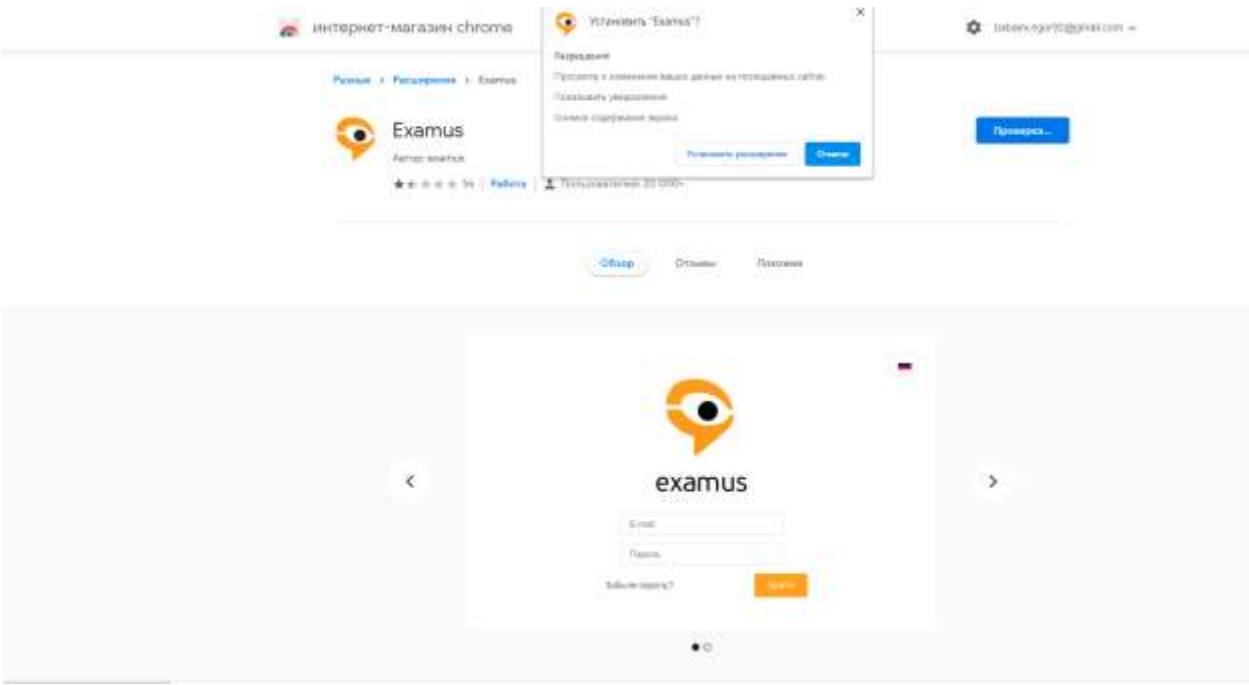
Preparing the workplace for the test

The following steps must be taken before the test:

- There should be good lighting at the exam site (the room should be well lit)
- Check the availability and speed of your internet connection
- Check that the camera and microphone are on
- Check if any other applications using the video stream are NOT running (Skype, Zoom, Webcammax, etc....) For the correct shutdown of these applications, use the Task Manager (press Ctrl + Shift + Esc, select the application and click End/Finish the Task)
- Prepare an identity document

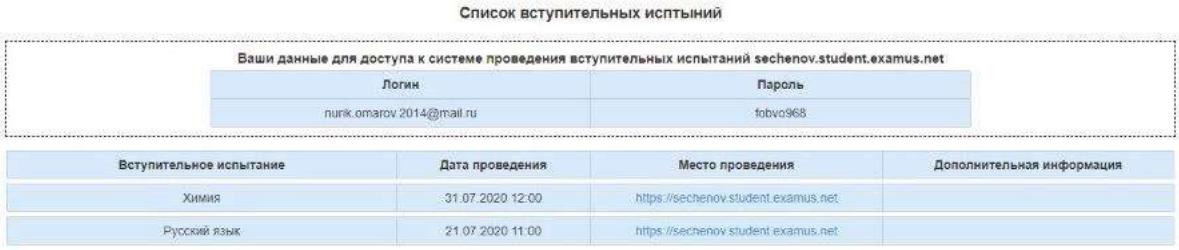
Exam procedure using the Examus system
Preparation of the technical part for the exam

- You must have Google Chrome browser installed
- You can download it here: https://www.google.com/chrome
- You may need an extension in your Examus browser: https://chrome.google.com/webstore/detail/examus/nimiflpndioioljbankkeinmoohhcafa



Preparing for testing

1) In the Google Chrome browser, go to the applicant's personal account, go to the entrance tests section



Список вступительных исптыний

Ваши данные для доступа к системе проведения вступительных испытаний sechenov.student.examus.net

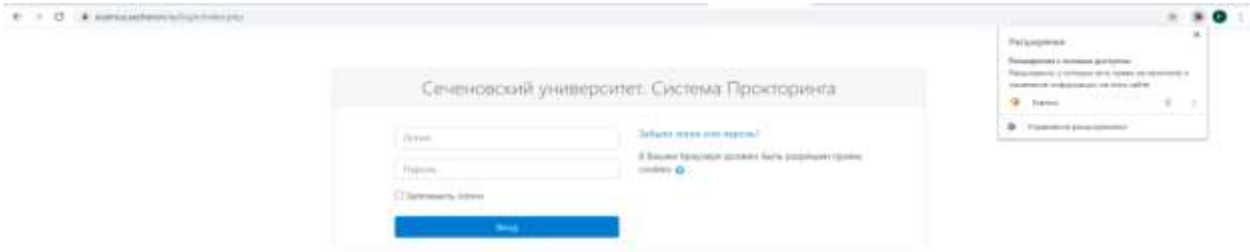
Логин	Пароль
nurik.omarov.2014@mail.ru	fobvo968

Вступительное испытание	Дата проведения	Место проведения	Дополнительная информация
Химия	31.07.2020 12:00	https://sechenov.student.examus.net	
Русский язык	21.07.2020 11:00	https://sechenov.student.examus.net	

2) Click on the link that is on the right side from the date of the Entrance Test https://examus.sechenov.ru/login/index.php . Choose Sechenov University.

3) In the window that has opened, enter the login and password that was **written in applicant's personal account in the entrance examinations section** (appears in the personal account 24 hours before the exam).

