



# MEMO FOR PASSING ONLINE TESTING USING PROCTORING FOR PARTICIPANTS OF THE FINAL STAGE OF THE OLYMPIAD OF FEDERAL UNIVERSITIES FOR APPLICANTS TO THE MASTER'S PROGRAM 2026

## Table of content

Technical requirements.....	1
Hardware and software requirements.....	1
Workplace preparation.....	2
Passing tests using the Examus program.....	2
Personal Identification.....	7
Task completion.....	10
Technical Support.....	12
Reserve day for testing.....	12
Support Service.....	12

## Technical requirements

**ATTENTION!** Computer settings must be checked in advance (AT LEAST 24 HOURS BEFORE THE EXAM), in case of a problem - contact Technical Support to solve troubleshoot.

Before checking make sure that:

- your device's camera and microphone are connected;
- camera lens is not covered by a foreign object;
- room is well lit and bright;
- the Internet connection is working properly.

## Hardware and software requirements

Operating system	Windows 10 x64 / Windows 11 x64 or new updates (Windows 10S, Windows 7/8 and all 32-bit versions are not supported); MacOS version 10.15 or recent one;
Processor	Intelcore2duo or amdathlonx2, or newer models with SSE 3 support, with 2 cores or more, and a frequency of 1.8 GHz or higher Apple M1/M2/M3 series processors
Random access memory	4 GB or more;
Free disk space	500 MB or more;
Webcam	Front-facing webcam with a resolution of 640x480 and higher;
Microphone	The presence of a working and turned-on microphone (including built-in laptops);
Internet connection speed	Availability of an Internet connection with a stable data transfer rate of at least 1 Mbit/s;

Data transmission over network ports	Data transmission via network ports is allowed: UDP:3478(STUN/TURN), 49152-65535(webrtcmedia), TCP:443(HTTPS), 3478(STUN/TURN)
--------------------------------------	--

¶ You also need a second camera on your phone or digital pad connected to the Internet (we recommend you turn on the “do not disturb” mode in order for the app to work correctly) ¶

## Workplace preparation

Before starting a test, you must:

- ✓ Ensure good lighting in the room. The room should not be black-pitch dark, do not point the camera lens at bright light sources;
- ✓ Check if the camera and microphone are turned on and the camera lens is not closed;
- ✓ **Prepare your passport, the page with the photo should be shown to the PC camera;**
- ✓ Plug the laptop into the network (battery power sometimes reduces the performance of the device);
- ✓ Restart your computer for maximum performance;
- ✓ Disable all unnecessary programs, extensions, and tabs in the browser;
- ✓ Turn off and put away headphones, books and notes (if they are not allowed by the exam rules);
- ✓ Disable duplicate monitors, mice, and keyboards;
- ✓ Check the Internet connection using;
- ✓ Check the equipment at least 24 hours before the exam using, in case of a problem - contact Examus to solve troubleshoot.

¶ YOU CANNOT open other programs, use a TRANSLATOR, or a VIRTUAL KEYBOARD. Disable duplicate monitors and keyboards.

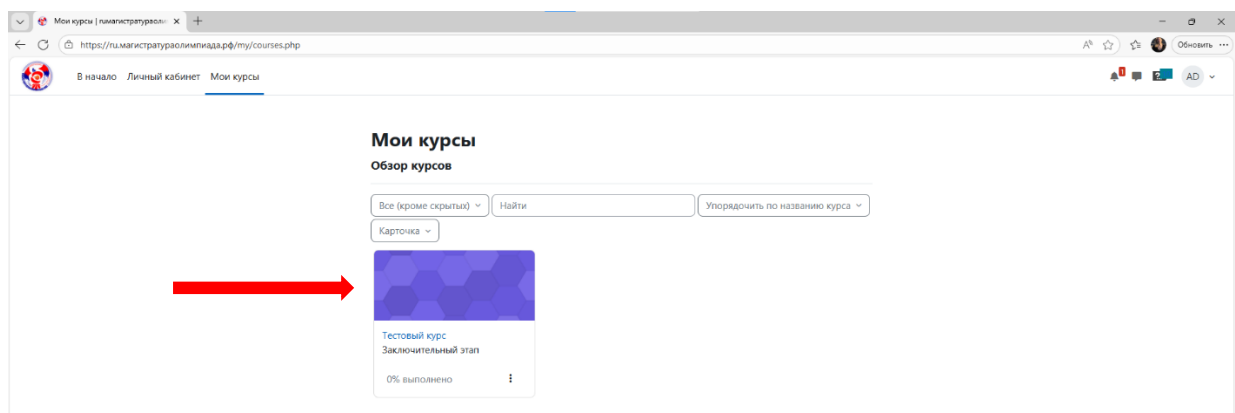
## Passing tests using the Examus program

