Exam, the student must complete the identity verification stage by taking a photograph of their face using the PC or laptop web camera.



3.7. ID photo

The next step of the identity verification stage is taking a photograph of the student's personal ID (passport) and submitting it through the proctoring system.

3.8. Setting up the web camera

The student's face must remain at the center of the screen, and the student's hands must be visible up to the elbow.

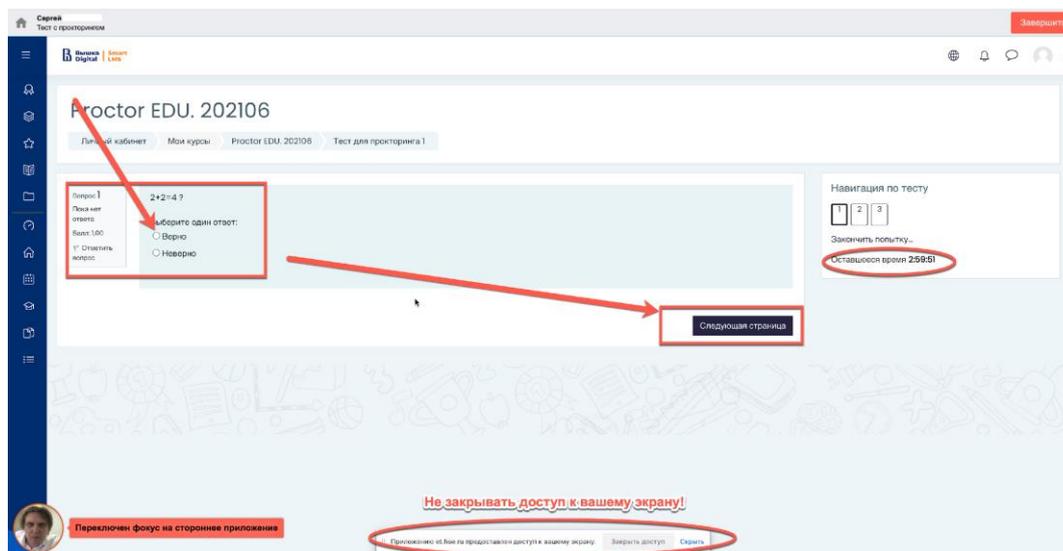
The verification stages described above take from 5 to 15 minutes to complete, therefore it's advised to commence the verification procedure 5 to 15 minutes prior to the official start of the Exam.

4. Taking the Exam

4.1. Upon the successful completion of the verification process the Exam page will be opened in the browser.

4.2. For the Exam to begin, the button "Start attempt" must be pushed at the exact time listed in the student's Exam schedule.

4.3. As soon as the Exam starts, the timer on the right-hand side of the screen will display the time remaining of the Exam.



4.4. During the exam, it is **prohibited** to:

- turn off the webcam, microphone, reduce its level of sensitivity to sound;
- use auto-corrector apps, notes, textbooks, other educational materials;
- leave the site of the exam (leave the visibility zone of the webcam);
- use headphones, headsets, with the exception of the exam period, when taking the *Listening* or *Speaking* (unless your microphone does not work without a headset) sections of the Exam;
- to look away from the screen;
- focus your eyes for a long time on objects outside the webcam's visibility range;
- use “smart” gadgets (smartphone, tablet, etc.);
- attract a third party to help with the Exam, talk with a third party during the Exam;
- read tasks out loud;
- stop, rewind and listen to the audio file more than once, except for the case of a short interruption in communication during listening to the audio file for the first time;
- use MS Word or other text editors to carry out the task in the *Writing* section.

4.5. During the Exam, the student is **allowed** to:

- use blank sheets of paper for drafts, a pen/pencil for taking notes
- contact tech support in case of technical difficulties (helpexam@hse.ru)

4.6. At the beginning of the Exam, it is recommended that the student - participant of the Exam familiarizes themselves with the full version of the assignments.

