**For non-proctored examinations:**

The examination shall be held (*in writing/verbally*). The examination shall be hosted by *(specify the platform and add the link to it).* Students need to connect to the exam session *(specify the number of)* minutes before the start of the examination. *(Specify the option to test the running of the platform, if applicable).* The student computer shall meet the following requirements: *(a list of requirements, if any)*

In order to take part in the examinations, students must: *(make a list of necessary actions, for instance, upload a student’s personal photo as the user image, activate a webcam and mic, etc.)* During the examination, students are not permitted: *(specify prohibited actions).* During the examination, students are allowed: *(specify the actions).*

A short-term breakdown in internet connection is defined as a loss of connection lasting for (*specify the duration and conditions).* A long-term breakdown in internet connection during the examination is defined as a loss of the internet connection lasting for *(specify the duration and conditions).* Should a student experience a long-term loss of connection, he/she may not continue his/her participation in the examination. The procedure for retakes shall *follow the procedure for the initial examination/include assignments with added complexity/be held orally/other option.*

**Sample description of the non-proctored examination:**

The examination will be held orally (questions covering course materials). The examination shall be hosted by Skype (<https://www.skype.com/>). Students will need to connect to the examination session in accordance with the schedule of answers, sent by the examiner to student corporate e-mails the day before the examination. Student computers shall meet the following requirements: working camera and mic, Skype installed and running.

In order to take part in the examination, students must: upload their personal photos as user image, join the examination session at the precise appointed time, switch on both the mic and camera when answering questions. During the examination, students are not permitted to do the following: turn the camera off, use lectures notes and cheat sheets. A loss of internet connection lasting for less than a minute is regarded a short-term loss of connection. Any loss of Internet connection lasting for a minute and longer shall be deemed a long-term breakdown. A long-term loss of connection does not allow a student experiencing this technical failure to continue his/her participation in the examination. The procedure for a retake of the examination includes assignments with added complexity.

**For proctored examinations:**

The examination shall be held *in writing/verbally*) (with the use of synchronous proctoring/asynchronous proctoring). The examination shall be held on the platform *(specify the platform and the add the link to it, additionally specify:* [*https://hse.student.examus.net*](https://hse.student.examus.net)*)*. The examination may be accessed *(specify the number of)* minutes before its start. The Examus platform features an option to run a trial session in the system. Student computers shall meet the following requirements: *(specify requirements for proctored exams or add the link to* [*https://elearning.hse.ru/data/2020/05/07/1544135594/Технические%20требования%20к%20ПК%20студента.pdf*](https://elearning.hse.ru/data/2020/05/07/1544135594/Технические%20требования%20к%20ПК%20студента.pdf#_blank)*)*

In order to participate in the examination, students must: *(specify actions, for instance, upload a student’s personal photo as the user image, turn on a webcam and mic, etc.)* During the examination, students are not permitted: *(specify the prohibited actions).* During the examination, students are allowed: *(specify the permitted actions).* A short-term breakdown in internet connection is defined as a loss of connection lasting for (*specify the duration and conditions).* A long-term breakdown in internet connection during the examination is defined as a loss of the internet connection lasting for *(specify the duration and conditions).* Should a student experience a long-term loss of connection, he/she may not continue his/her participation in the examination. The procedure for retakes shall *follow the procedure for the initial examination/include assignments with added complexity/be held orally/other option.*

**Sample description of the proctored examination:**

The examination shall be held in writing (essay) with the use of the synchronous proctoring. The examination will be hosted in Google Forms (<https://docs.google.com/forms/>), proctoring will be supported by the Examus platform (<https://hse.student.examus.net>). Students may connect to the examination 15 minutes prior to its start. The Examus platform offers to run a trial session in the system. Student computers shall satisfy the following requirements: [https://elearning.hse.ru/data/2020/05/07/1544135594/Технические%20требования%20к%20ПК%20студента.pdf](https://elearning.hse.ru/data/2020/05/07/1544135594/Технические%20требования%20к%20ПК%20студента.pdf#_blank))

In order to take part in the examination, students must: access the proctoring platform beforehand, run a system check, activate the camera and mic, prove their identity. During the examination, students are not allowed to: speak with people in the room or write in social media, copy. During the examination, students are not permitted to use their own lecture notes (in an exercise book or printouts). Loss of internet connection lasting for less than 10 minutes is considered a short-term breakdown. Any loss of connection occurring for more than 10 minutes shall be regarded a long-term breakdown. A long-term loss of connection does not allow a student experiencing this technical failure to continue his/her participation in the examination. The procedure for a retake is analogous to that followed during the initial examination.