If you need the proctoring system to be translated into English, we suggest installig it in a browser (for example, Google Chrome. Yandex Browser. Opera browser. Mozilla Firefox) change the language from Russian to English in the “language” settings.

### 1.1. Start testing

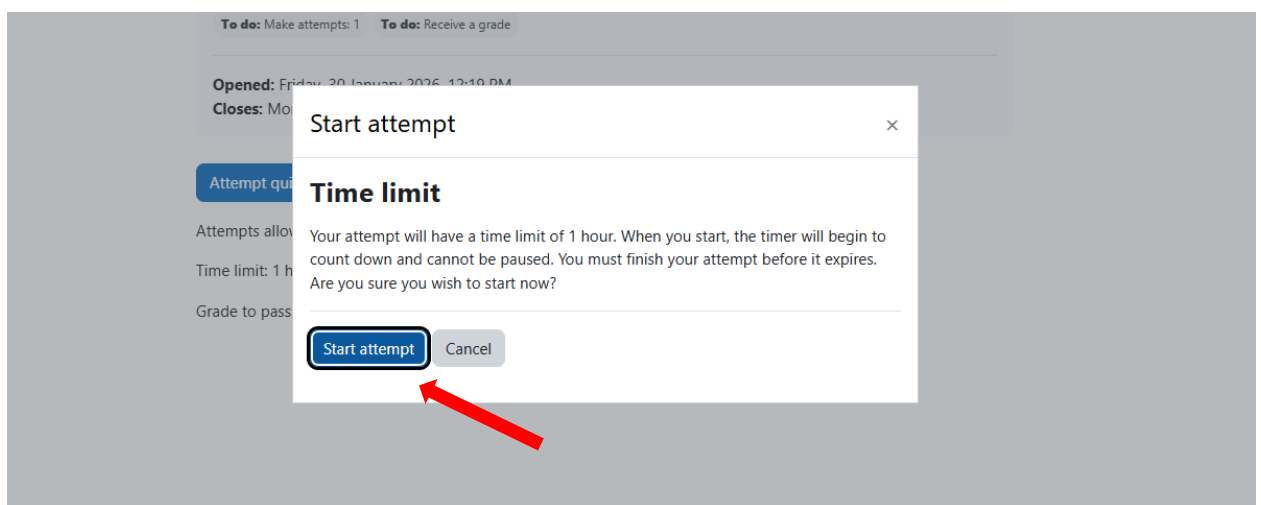
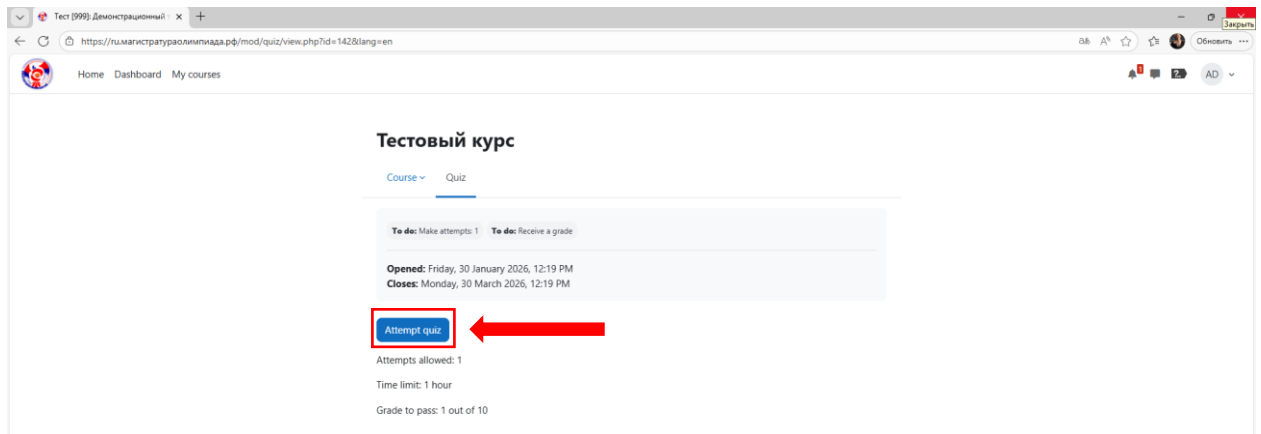
**Step 1.** Go to the [Olympiad website](https://olympiad.ru/) and log in to your personal account.