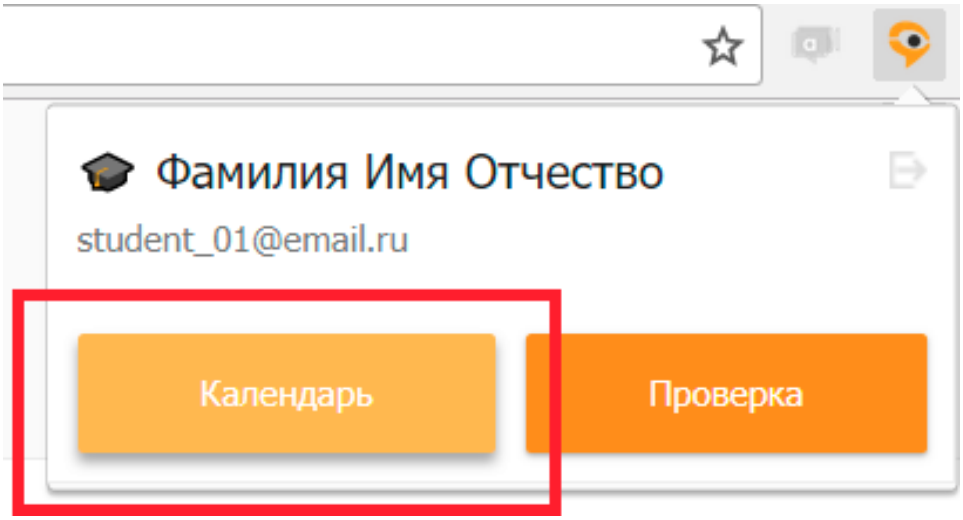
Please note that the password for the applicant's personal account and the password for the platform where the entrance tests are held are different.



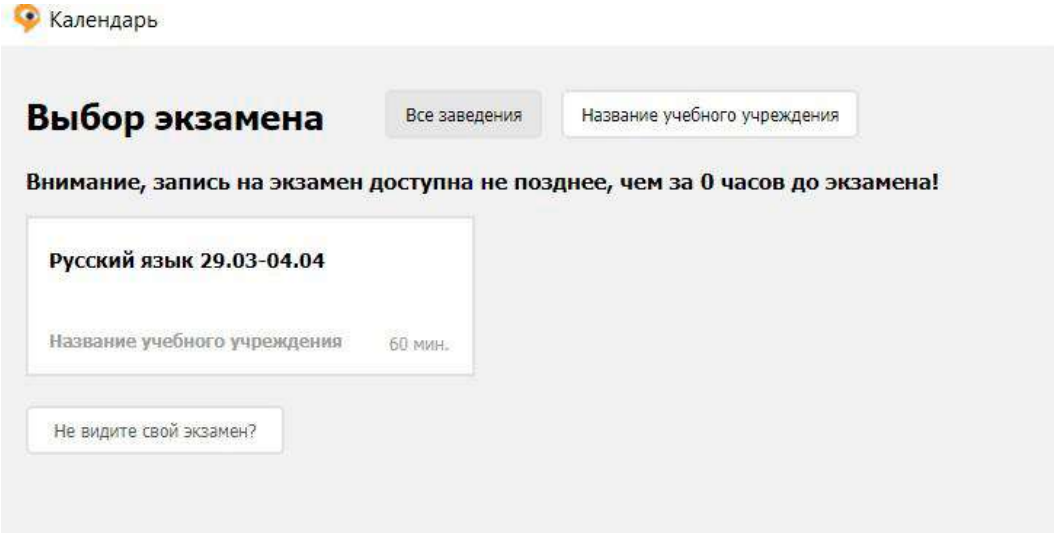
Next step: you should sign up for the course (exam)

COURSE is the name of the subject you are taking

In order to do the exam, you must first register for a specific time and date. Click on the Examus icon and in the window that opens, click the **Calendar (Календарь)** button

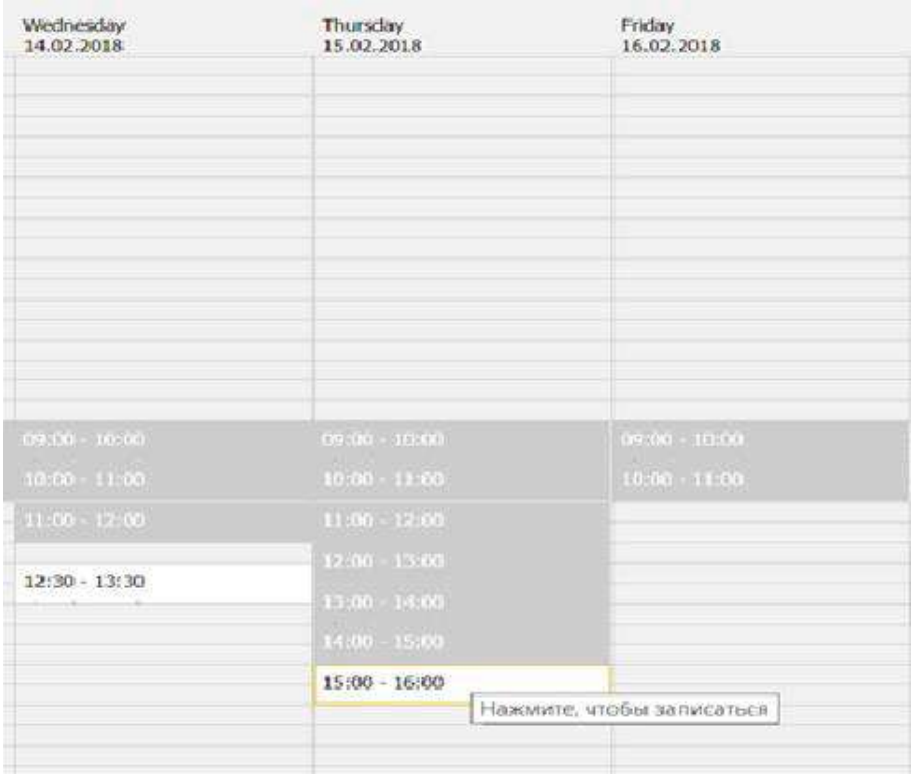


In the window that has opened with a list of your exams, select the exam you want to sign up for. It may take some time to load the list of exams, but if you still cannot see your exam after a while, refresh the page (**F5** on Windows, **cmd + r** on MacOS).



ATTENTION! Registration is available at least **48 hours prior** to the proposed exam. After selecting an exam, a page with a calendar will open and the slots for registering for proctoring will be available. If the slots are gray, it means that they are unavailable and all places for this time are already taken by other applicants.

