

APPROVED
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Temporary rules for conducting entry examinations to educational Master programs of the Faculty of Economics, MSU with the use of distant technologies

These rules govern the features of conducting entry examinations to educational Master programs of the Faculty of Economics, Lomonosov Moscow State University (hereinafter – FE MSU) with the use of distance learning technologies (hereinafter – DLT) and are applied in addition to the MSU Charter, the Rules for admission to Lomonosov Moscow State University (hereinafter – MSU), other regulatory documents of MSU and FE MSU.

1. General provisions

- 1.1. The use of DLT for conducting entry examinations to the Master programs of FE MSU is carried out on the basis of the order of the Dean - Chairman of the FE MSU Admissions Committee.
- 1.2. Entry examinations with the use of DLT are carried out with the use of the moodle system.
- 1.3. Entry examinations are carried out with the use of proctoring which a distant monitoring system designed to accompany the process of geographically remote examinations, to confirm the identity of an applicant, to monitor compliance with the rules for passing the exams.
- 1.4. Proctoring software and technical support are provided by the proctoring provider ProctorEdu.

- 1.5. During examination FE MSU ensures synchronized proctoring with the presence of an online examiner who has all the proctor rights specified by the ProctorEdu system.
- 1.6. During examination video and audio are recorded to secure compliance with the rules for passing examination.
- 1.7. Applicants are informed about the form, time, necessary technical requirements for passing examination by posts on the website of the FE MSU Admissions Committee at <https://www.econ.msu.ru/brief/> as well as through individual mailings.

2. Technical requirements and identification procedure

- 2.1. To participate in entry examinations with the use of DLT an applicant must ensure the conditions necessary for the work of proctoring:
 - equipment enabling video and audio broadcasting that meets the requirements of these Rules and the Instruction for candidates, which is available on the website of the FE MSU Admissions Committee at <https://www.econ.msu.ru/brief/>,
 - stable Internet connection,
 - presence of an identity document,
 - sufficient illumination allowing to clearly see the face of the applicant and identity document presented by him/her,
 - low noise area,
 - no interference in the video and audio transmission.
- 2.2. If prior to an exam on the day of the exam an applicant does not have the technical ability to connect to the examination system through no fault of his/her own:
 - 2.2.1. The applicant must immediately notify the Admissions Committee by phone 8 (495) 939-32-98 or in the chat of the telegram channel, a link to which was received by the applicant in accordance with clause 3.4. of this regulation, as well as to send a personally signed application addressed to the Chairman of the FE MSU Admissions Committee to the email address pk@econ.msu.ru that includes the following information:
 - Last name, First name, Middle name
 - Master program
 - Supposed reason for the inability to connect
 - Contacts for rapid communication.

2.2.2. The applicant must provide the Admissions Committee with a documentary evidence of the technical inability to connect to the exam system no later than 23.59 (Moscow time) of the working day following the day of the exam.

Based on the documents provided the Admissions Committee makes a decision whether it is possible or not for the applicant to pass the exam on a reserve day.

2.2.3. In exceptional cases the Admissions Committee may make a decision to admit applicant to the exam on a reserve day without supporting documents based on his/her application stating that he/she undertakes to provide these documents before the publication of the final rating of applicants. If such documents are not provided, the results of the exam passed on the reserve day are canceled.

2.3. Identification of applicants is carried out with the use of the technical capabilities of the proctoring system. In case the system cannot automatically identify the examinee, a visual identification is performed by a proctor.

2.4. An applicant is obliged to use for his/her identification a document proving his/her identity (a passport or another substituting document in accordance with the legislation of the Russian Federation).

2.5. During examination an applicant is obliged:

- to stay in view of web-camera,
- not to mute microphone and not to reduce its level of sound sensitivity,
- comply with the requirements of a proctor.

2.6. During the exam an applicant has no right to:

- allow the presence of third parties in a room where the applicant is taking the exam,
- get help from third parties,
- provide access to the computer and/or personal account to third parties,
- enter conversations or otherwise interact with third parties,
- use reference materials neither in a paper format nor in an electronic format,
- use any electronic devices (including mobile phones, tablets, monitors and computer equipment), except those that are directly used for the exam or are additionally permitted by the examiner,
- run any programs and applications on the computer that are not directly related to the system of examination conduct (with the exception of antivirus, camera and

microphone used during proctoring, a scanner, if it is allowed for tasks performance, as well as one browser with one open tab where exam is conducted);

- make screenshots, except for cases when it is required by the examiner.