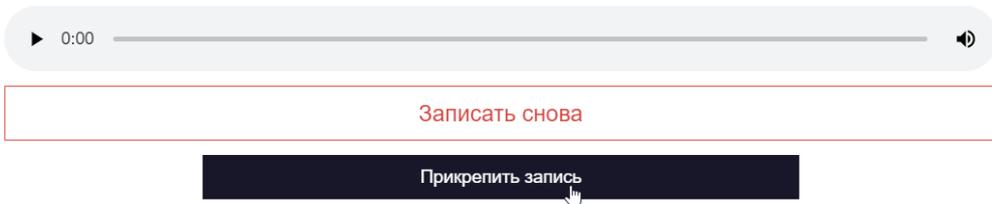
- The tasks in the *Listening* section are related to listening to the audio file, choosing the correct variant out of the ones given in questions 1-5, filling in the gaps in questions 6-10 in accordance with the information from the audio file. The audio recordings are divided into two parts. Part 1 corresponds to tasks 1-5, part 2 corresponds to tasks 6-10. While listening to an audio file, the tasks are visible onscreen. The tasks are carried out sequentially.

The audio recording can be played **only once**. It is prohibited for students-participants **to stop, rewind and listen to the audio file more than once**.

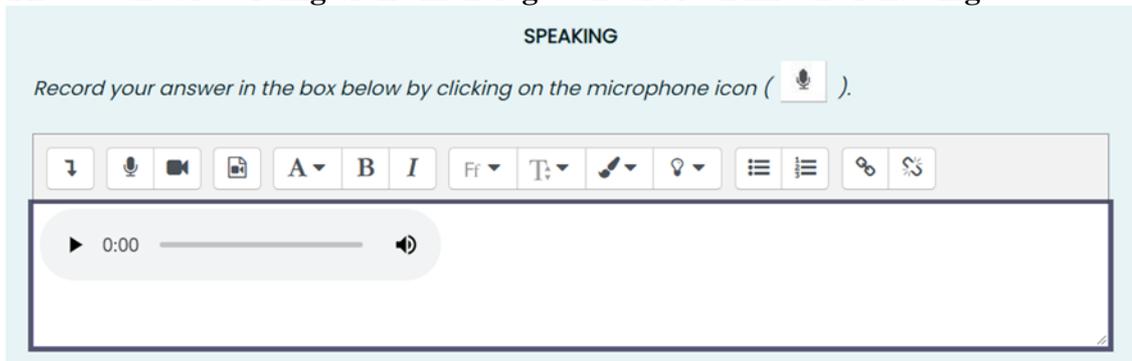
After completing the assignments, click «**Следующая страница**» to continue the Exam. When you click «**Следующая страница**», you **will not** be able to return to the Part.

- The task in the *Speaking* section is related to the presentation of a monologue on one of the three proposed topics. The student-participant of the Exam chooses the topic of the monologue himself.

Before completing the assignment, the student-participant must choose a topic out of those available and start recording a monologue.



The attached recording of the monologue should look like the following:

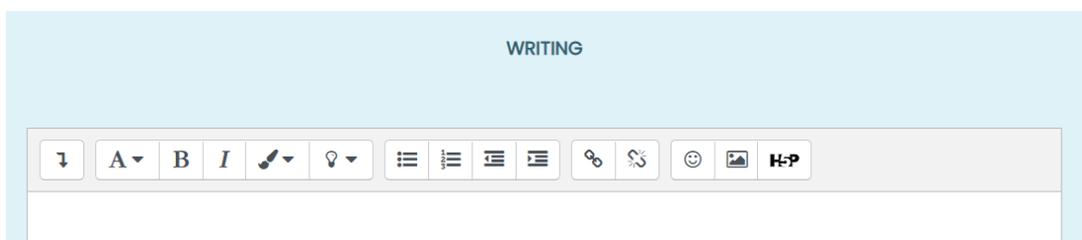
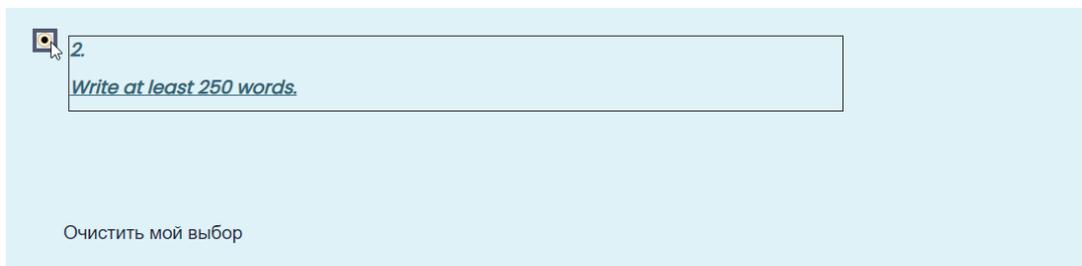


After completing the assignment, click «**Следующая страница**» to continue the Exam. When you click «**Следующая страница**», you **will not** be able to return to the Part.