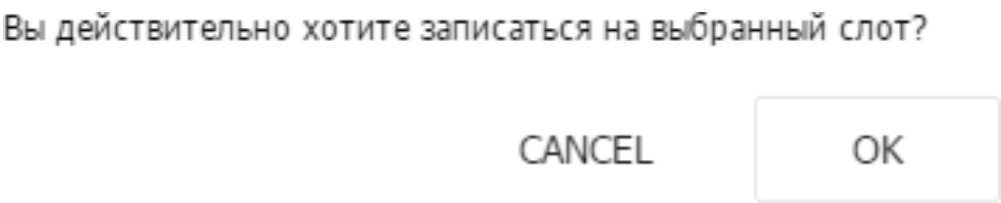
The **available** slots are highlighted in white

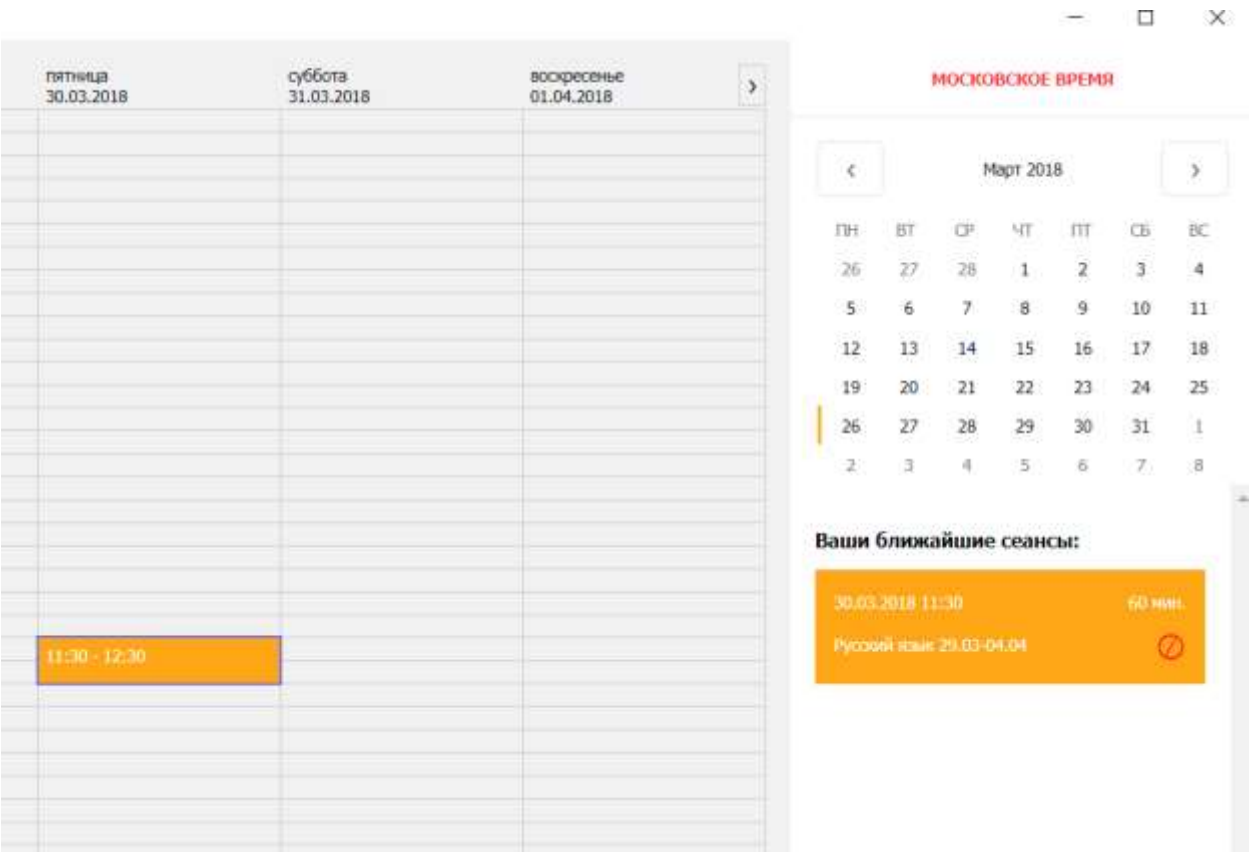


The calendar shows the time in Moscow time zone (UTC + 3) – please, keep this in mind when choosing the exam time!

To navigate yourself through the dates and weeks, please, use the buttons and calendar at the top right corner of the page

To sign up (register) for a slot, double-click on it and confirm your choice in the pop-up window:





Do not click on the selected exams again! You can accidentally cancel your registration!

If after registration, the slot did not turn orange, refresh the page (**F5** on Windows, **cmd + r** on MacOS).

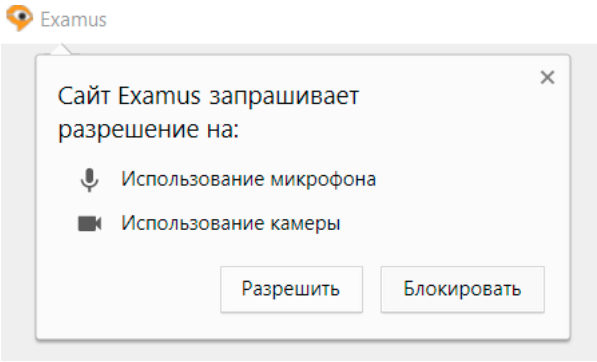
Beginning of the exam

On the day of the exam, repeat the authorization procedure on the website: https://examus.sechenov.ru/login/index.php