2.7. Applicant is informed that:

- video and audio recording of examination is conducted during examination, the applicant gives his/her consent to the processing of personal data and video recording,
- examination may be interrupted by FE MSU in case the applicant violates these rules, including the annexes to them,
- recordings of examinations and other forms of control conducted with the use of proctoring will be kept by FE MSU without any additional consents and applications from the applicant,
- video recordings can be used by FE MSU to verify compliance with the examination rules.

2.8. Violation of these rules by an applicant (including: substitution of an applicant by a third party, use of assistance from third parties, use of reference materials in a paper format or in an electronic format, use of electronic devices other than those that are permitted for use by the examiner, etc.) is a basis for the Admission Commission to draw up an Act of Violation and to give the grade '2'.

Act of the Rules Violation is drawn up:

- during examination,
- upon completion of examination during verification of compliance with the examination rules based on video recordings.

2.8.1. If the Act of Violation was drawn up during examination, the exam for the applicant stops, an electronic copy of the Act is sent to the applicant on the day of the exam to the e-mail address specified when submitting documents for admission to FE MSU.

2.8.2. If the Act of Violation is drawn up after the completion of examination during verification of compliance with the rules based on video recordings, an electronic copy of the Act is sent to the applicant no later than the exam results are announced, to the e-mail address specified when submitting documents for admission to FE MSU.

2.9. Applicants are forbidden to copy, save, record in any other way and distribute, in whole or in part, the materials of the entry examination.

2.10. If these Rules were violated through no fault of an applicant, the applicant must immediately inform a proctor about it in the chat of the proctoring system.

- 2.11. If a proctoring system report does not contain a video image of the applicant's proctoring session and the applicant has not informed the proctor or the Admissions Committee about the reasons for the interruption in the video image, then depending on the duration of the interruption of the video image, a decision may be made to cancel the applicant's work and to grade it with a score of "two".
- 2.12. If an applicant has started to pass examination, but during the examination the examination session was interrupted through no fault of the applicant, the applicant has an opportunity to resume the examination within a short period of time.
- 2.13. If an applicant's absence from the proctoring system has exceeded the maximum time allowed, the applicant is not able to resume the exam, and:
- 2.13.1. at the moment of the applicant's disconnection from the examination system the time passed was no more than 2/3 of the time allotted for passing the examination:
- 2.13.1.1. The applicant must immediately notify the Admissions Committee by phone 8 (495) 939-32-98 or in the chat of the telegram channel, as well as to send a personally signed application addressed to the Chairman of the FE MSU Admissions Committee to the email address pk@econ.msu.ru that includes the following information:
- Last name, First name, Middle name
 - Master program
 - Reason for the interruption of the examination session
 - Contacts for rapid communication.
- 2.13.1.2. The applicant must submit to the Admissions Committee documented evidence of reason for the interruption of the examination session no later than 23.59 (Moscow time) of the working day following the day of the exam.
- Based on the submitted documents, the Admissions Committee makes a decision on the possibility or impossibility for the applicant to pass the examination on a reserve day.
- 2.13.1.3. In exceptional cases the Admissions Committee may make a decision to admit the applicant to the examination on a reserve day without supporting documents based on his/her application stating that he/she undertakes to provide these documents before the publication of the final rating of applicants. If such documents are not provided, the results of the examination passed on the reserve day are canceled.

2.13.2. If at the moment of the applicant's disconnection from the examination system 2/3 (or more) of the time allotted for the examination have passed, clause 2.13.1 of these Rules are not applicable, the examination committee checks the automatically saved work.

