

# **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

Send out instructions to students

Students test their computers on the  
Examus website.

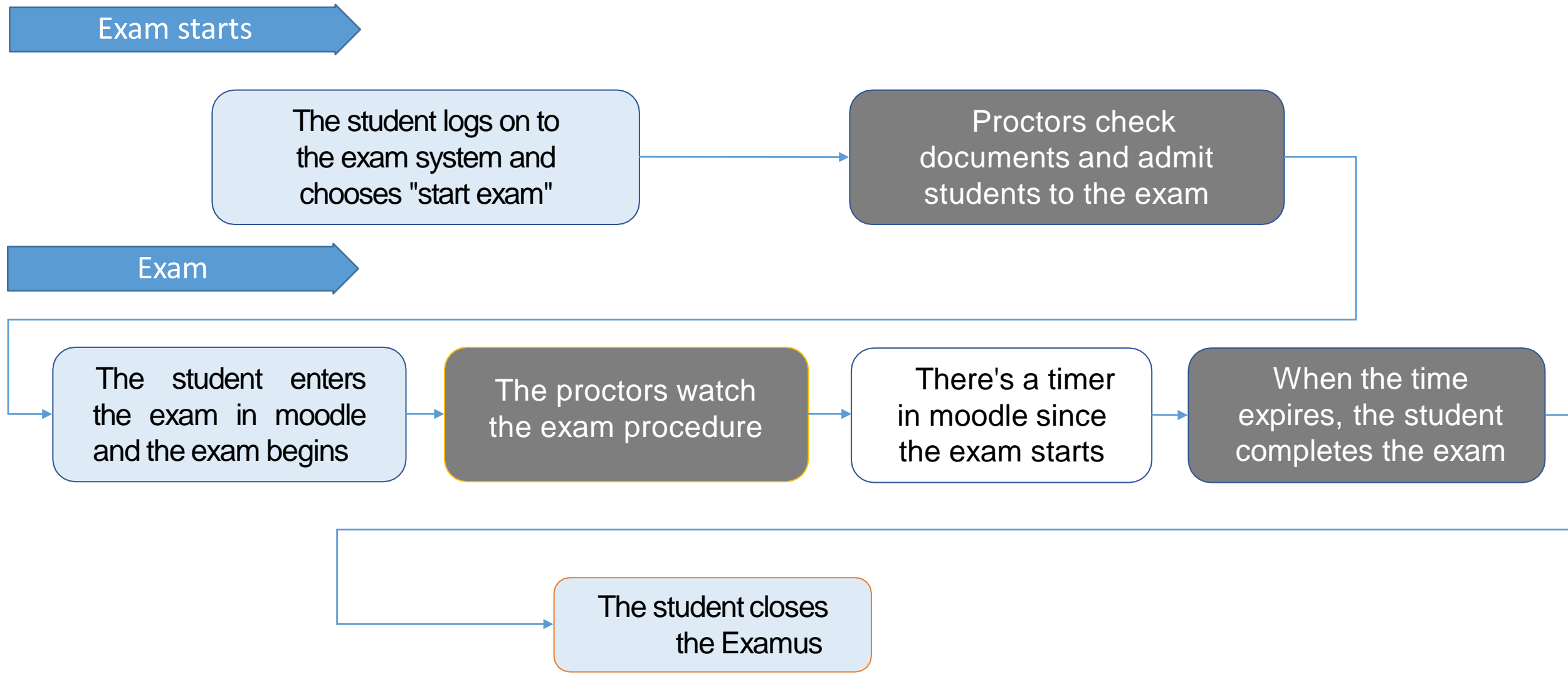
15 minutes before

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

**Step 2. Conducting a written exam. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center**



## **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

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