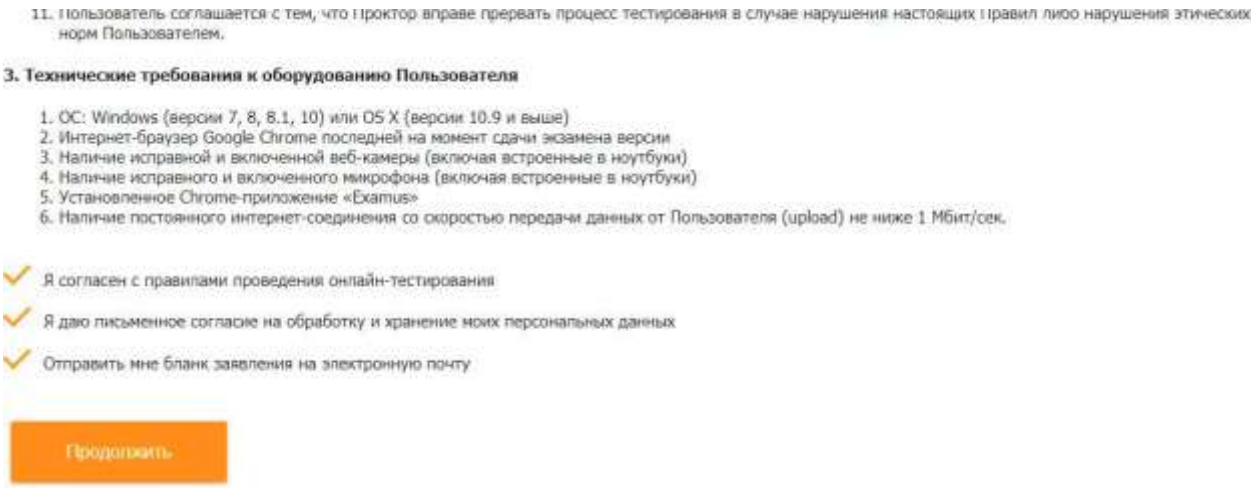
It is recommended to pass a trial diagnostics of computer equipment before the beginning of the actual remote examination. This stage is necessary for identification of all violations at an early stage.

If there are proctors, registering for the exam, you need to enter session **no later than 10 minutes before the beginning of the exam**, the "Begin/Start exam" button becomes available for pressing, after clicking on it, the computer settings will be checked and you can begin the exam.
IT IS FORBIDDEN to prevent the access to the screen of your computer by using "close access" button at the bottom of the screen, unless the proctor himself/herself asked you to do so! At the same time, you can hide this window if it prevents you from viewing the window with the exam materials (to do this, click the "hide" button). If you've been logged out of the test for technical reasons , then you can return to the test via link again. But remember that a retest is possible only for 5 minutes, after which the system will forcibly close the login option.

In the upper left corner of the screen, you will see the sign asking you to allow access to the microphone and camera. Click the **Allow** button.



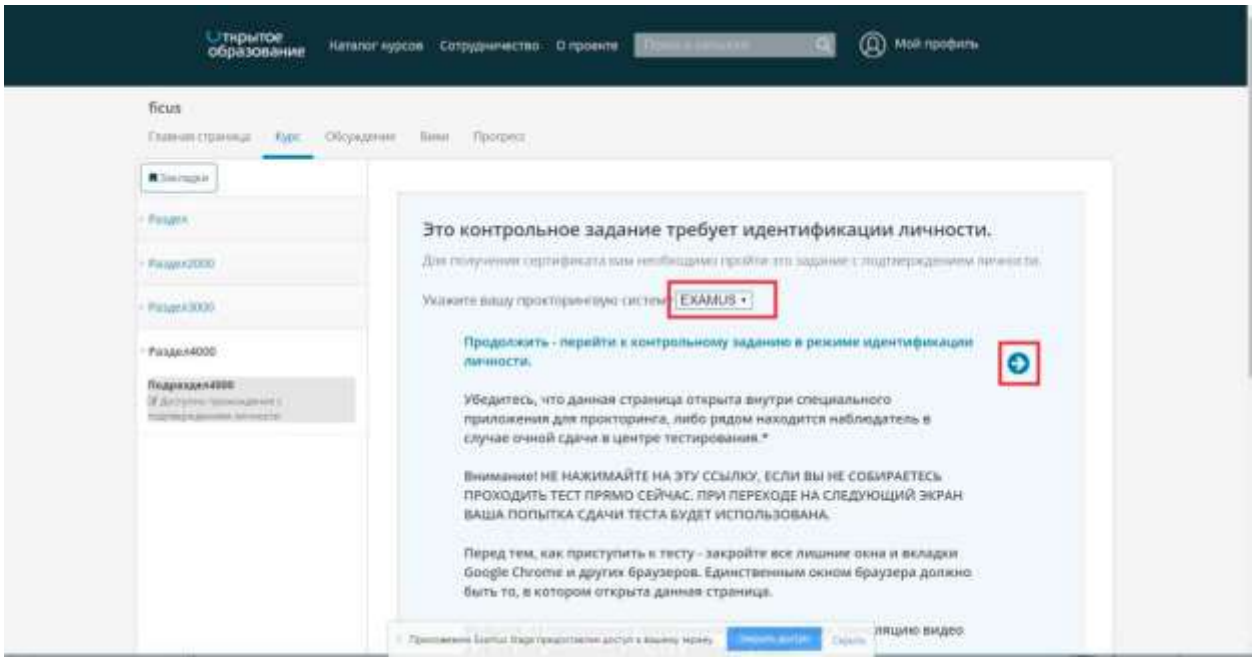
Read the test procedure, user and technical requirements, confirm that you agree with the online testing rules and click **Continue**



Next, the Syscheck window for checking computer settings will open, where you will be offered to proceed the same procedure as clicking the **Check** button from the extension's start window (see Checking computer settings)

After completing the computer check, click **Continue**.

