

**Regulations for SoFL Integrative Exam with Asynchronous Proctoring for
Bachelor and Specialist Educational Programmes at HSE (Vnutrenniy ekzamen)
in the 2023/2024 academic year**

NB! If something goes wrong during the Exam please do not hesitate to write an 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 students-participants of HSE in their 1st Year Module 4 2023/2024.
- 1.2. The students are obligated to familiarise 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) in the 2023/2024 academic year (the Regulations) are designed in accordance with SoFL Integrative Exam Course Description Year 1 Module 4 2023/2024 and do not contradict it.
- 1.4. The Exam is conducted in the online format on the **HSE SmartLMS Platform** 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 the student's prohibited actions.
During the Exam, a video is recorded from the student's webcam, mobile camera, and their computer desktop, which is subsequently checked by an employee of the HSE School of Foreign Languages, 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 programmes 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*, *Speaking*, *Writing* and *Reading*. The time is divided between the sections of the Exam by the student-participants 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, *Speaking* – up to 10 minutes, *Writing* – up to 40 minutes, and *Reading* – up to 25 minutes. The students **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. The 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 himself/herself 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 familiarise himself/herself 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 his/her 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 his/her 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](#).

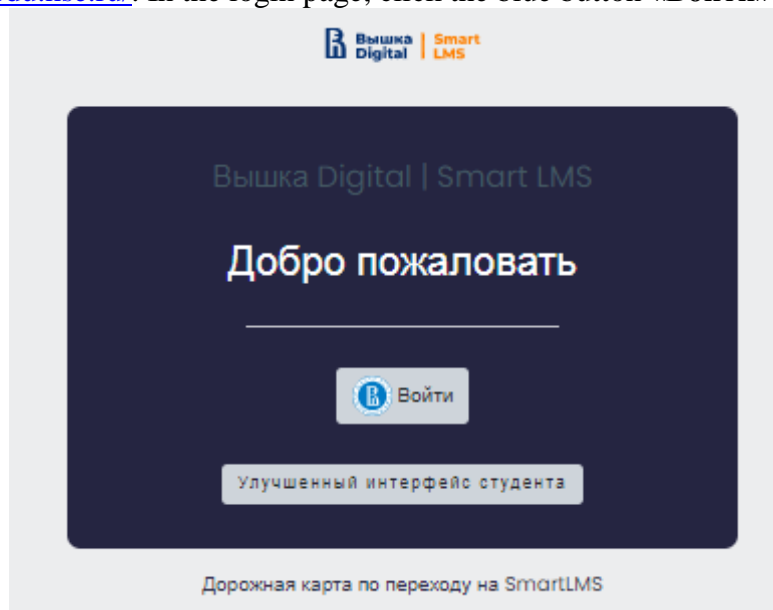
NB! This Check only helps to figure out if there are any technical issues with your PC or laptop. After you have conducted the Check, you do not need to get authorised in the Proctored system.

If something goes wrong during the Check, please do not hesitate to write an 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».



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

Авторизация

Имя пользователя или e-mail

Пароль

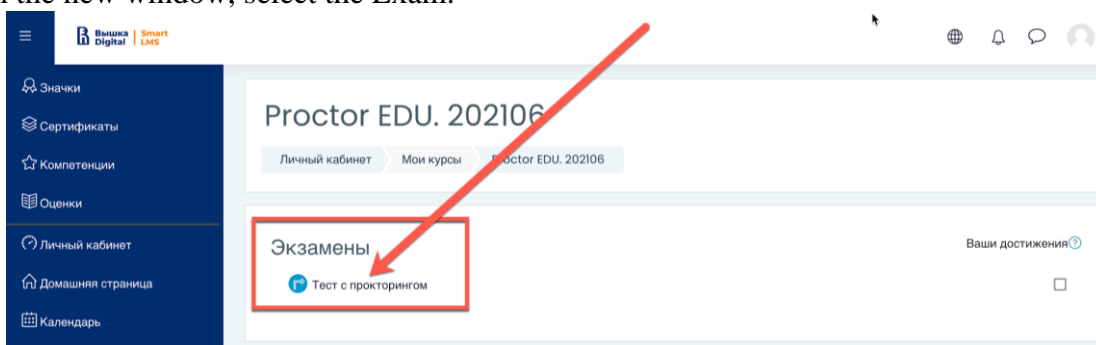
Войти

[Зарегистрироваться](#) | [Восстановить пароль](#)