- The task in the *Writing* section is related to writing an essay on one of the six proposed topics.

Before writing an essay, a student-participant should choose a topic, click on the chosen topic and start writing an essay.

The chosen topic must match the topic of the written essay.



The essay is written on the platform in the field provided for the answer:



It is prohibited to carry out the task in MS Word and other text editors. There is no option to attach a file to the answer. It is allowed to draft the essay while writing. After the Exam is finished, essays will not be accepted.

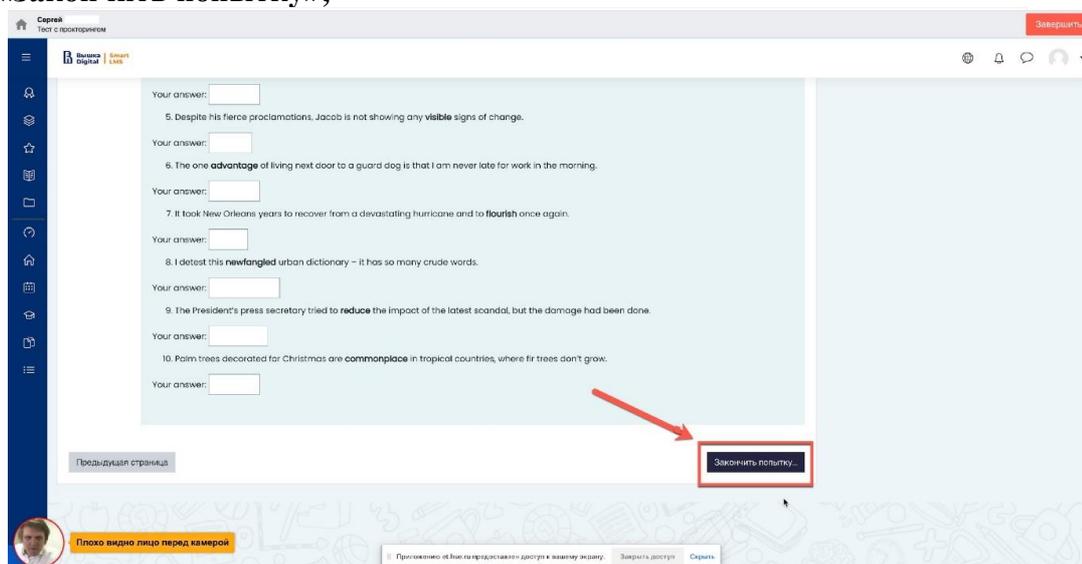
After completing the assignment, click «Следующая страница» to continue the Exam. When you click «Следующая страница», you **will not** be able to return to the Part.

- The tasks in the *Reading* section are related to reading a text, choosing the correct variant out of the ones given in questions 1-5, and filling in the gaps in sentences 6-10 in accordance with the information from a text.

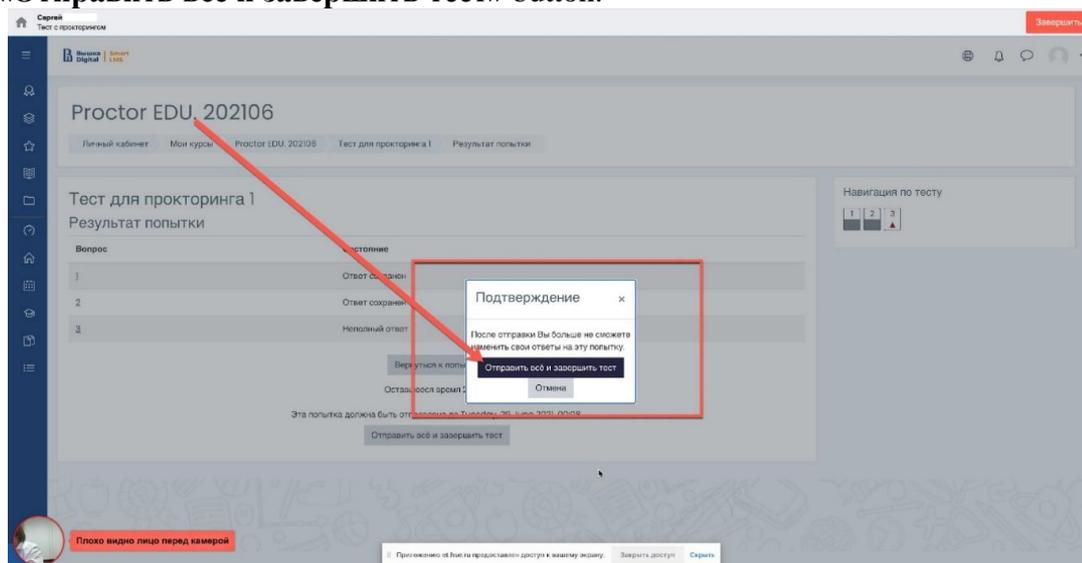
The student-participant has to enter the requested information in the gaps in the sentences. **It is impossible to return to the completed Exam tasks after the Exam is finished.**