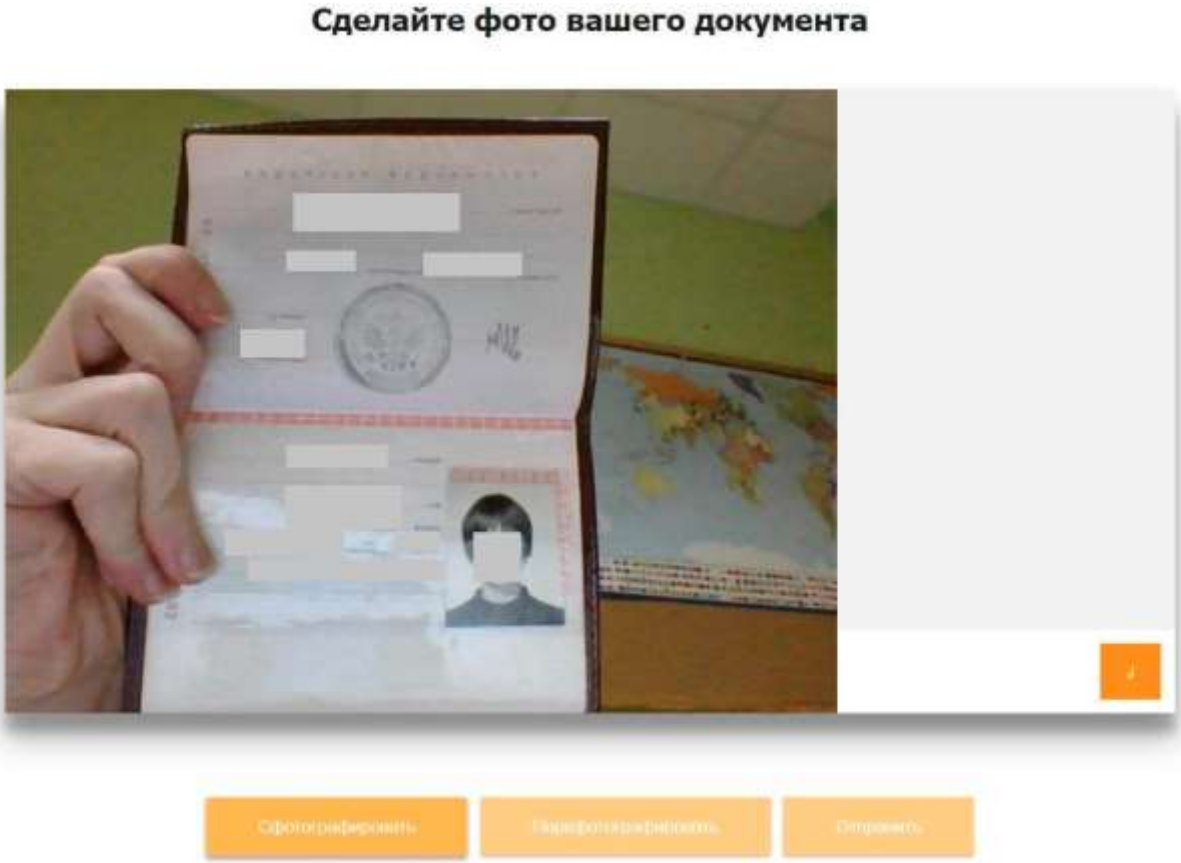
In the new window, carefully read the suggested recommendations and follow them. Then select the Examus proctoring system from the drop-down list and click **Proceed**



After clicking the button **Continue**, you will be forwarded to the personal identification window

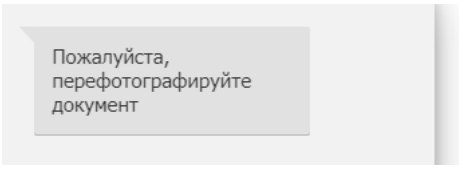
Personal identification

1. In the “Identification” window, hold your passport or another identification document up to the web-camera and click **Take a photo** and then **Send** buttons



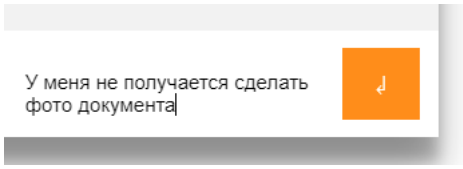
ATTENTION! If you do not see the **Take a Photo**, **Retake** and **Send** buttons, please use vertical scrolling of the page

2. The proctor may ask you to re-send the photo, in this case you will see the corresponding message in the chat (on the right side from the window with the photo):



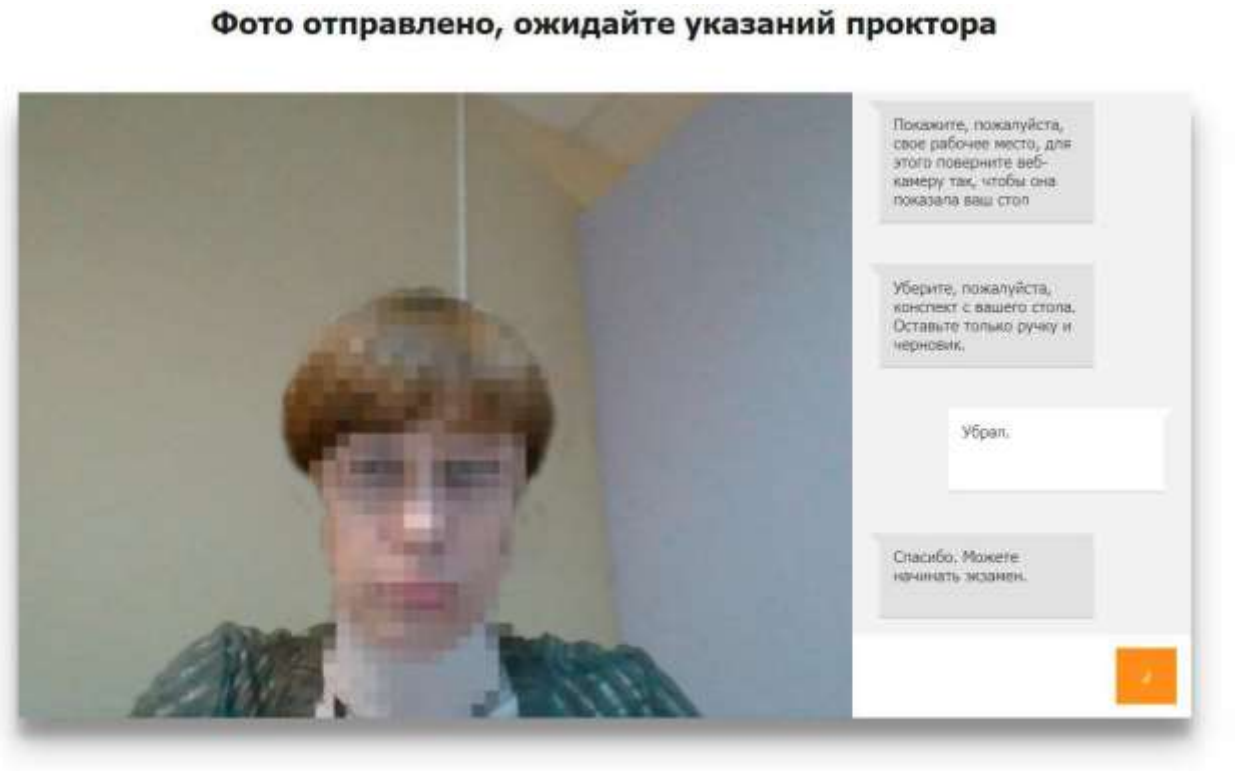
Click the **Take a Photo** button, and then **Submit**

