

10. TAKING A DISTANCE EXAMINATION

10.1 There are two options for taking the distance examination:

(1) taking the exam in the nearest certification center of the university to the student; (2) taking the exam remotely at any convenient place for the student, either online or on a "Take-Home" mode chosen by the examiner.

10.2 When taking the exam remotely in the certification center of the university, the student's behavior on the exam shall be preserved in accordance with paragraph 9 of these Regulations.

10.2.1 Within the established time limits the student shall register on the University's educational portal for taking the distance examination with the localization of the university's certified examination centre.

10.2.2 Based on the results of registration, OR designates the time and date for the distance examination.

10.3 When taking the distance examination at a place determined by the student himself/herself, it is applicable for all students previously registered in internal or external systems of distance education, and the following rules of conducting the examination are provided:

10.3.1 The student must register on the University's educational portal for the distance examination within the established deadlines. The student must have a stationary desktop or laptop, passing from the gadgets is not recommended.

10.3.2 When registering, a student signs a consent to take the online distance examination with the following content: "By signing this registration, I agree to take the examination online, confirm the existence of a stable online channel for the whole period of taking the examination and accept, without comments and exceptions, the Rules of Conduct for the examination, established by paragraph 10 of the Regulations on the organization and conducting the examination sessions".

10.3.3 Based on the results of the registration, OR designates the time and date of the online examination, the examiner and the proctor.

10.3.4 At least 3 days before the examination, the examiner ensures a platform for online examination in concurrence with the proctor, providing entrance data for registered students. The examiner and the proctor are required to provide video recordings of their computer screen for the whole examination period.

10.3.5 The examiner shall arrange for the examination questions to be sent to students at the specified time when the examination starts through the electronic resources of the used system or e-mail, if this is not provided on the platform.

10.3.6 The Proctor is obliged to download an electronic attendance list with the student's personal data and photo, then, at least 1 hour before the exam, enter the platform to identify the student and video fix the situation around the student, determine the student's microphone sound level, camera angle and

focus of the table and computer. The proctor must familiarize students with the basic rules of these Regulations before the examination begins.

10.3.7 The student is obliged at least 30 minutes before the beginning of the exam to enter the examination platform, turn on the microphone and cameras and follow all the instructions of the proctor, including the prohibition on additional screens, gadgets; prohibition to open browser tabs; Ctrl-C and Ctrl-V blocking; prohibition to use the right mouse button (RMB); prohibition to print; cleaning the computer cache; removal of specific foreign objects from the table or the environment of the examiner, etc. In this case, the examiner and the proctor can use automatic blocking resources such as Take a Test in Windows 10 or Safe Exam Browser (SAB).

10.3.8 The student is obliged to exclude the presence of other persons in the room from which he takes the examination for the whole period of the examination.

10.3.9 In case of breaking the connection, the student is obliged to restore such connection as soon as possible, but not more than 3 minutes of disconnection. If the connection is broken twice or the connection with the student is broken for a long time (more than 3 minutes), the proctor is obliged to terminate the examination for the student, and the examiner shall give him/her the mark "I" (Incomplete).

10.3.10 During the whole period of the exam the student is obliged to comply with the requirements of the proctor, including additional video fixation of the situation, the level of microphone noise, tracking the focus of the student's head, changing the angle of video capture, conversations, open additional windows or the computer browser and other suspicious actions by the student.

10.3.11 The student may receive one comment from the proctor for the period of the examination for obviously suspicious actions when taking the online examination. In the case of a repeated comment, the proctor removes the student from the exam, disrupts his communication with the platform, and immediately after the examination, sends an electronic act of removal to the OR. The examiner gives this student an "F" grade (Fail) for this exam.

10.3.12 On completion of the exam writing, students must, within 2 minutes, download to the platform or send to the examiner's email address either (1) the electronic file of the answer sheet, or (2) a screenshot of a paper answer sheet taken on the camera of the computer used to take the examination, if another automatic sending is not provided by the platform used or the automatic termination of the examination at a specified time with the entered answers saved, for example, in a multivariate test examination. If the student refuses to send the answer sheet to the examiner within 5 minutes after the end of the exam, the proctor removes the student from the exam, does not accept the answer sheet and sends the electronic act of removal to the OR; the examiner gives the student an "F" grade (Fail) for this exam without the right to consider this fact at the Appeal Commission.

10.3.13 After completion of the examination, the proctor sends the electronic attendance list to the OR; the examiner and the proctor shall keep the record of the examination and send it to the OR for storage within 10 days after the examination.

10.3.14 The examination record is kept on the OR resources for 1 year.

Table 3 - Terms and definitions used in the text of the document

Term	Definition
Video fixation of the situation	Procedure for checking the environment of the student taking the online distance examination by means of demonstration of the 360-degree camera rotation around the student by the request of the proctor, demonstration of the table, computer screen, etc.
Taking a distance examination	Two formats for taking the exam outside the university according to a predetermined schedule: (1) in the local and regional examination centers of the university; (2) from the place determined by the student with the online presence of the examiner and the proctor or "Take-Home" examination.