**Step 2.** Open the “My Courses” section. Choose the course you want to pass.

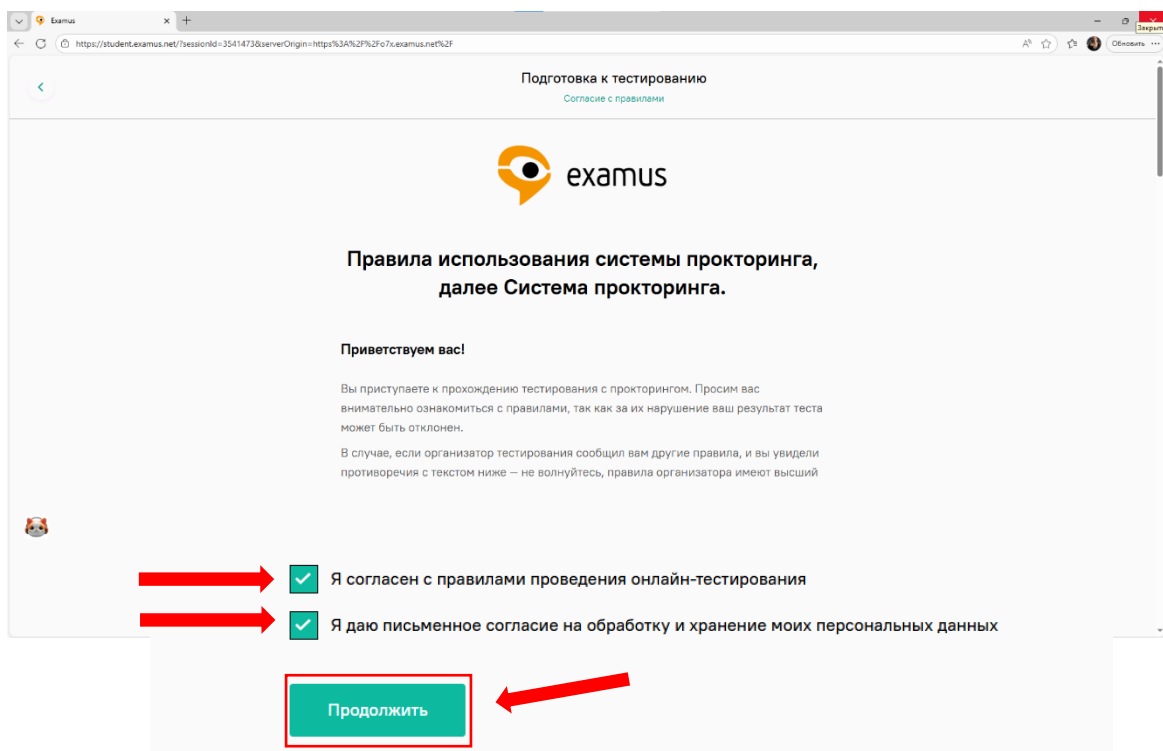


**Step 3.** If you are ready to start the test, click on the “**Start attempt**” button.

**Only 1 astronomical hour (60 minutes)** is provided to complete a task of one discipline. You will be able to return and adjust the answer options until the end of time limit or until the completion of tasks. During the completion of tasks, the webcam must necessarily be turned on and aimed at the participant.