3. If you have any problems at the taking photos of the documents stage, write about it in the chat box with a proctor

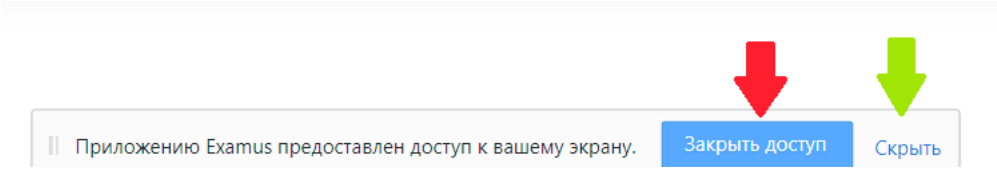


Undergoing testing

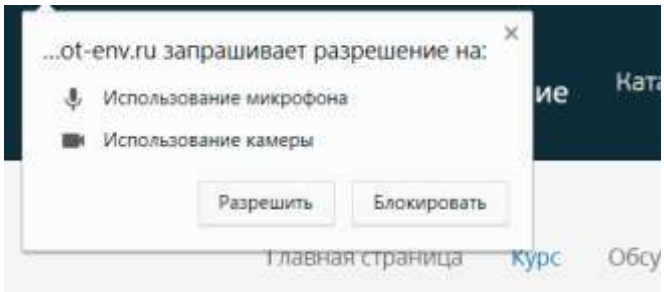
After submitting the document, wait for the prompts from the proctor, which appears in the chat box on the right side of the screen.



DO NOT: Interrupt access to the screen using the Close access button, which you can see at the bottom of the screen, unless the proctor him- or herself asked you to do so!! However, you can hide this window if it prevents you from viewing the exam materials (click the **Hide** button)

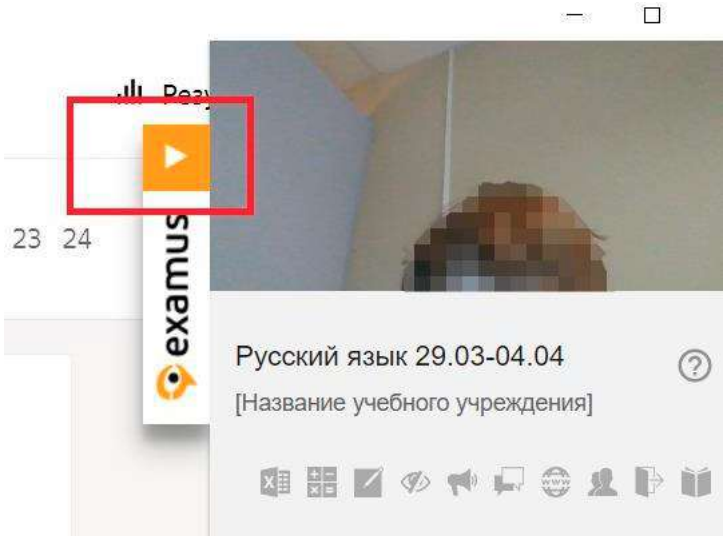


When the proctor allows you to begin test, the page will refresh and the Open Education website and the **Begin/Start Test** button will become available. In the upper left side of the screen, over the top of the test window, a pop-up window will appear, it will be asking to get access to the microphone and camera. Click the **Allow** button:



There will be the Examus dashboard on the right side of the screen, where the following items (from top to bottom) are located: a video window with your image, the exam title, the name of the institution, the exam rules, a chat box with the proctor and a field for entering messages to the proctor.

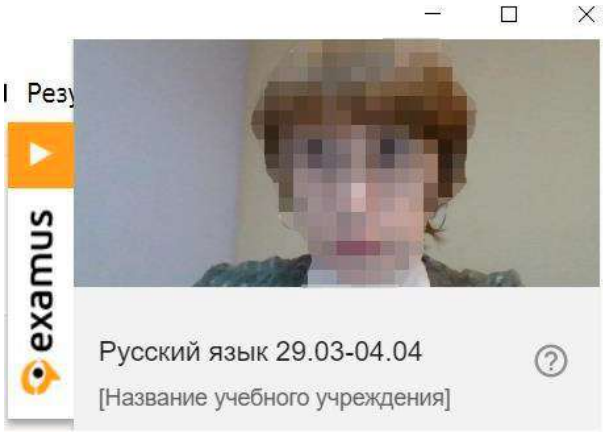
If you want to hide or expand the Examus dashboard, click on the arrow logo on the left side of the panel.



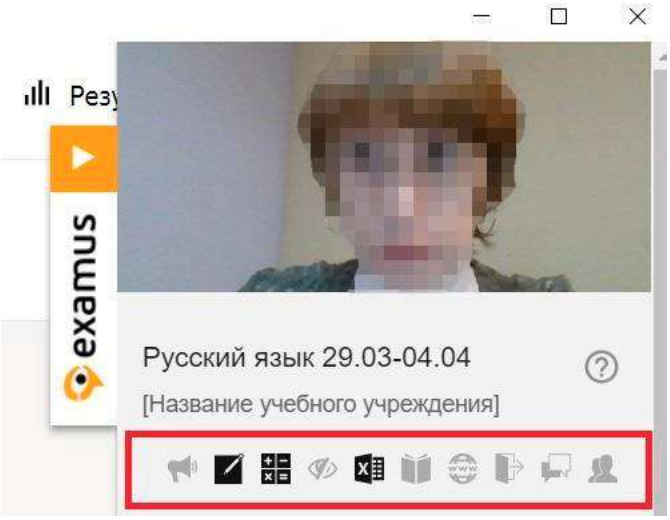
4. After sharing access to your camera, your image will appear at the top part of the Examus dashboard.