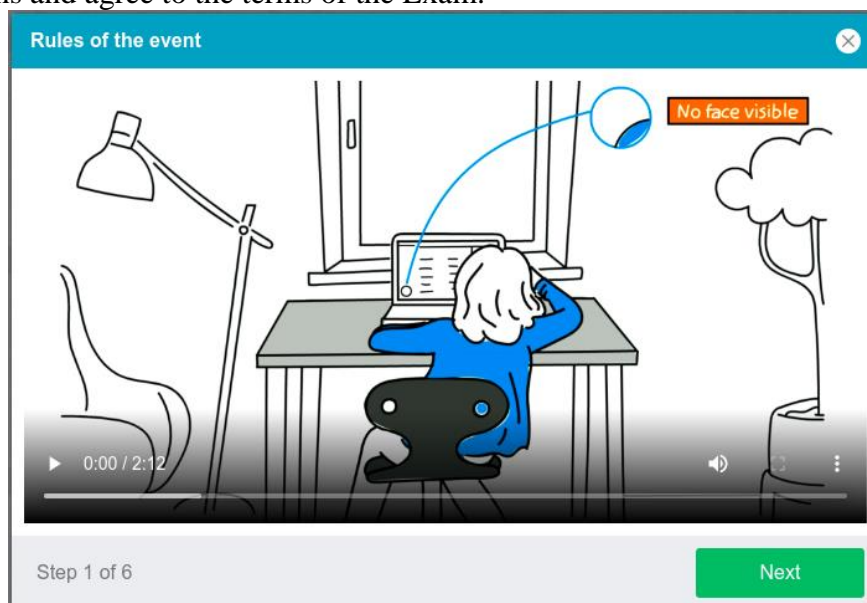
DO NOT USE SMARTEDU (УЛУЧШЕННЫЙ ИНТЕРФЕЙС СТУДЕНТА)!

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 students must familiarise themselves with the Proctoring Regulations and agree to the terms of the Exam.

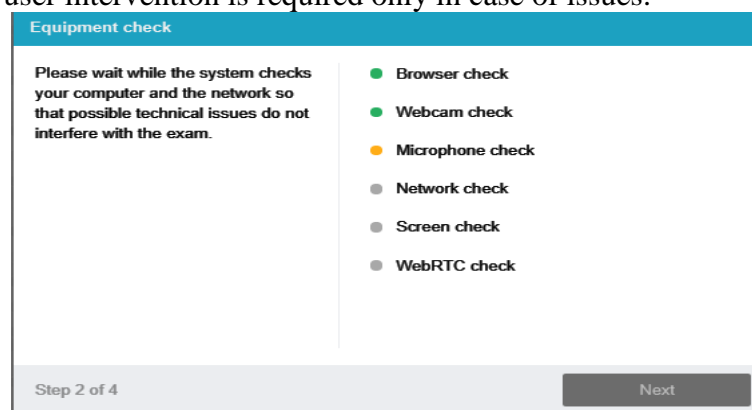


The Proctoring System automatically rates the level of Exam results' validity which is contingent on the following factors.

- The student agrees to have audio and video recordings of him/her 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 centre 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 his/her 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 maximised 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 the 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 maximised;
- 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 be 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 be 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 the verification will be 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);