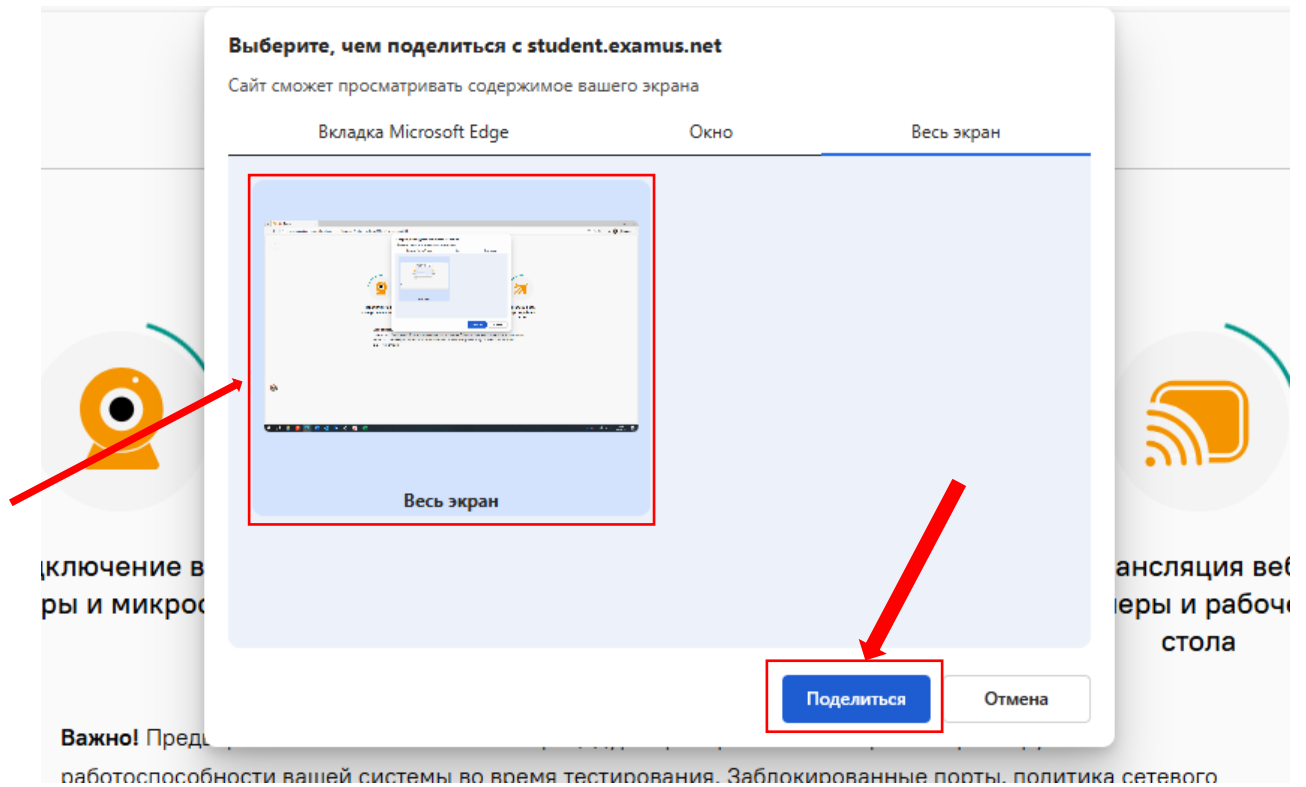


**Step 4.** You will be automatically transferred to the Examus page. Read the rules and procedures for conducting the exam with the proctoring system. Then at the bottom of the page, give your consent and click “**Continue**”.