ATTENTION! During the entire exam, you must be fully visible in the camera frame

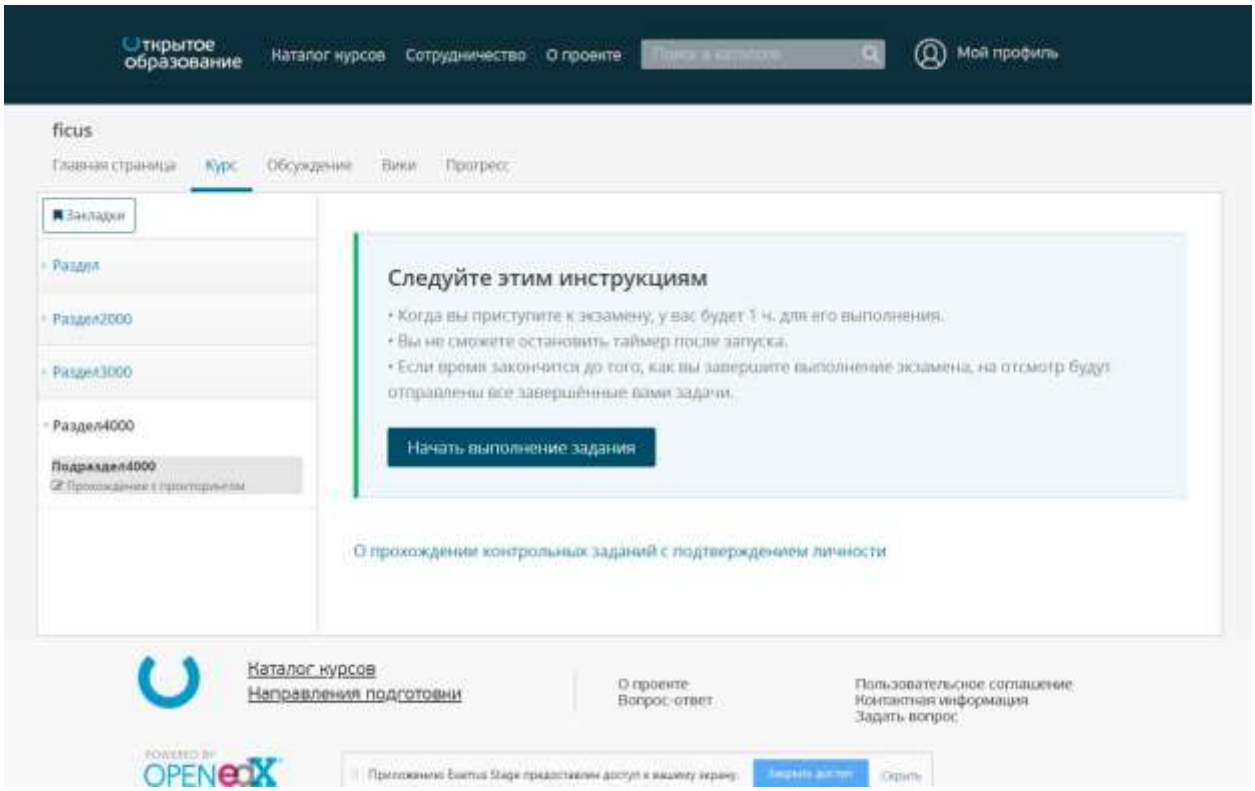
CORRECT **NOT CORRECT**



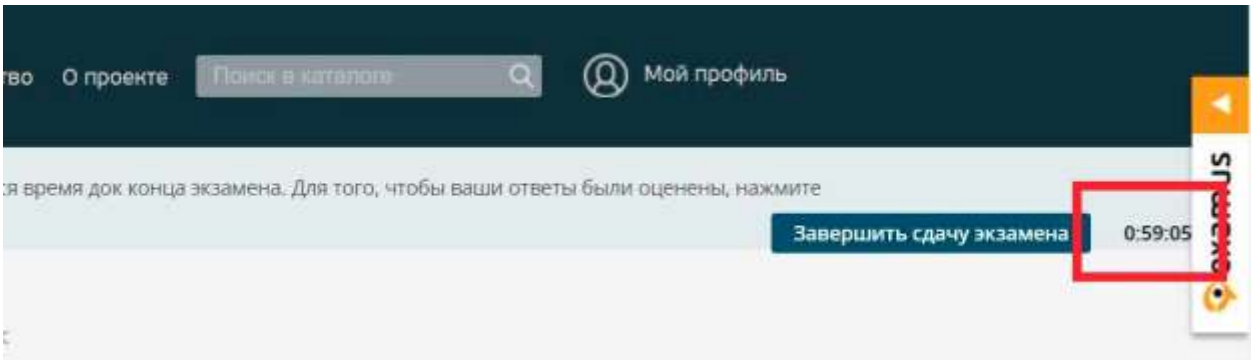
The exam rules are displayed above the chat box. Allowed options are highlighted in bright color, prohibited ones - in pale color. To see the meaning of an icon, you need to move the cursor over it and wait for the pop-up hint to appear. You can also ask the proctoro to clarify what is allowed or prohibited for use during the exam.