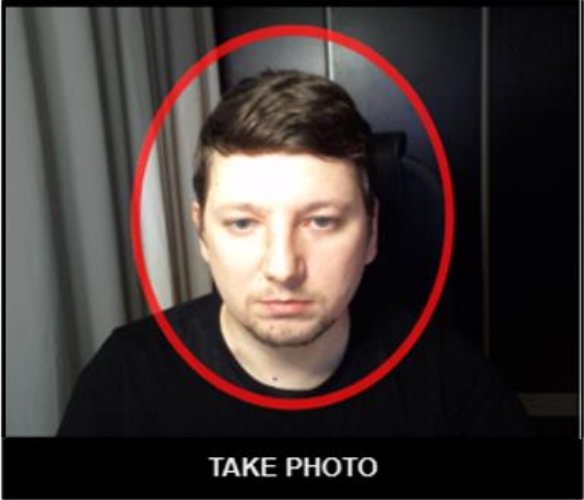
- At the connection verification stage, the possibility of transmitting video traffic in your network using WebRTC technology is checked. The verification will be successful if the traffic is not blocked.

3.6.Face photo

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

Taking a face photo

Take a photo with your face fitting into the oval frame on the screen. Make sure that there is enough light in the room. If the photo is not verified, please take a new photo.



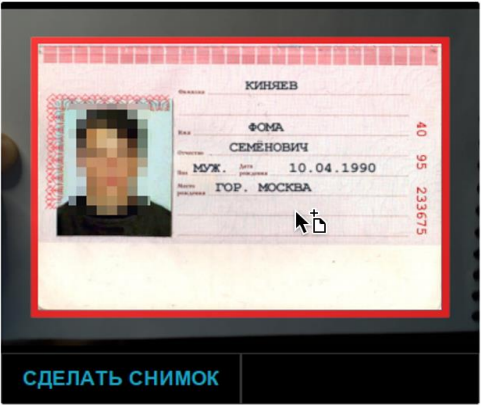
Step 3 of 4 Next

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.

Загрузка удостоверяющего личность документа

Сфотографируйте или загрузите скан страницы удостоверяющего личность документа, на которой присутствуют ваши фото и имя.



СДЕЛАТЬ СНИМОК

Шаг 4 из 5 Далее

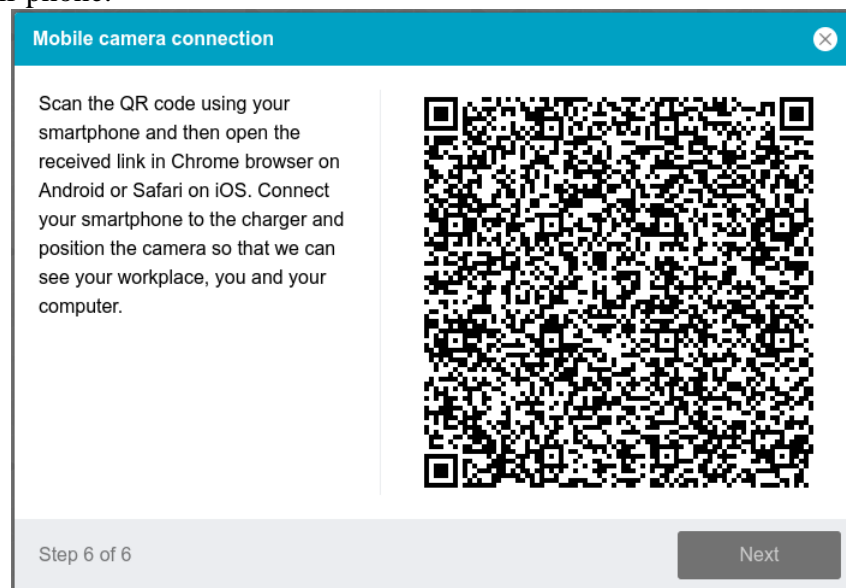
3.8. Setting up the web camera

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



Mobile camera connection

It is necessary to connect the camera of a smartphone for a better view of the workplace and the room. To do this, the student needs to scan the QR code displayed on the computer screen with his/her smartphone and then open the link obtained from the code in the browser on their smartphone (*the recommended browsers for smartphones are Safari and Google Chrome*). If the camera has been successfully connected, the student will see "Camera successfully connected" on the screen of their phone.



Once the mobile camera has been connected, the student films an overview of the workplace and the room before the Exam starts. The student presses the "Start Recording" button and within 60 seconds slowly rotates the camera as if he/she was taking a panoramic picture, so that the entire workspace and the room can be seen.