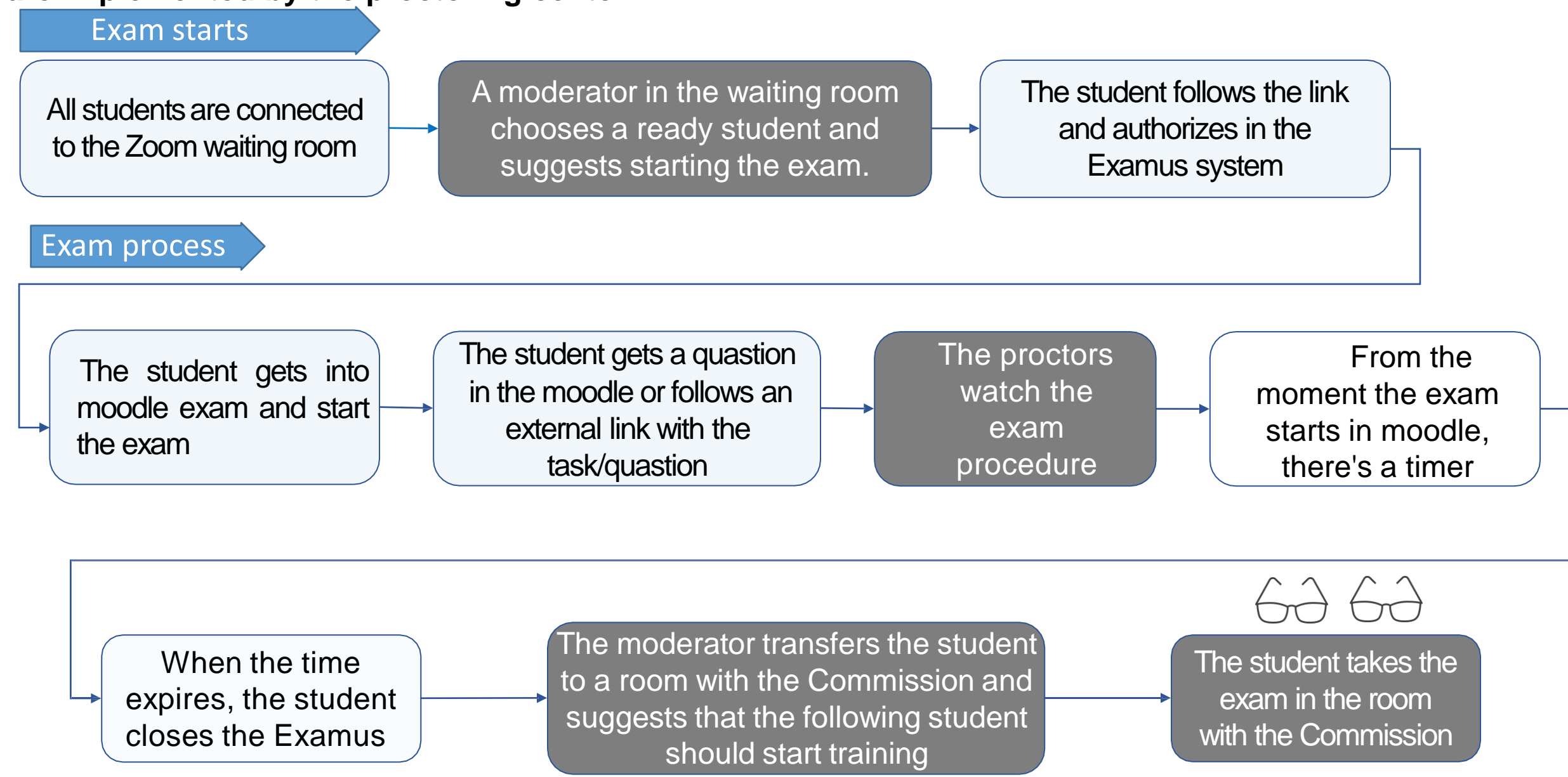
  
Commission  
members  
go to exam room

The moderator  
goes into the  
waiting room

Students are in  
the waiting room

Proctors  
enter the  
Examus

**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

Prepare lists of students by time  
slots, send out instructions to  
students

Students test their computers on the  
Examus website and test MS Teams.