4.7. The procedure for **completing the Exam**:

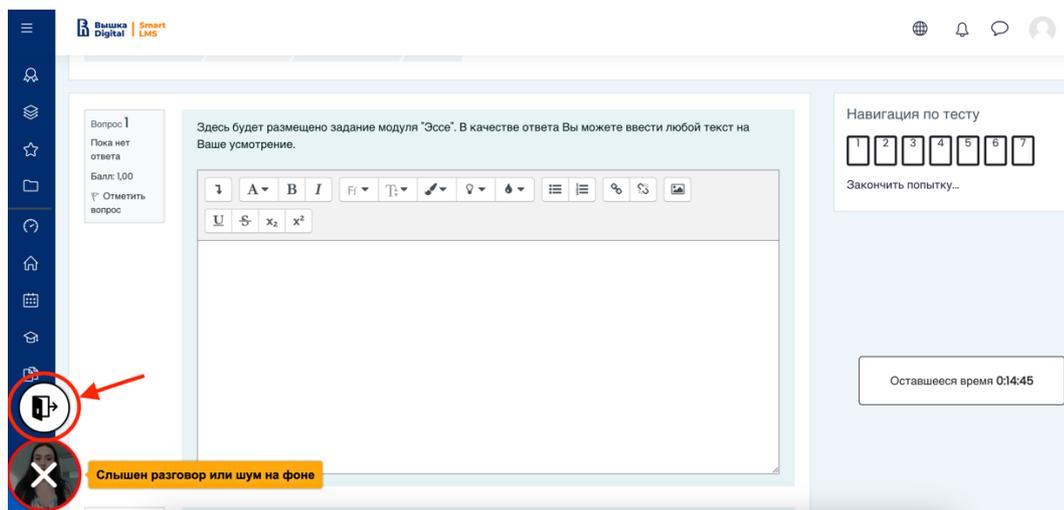
- If you are confident in your answers and are ready to submit them for verification, click **«Закончить попытку»**;



- After that, you will be taken to the confirmation page, where you will need to click **«Отправить все и завершить тест»** button.



- Then you must complete the proctoring session by clicking the student image circle in the bottom-left corner of the screen.



- To complete the process, tick the phrase «Я понимаю и подтверждаю действие», and then click «Да».

5. Communication failure.

Short-term and long-term communication failure during the Exam

5.1. A *short-term communication* failure during the Exam is considered to be a loss of a student's network connection with the Exam 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 «Начать Экзамен» button), it is recommended to refresh the page (Ctrl + F5), or switch to another browser approved for the Exam (**NB!** the use of Safari browser is prohibited).

5.2. A *long-term communication* failure during the Exam is the loss of a student's network connection with the Exam platform for more than 5 minutes. It is not possible to continue taking the Exam in case of a long-term communication failure.

In the event of a long-term communication failure with the platform during the Exam, the student must immediately (on the day of the Exam but not later than **23.59 Moscow time**) record the fact of the loss of communication with the platform (take a screenshot or 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 Programme Office of their Educational Programme at the corresponding addresses.

The Programme Office studies the student's application. If a technical failure of the equipment or communication with the platform of the Exam during the Exam through no fault of the student is confirmed, the Office allows the student to take the Exam on a reserve day.

6. Questions on the *content* of the Exam can be directed to the Centre of Educational Approaches and Technologies of School of Foreign Languages of the National Research University - Higher School of Economics: ceat_sofl@hse.ru

NB! If something goes wrong during the Exam please do not hesitate to write one e-mail to helpexam@hse.ru

Please indicate any problems encountered with the help of screenshots.

NB!

- There are the same rules for an online exam with proctoring as for a regular exam. Students **are not permitted to:** be late for the exam, walk around, communicate with other people, cheat, use any additional materials, look for answers on the internet.
- You **must keep track of the timer** displayed on the right-hand side of the SmartLMS platform, to be able to complete all the tasks in the allotted time.