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 remaining time to complete the Exam.



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

- turn off the webcam or microphone;
- reduce the microphone sensitivity to sound;
- use autocorrection, notes, textbooks, or 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;
- look away from the screen;
- focus your eyes for a long time on objects outside of the webcam’s visibility range;
- use “smart” gadgets (smartphone, tablet, etc.) for anything other than Proctoring;
- 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 each part of the Exam, it is recommended that the students familiarise themselves with the full version of the assignments.

• The tasks in the *Listening* section are related to listening to an 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 the 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 or 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.

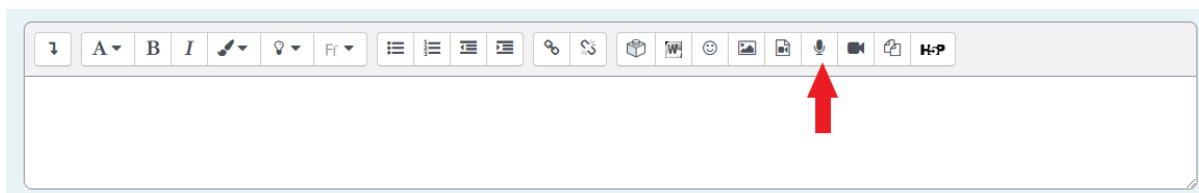
• The task in the *Speaking* section is related to the presentation of a monologue on one of the three proposed topics. The students choose the topic of the monologue themselves.

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

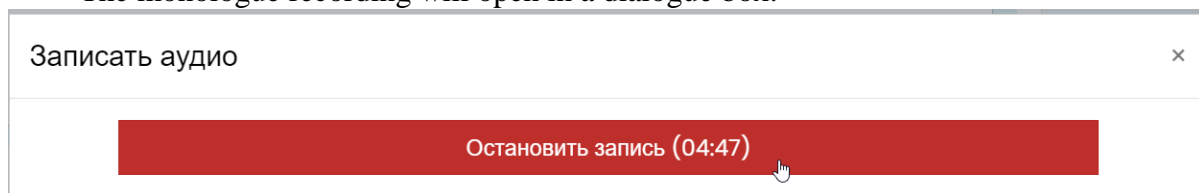
The chosen topic must match the topic of the recorded monologue.

It is impossible to change the topic of the monologue after this Part of the Exam has been completed.

To record the monologue, the student must click on the microphone icon in the answer field ().



The monologue recording will open in a dialogue box.

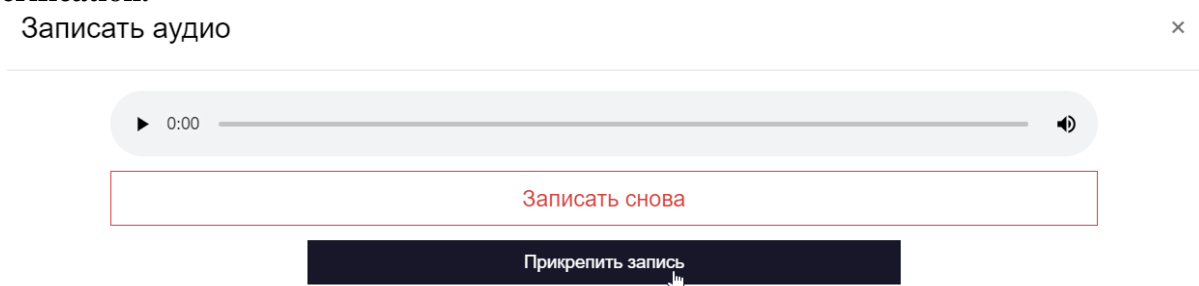


To finish recording, click the «**Остановить запись**» button.