30 minutes before



Commission  
members  
go to exam room

The moderator  
goes into the  
waiting room

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

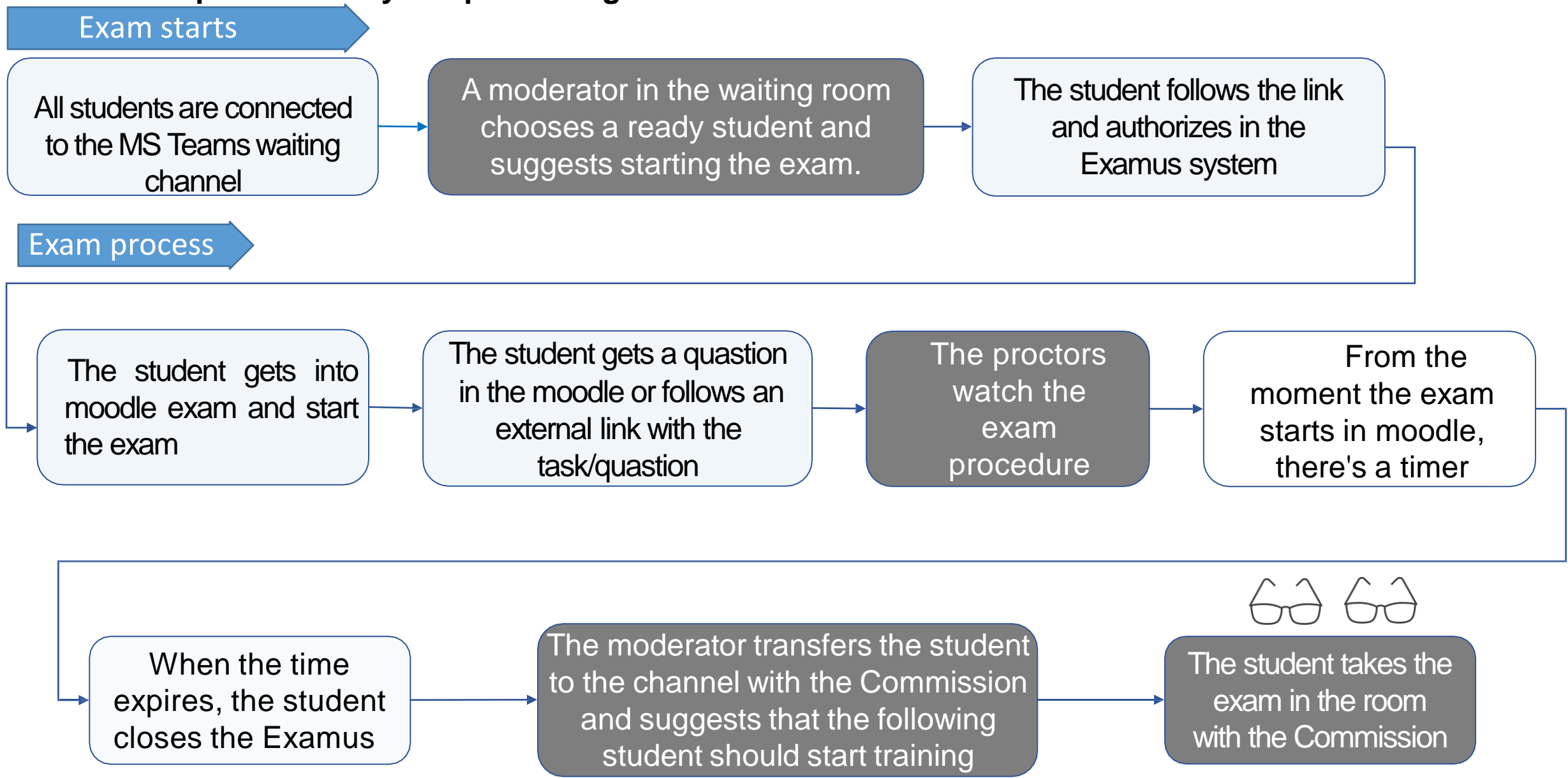
С момента  
начала экзамена в  
moodle идет таймер

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

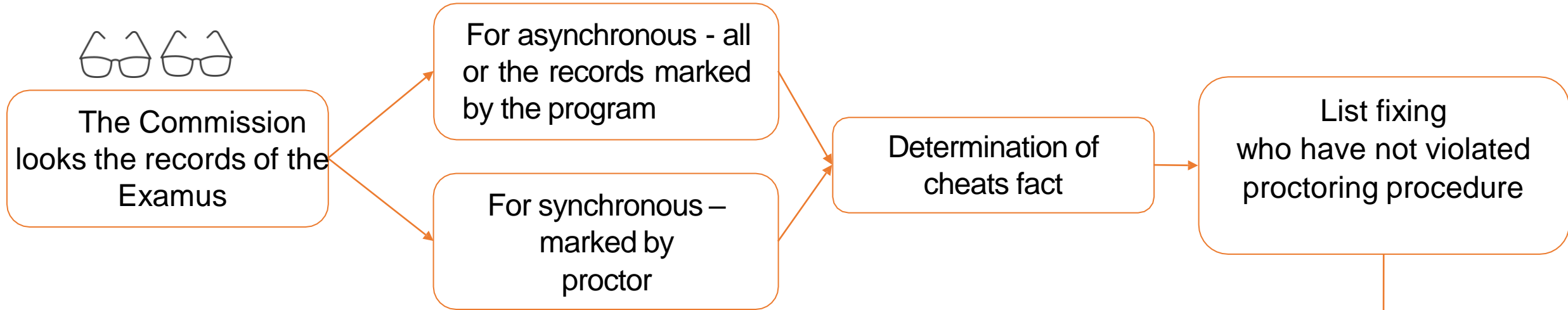
**Step 2. Conducting an exam in MS Teams. The grey blocks are implemented by the faculty, the white blocks are implemented by the proctoring center**



## **4. SCORING ANY EXAMINATION WITH PROCTORING**

## After the exam - actions on the side of the faculty / school

### (1) Were the conditions violated?



### (2) Has the required score been achieved?