3. Conduct of entry examination with the use of DLT

- 3.1. When an entry examination is conducted with the use of DLT, an applicant must participate in a consultation that is conducted in accordance with the schedule posted on the official page of the FE MSU Admissions Committee on the Internet.
- 3.2. An applicant is obliged before the start of the exam to:
- examine the instruction for applicants posted on the website of the Admissions Committee at <https://www.econ.msu.ru/brief/>
 - pass equipment check at <https://proctoredu.ru>
- 3.3. On the day of the consultation, the Admissions Committee sends to an applicant a username, password and a link to access the moodle system to the email address specified when submitting documents for admission to FE MSU.
- 3.4. In case of issues with passing the trial test that cannot be eliminated after examination of the instructions, the applicant must contact the technical support of the Admissions Committee (+7 495 939-32-98) or the chat of the telegram channel of the technical support (link to the chat is provided together with the username and password).
- 3.5. If the relevant information is not received within the established time, or it is impossible to sign into the system, the applicant must inform the Admissions Committee by phone +7 495 939-32-98 or in the chat of the telegram channel and/or by email pk@econ.msu.ru stating that a username, password and a link to access the moodle system were not received and provide the following information:
- Last name, First name, Middle name
 - Master program
 - Contacts for rapid communication.
- 3.6. After username and password are received, access to the system will be open for applicants. In the system the applicant must sign a Consent to the processing of personal data and video recording and, only after signing the Consent, he/she will be able to proceed to a trial test to identify and solve possible connection issues and get to know the testing environment. The trial test includes checking the equipment, preliminary personal identification and self-acquaintance with the testing system. In case there are issues with passing the trial test that

cannot be eliminated after examination of instructions, applicant should contact the technical support of FE MSU Admissions Committee (+7 495 939-32-98) or the chat of the telegram channel.

3.7. 30 minutes before the start of an examination, an applicant must log into the moodle system.

The applicant must keep at his/her workspace:

- an identity document (a passport or another document in accordance with the legislation of the Russian Federation),
- a scanned copy of this document in ***.jpeg format (file size should be no more than 5 Mb)**,
- at least 10 sheets of paper and a writing pen,
- a charged mobile phone for scanning and sending answers if it is required for the exam,
- calculator, if it is required for the exam,
- username and password to the examination system,
- contacts of the Admissions Committee and the technical support (+7 495 939-32-98), telegram channel number.

3.8. By connecting to the examination system an applicant confirms that he/she has examined these Rules and has no health restrictions for completing the examination tasks.

3.8.1. In case of ill-health an applicant does not connect to the examination system and must immediately notify the Admissions Committee by phone, in the chat of the telegram channel and/or email and provide the data specified in clause 3.5 of these Rules.

3.8.2. The applicant must submit to the Admissions Committee documentary evidence of the state of health that did not allow him/her to participate in the exam (a medical certificate of an established form) within the time frames established by FE MSU Admissions Committee. Based on the submitted documents, the Admissions Committee makes a decision on the possibility or impossibility for the applicant to pass the examination by the applicant on a reserve day.

3.9. At the beginning of exam (according to the Moscow time specified in the schedule), the exam tasks will be open for applicants. The applicant is obliged to immediately pass the equipment check and personal identification and start working on the assignments.

3.10. If an applicant has questions during the examination, he/she can contact a proctor through a chat built into the examination system.

3.11. It is prohibited to indicate a surname and a name, make other notes that are not related to the contents of the exam on answer sheets, in the fields for completing the tasks.

3.12. If examination involves handwritten answers to examination questions to be uploaded into the system, applicants must:

- notify a proctor in the chat about the start of scanning/photographing of answer sheets,
- wait for the proctor's permission for scanning,
- show to the proctor all the tasks completed on the sheets,
- wait for the proctor's confirmation that everything written on the sheets is readable,
- scan / photograph the sheets with answers to the tasks,
- upload them into a special window in the moodle system,
- notify the proctor in the chat about the completion of their upload into the system.

The uploaded files must be in *.pdf or *.jpeg format.

3.13. After the time allotted for the exam is over, answers to the questions will be automatically saved and sent for verification.

3.14. An applicant may complete examination before the time allotted for the examination is over. To do this, the applicant must click on the button "complete the attempt", inform a proctor in the chat about the intention to complete examination. After receiving the proctor's confirmation, the applicant can end the proctoring session, which means completion of the exam.

3.15. In case of any issues not resolved in these temporary rules and other local acts of MSU and/or FE MSU related to the issues of entry examinations conducted with the use of DLT, it is required to send a written application to FE MSU Admissions Committee.

4. Instruction for applicants for passing entry examinations with the use of DLT

4.1. Instruction for applicants is posted on the website of FE MSU Admissions Committee at <https://www.econ.msu.ru/brief>.