1. PREPARATION AND CONDUCT OF A WRITTEN AND PROCTORING EXAM
Stage 1: Preparation for the written exam. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.

**In advance**
- Align dates and time slots
- Prepare tasks, identify proctors
- Create an exam in moodle with integration Examus
- Contribute tasks to the moodle, including as links to external resources
- Prepare lists of students by time slots
- Train the proctors
- Create slots for recording in the Examus
- Taking into account the specifics of the exam, make changes to the template of the standard instruction for the student

**Send out instructions to students**
- Students follow the link in Examus
- Students are logged in and have their computer checked
- During synchronous proctoring, proctors enter the system and get ready to work

**15 minutes before**
- Students test their computers on the Examus website.
Step 2. Conducting a written exam. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.

Exam starts

The student logs on to the exam system and chooses "start exam"

Proctors check documents and admit students to the exam

Exam

The student enters the exam in moodle and the exam begins

The proctors watch the exam procedure

There's a timer in moodle since the exam starts

When the time expires, the student completes the exam

The student closes the Examus
2. PREPARATION AND CONDUCT OF AN ORAL TEST IN ZOOM WITH PROCTORING
Stage 1: Preparation for the exam in Zoom. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.

**In advance**

- Align dates and time slots
- Prepare tasks, identify proctors
- Create an exam in moodle with integration Examus
- Create Zoom conference for the exam date

- Contribute conference link to the moodle, including questions and task assignments, as needed
- Train the proctors
- Create slots for recording in the Examus
- Taking into account the specifics of the exam, make changes to the template of the standard instruction for the student

- Prepare lists of students by time slots, send out instructions to students
- Students test their computers on the Examus website and test Zoom.

**30 minutes before**

- Create two rooms in Zoom
- Commission members go to exam room
- The moderator goes into the waiting room
- Students are in the waiting room
- Proctors enter the Examus
A moderator in the waiting room chooses a ready student and suggests starting the exam. The student follows the link and authorizes in the Examus system. All students are connected to the Zoom waiting room. The student gets into moodle exam and starts the exam. The student gets a question in the moodle or follows an external link with the task/question. The proctors watch the exam procedure. From the moment the exam starts in moodle, there's a timer. When the time expires, the student closes the Examus. The moderator transfers the student to a room with the Commission and suggests that the following student should start training. The student takes the exam in the room with the Commission.

Step 2. Conducting an exam in Zoom. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.
3. PREPARATION AND CONDUCT OF AN ORAL TEST IN MS TEAMS WITH PROCTORING
Stage 1: Preparation for the exam in MS Teams. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.

**In advance**
- Align dates and time slots
- Prepare tasks, identify proctors
- Create an exam in moodle with integration Examus
- Create an MS Teams team for the exam date, addition to 2 channels
- Contribute conference link to the moodle, including questions and task assignments, as needed
- Train the proctors
- Create slots for recording in the Examus
- Taking into account the specifics of the exam, make changes to the template of the standard instruction for the student
- Prepare lists of students by time slots, send out instructions to students

**30 minutes before**
- Commission members go to exam room
- The moderator goes into the waiting room
- Students test their computers on the Examus website and test MS Teams.
- Students are in the waiting channel
- Proctors enter the Examus
2 этап. Проведение экзамена с MS Teams. Серые блоки реализует факультет, белые – центр прокторинга

Начало экзамена

- Все студенты подключены к каналу ожидания MS Teams
- Модератор в комнате ожидания выбирает готового студента и предлагает начать экзамен
- Студент переходит по ссылке и авторизуется в системе Экзамус

Экзамен

- Студент попадает в экзамен в moodle и начинает экзамен
- Студент получает билет в moodle или переходит по внешней ссылке с заданием/билетом
- Прокторы наблюдают за процедурой экзамена
- С момента начала экзамена в moodle идет таймер

- По истечении времени студент закрывает Экзамус
- Модератор переводит студента на канал с Комиссией и предлагает начать подготовку следующему студенту
- Студент сдает экзамен на канале с Комиссией
Step 2. Conducting an exam in MS Teams. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center.

Exam starts

- All students are connected to the MS Teams waiting channel
- A moderator in the waiting room chooses a ready student and suggests starting the exam.
- The student follows the link and authorizes in the Examus system

Exam process

- The student gets into moodle exam and start the exam
- The student gets a question in the moodle or follows an external link with the task/question
- The proctors watch the exam procedure
- From the moment the exam starts in moodle, there's a timer

- When the time expires, the student closes the Examus
- The moderator transfers the student to the channel with the Commission and suggests that the following student should start training
- The student takes the exam in the room with the Commission
4. SCORING ANY EXAMINATION WITH PROCTORING
After the exam - actions on the side of the faculty / school

(1) Were the conditions violated?
- The Commission looks the records of the Examus
  - For asynchronous - all or the records marked by the program
  - For synchronous - marked by proctor

Determination of cheats fact

List fixing who have not violated proctoring procedure

(2) Has the required score been achieved?
- The Commission evaluates the works
- A list of those who scored a passing score is formed

List of successful examiners