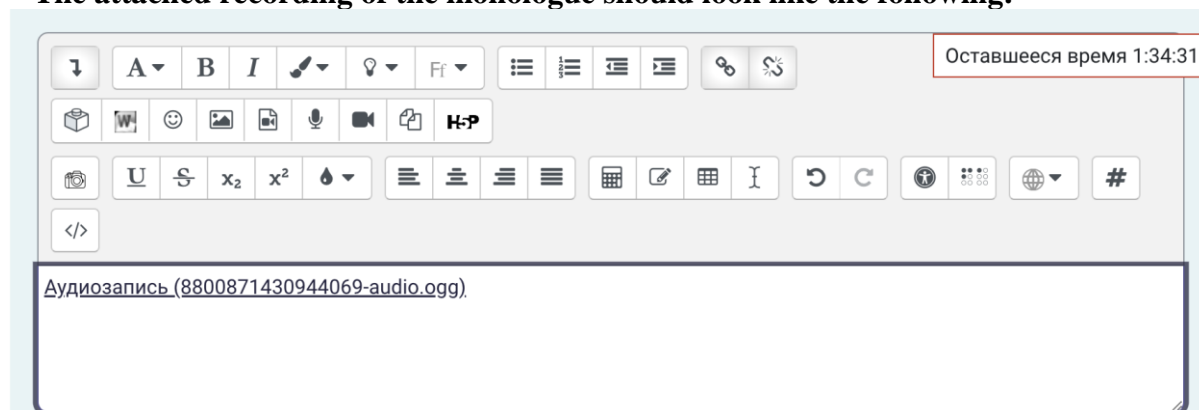
After that, the student-participant will have the opportunity to check the quality of the recorded monologue.

To submit your monologue, click on the «**Прикрепить запись**» button.

Remember that only in this case the recording will be saved and submitted for verification.



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

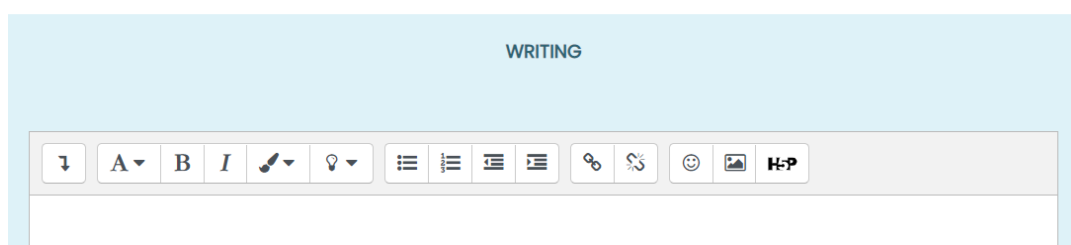
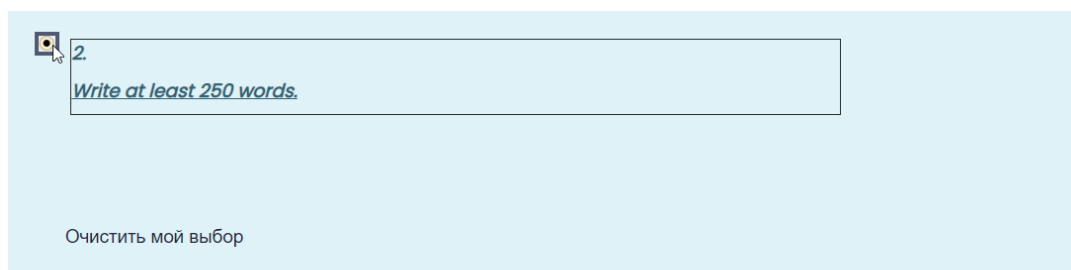


After completing the assignment, click «**Следующая страница**» to continue the Exam. When you click «**Следующая страница**», you **will not** be able to return to the Part.

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

Before writing an essay, the 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.