5. In the exam window, click the Begin/Start test and begin your exam.

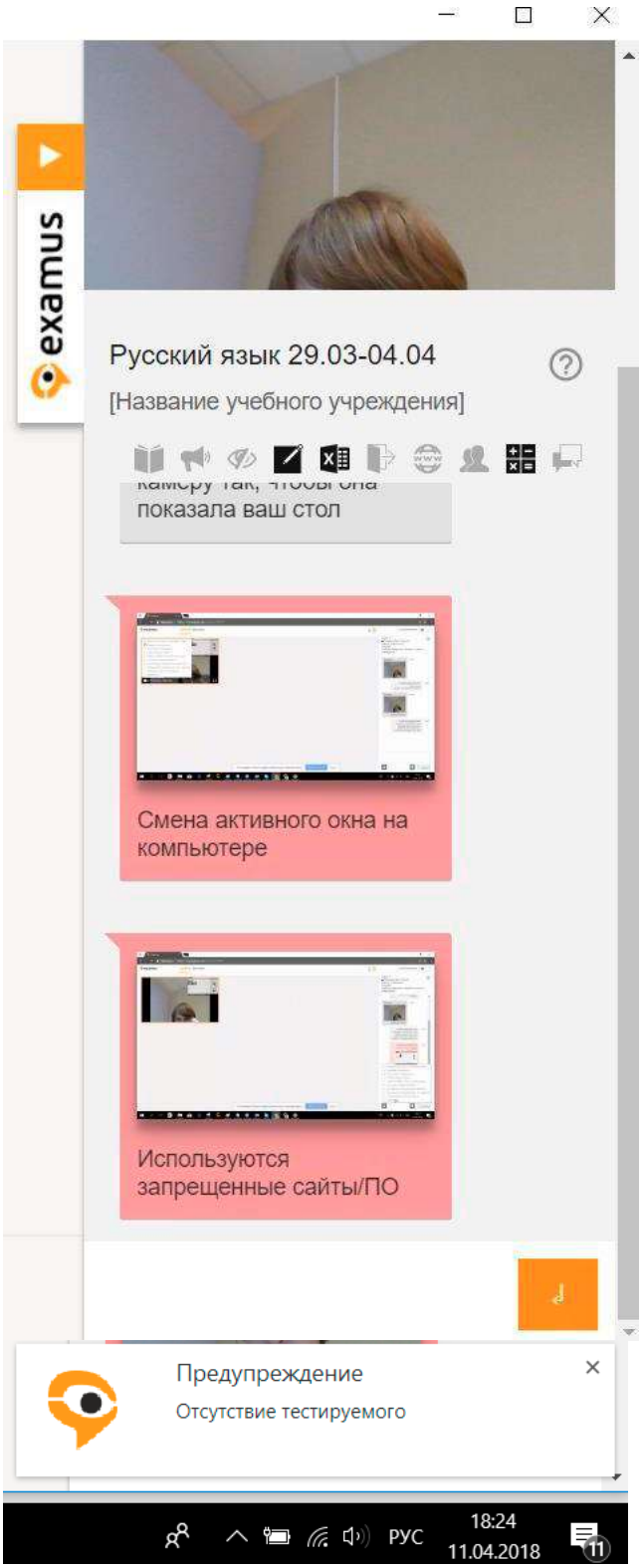


6. Be sure to pay attention to the timer at the top right corner of the page, which displays the remaining time period until the end of the exam.



Communication with the proctor

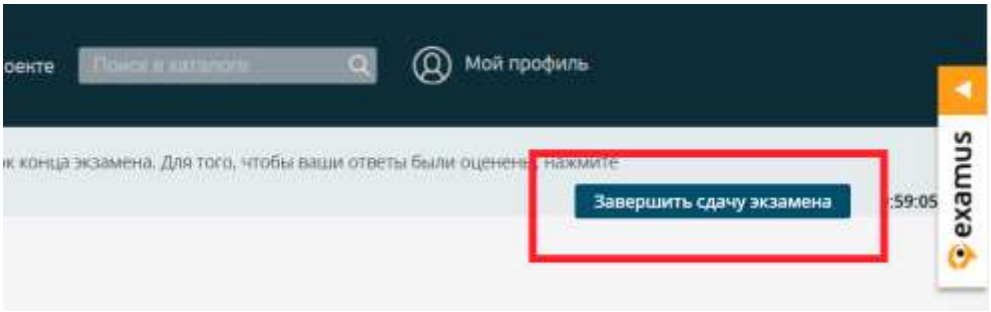
If you commit prohibited actions, the proctor will send a warning message, which will be displayed in the chat, and will also appear in a pop-up message in the lower right corner of the screen.



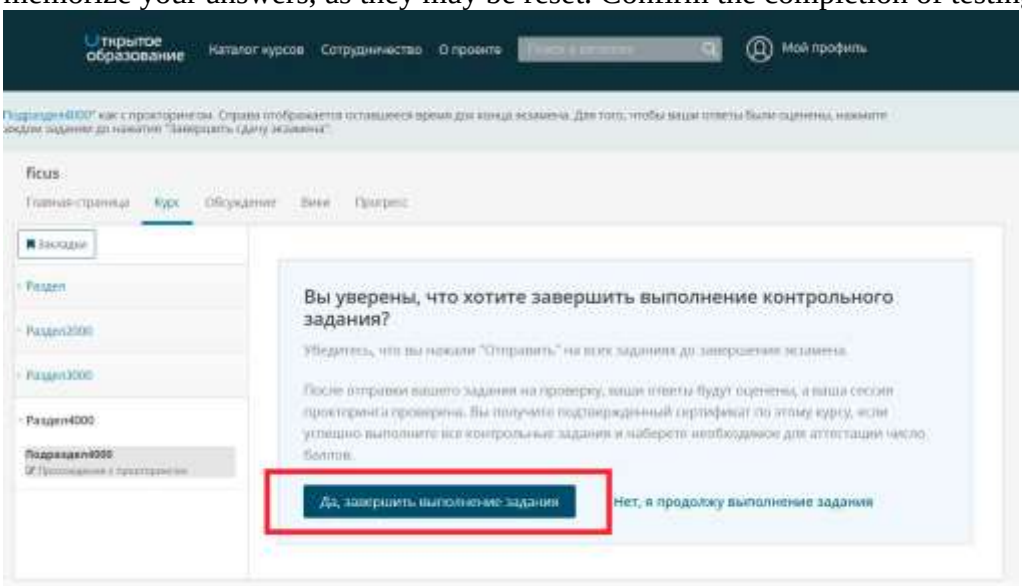
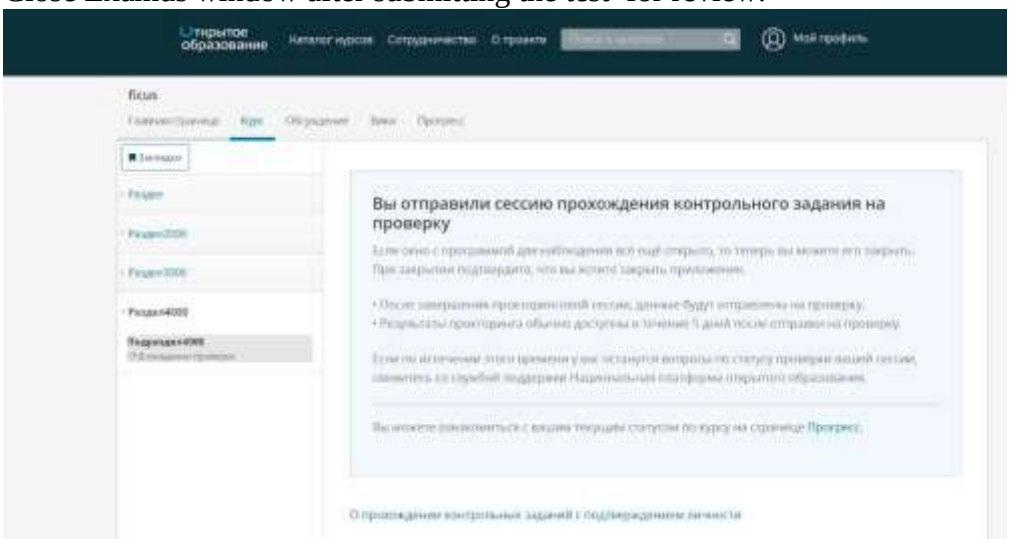
By using the chat box, you can communicate with the proctor throughout the exam and ask him/her the questions that interest you. ATTENTION! Follow all the instructions of the proctor!

Completion/End of the test

If you are confident about your answers and ready to submit them for review, click the Finish the exam button



ATTENTION! If the button cannot be pressed, refresh the page, BUT first save or memorize your answers, as they may be reset. Confirm the completion of testing.



Close Examus window after submitting the test for review.