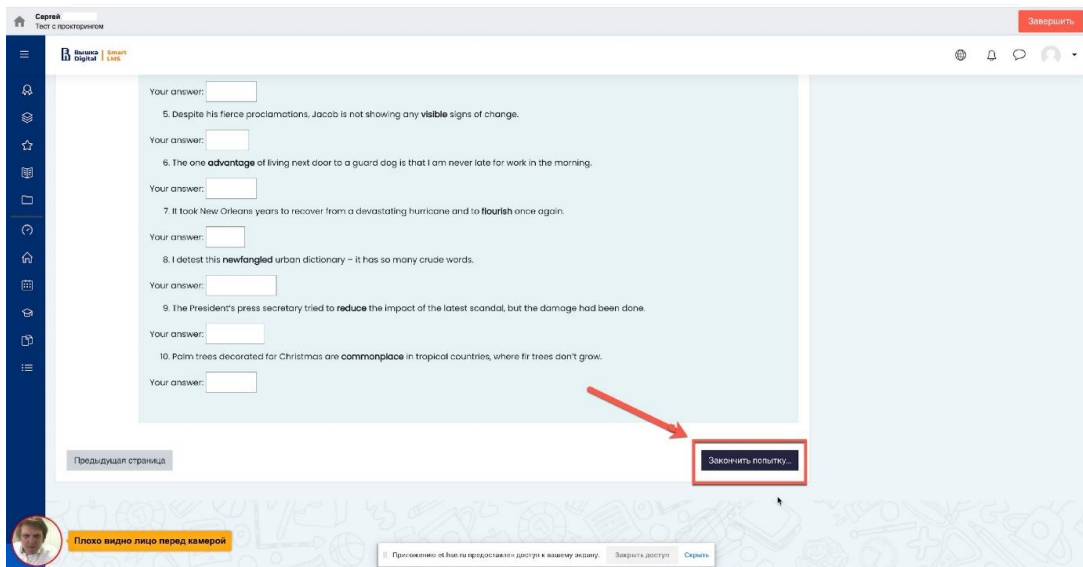
After completing the assignment, click «**Следующая страница**» to continue the Exam. When you click «**Следующая страница**», you **will not** be able to return to the Part.

- The tasks in the *Reading* section are related to reading a text, choosing the correct variant out of the ones given in accordance with the information from a text. In Part 1 Questions 1-5 you must choose the correct option out of *True*, *False*, *Not Stated*. In Part 2 Questions 6-10 you must choose the correct option out of A, B, C.

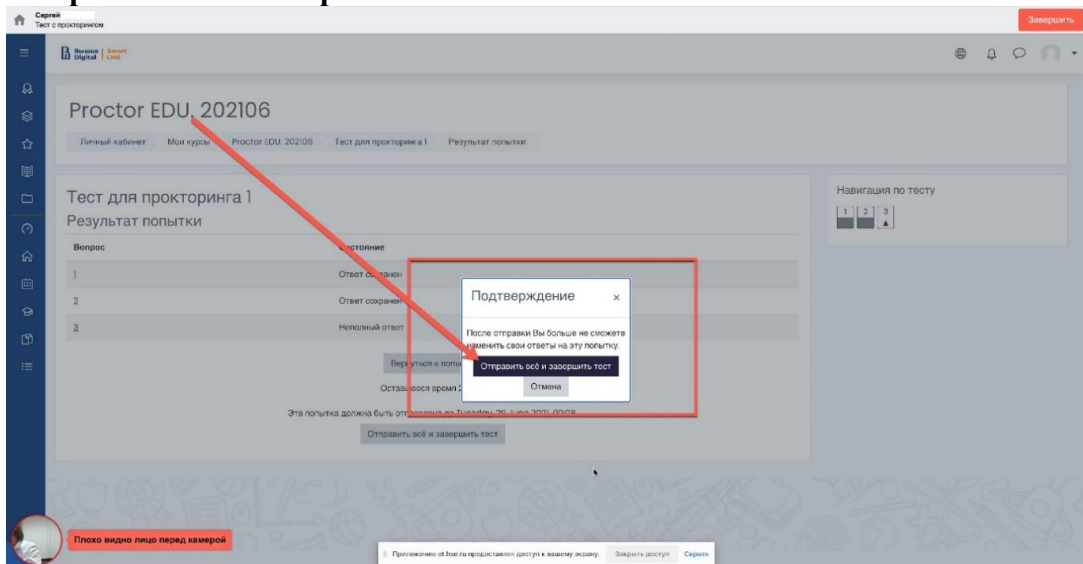
It is impossible to return to the completed Exam tasks after the Exam is finished.

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

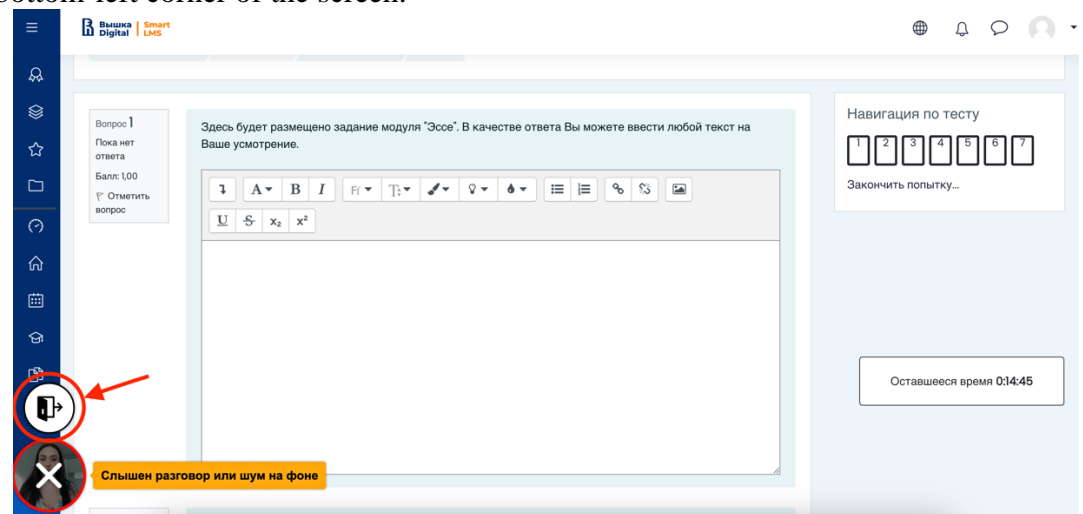
- If you are confident in your answers and are ready to submit them for verification, click the «**Закончить попытку**»;



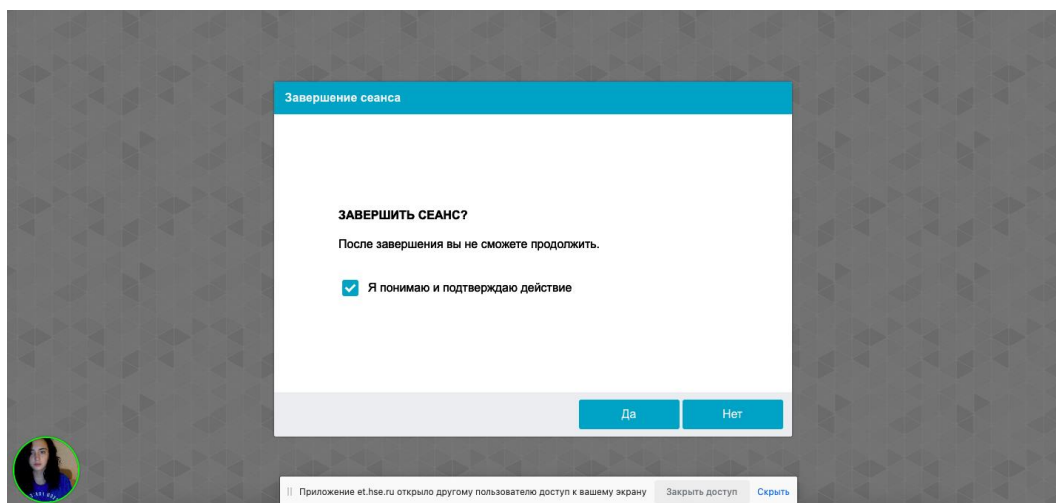
- After that, you will be taken to the confirmation page, where you will need to click «Отправить все и завершить тест» button.



- 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» (I understand and confirm the action), and then click «Да» (Yes).



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 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 the 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 an 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, and 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.