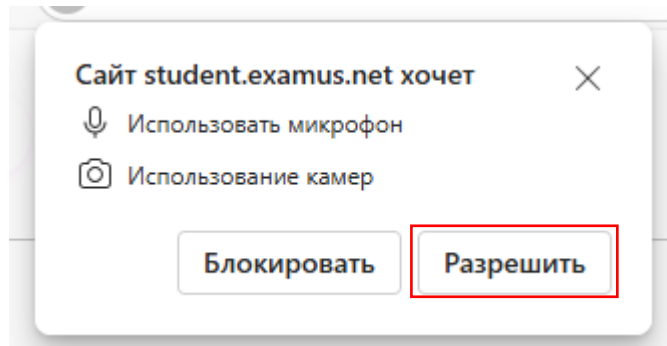


## 1.2. Checking the computer settings

**Step 5.** Select the “**Entire Screen**” tab in the pop-up window requesting access to the desktop. Under its name, click on the desktop image, then on “**Share**” button.

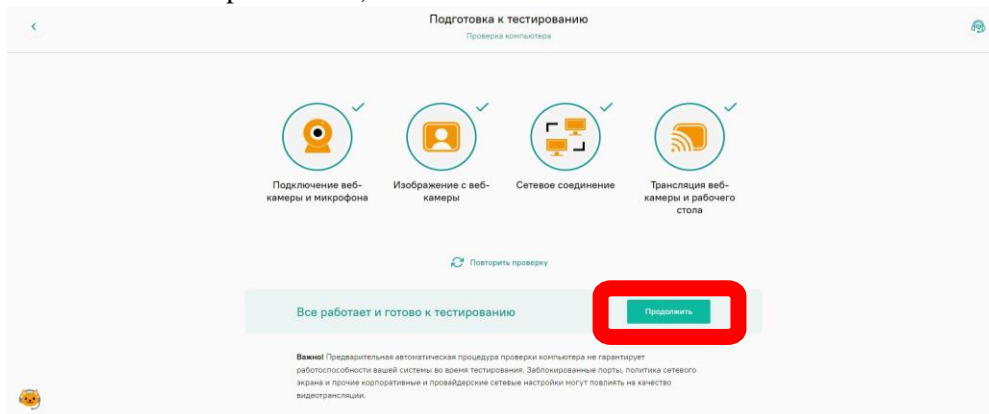


**Step 6.** You must “**Allow**” access to the camera and microphone in the pop-up window.

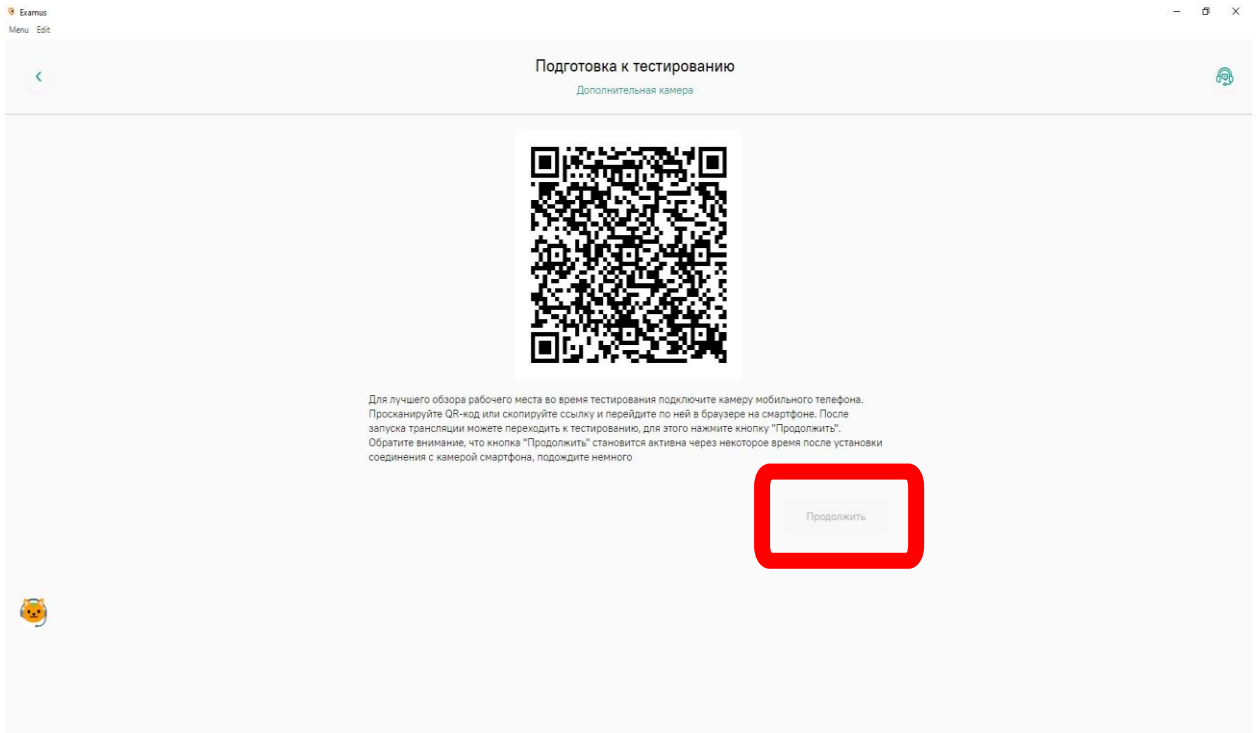


## 1.2. Checking the computer settings

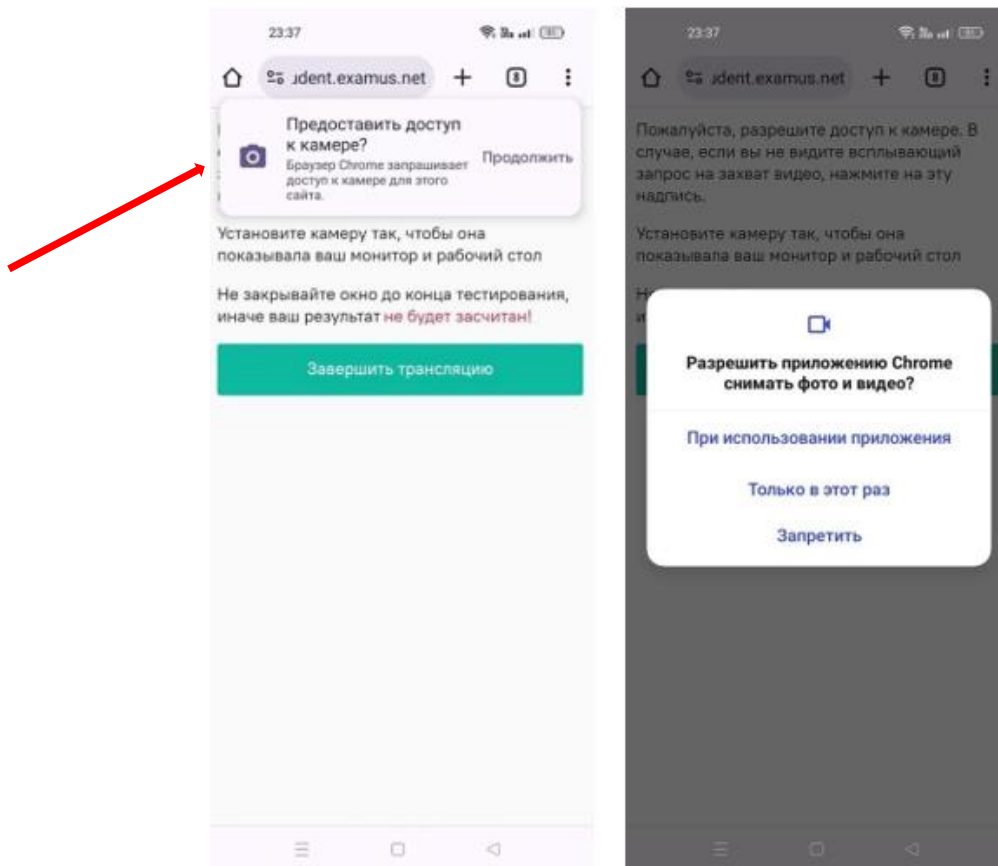
**Step 7.** Wait for the system check to finish (webcam connection, webcam image, network connection, webcam and desktop broadcast) and click on “**Continue**”.



**Step 8.** You need to scan the QR-code with your phone's camera. After the connection is established, the "Continue" button will become active.



**Step 9.** A request for access to the camera will appear on the phone screen, you need to give permission to use the camera.

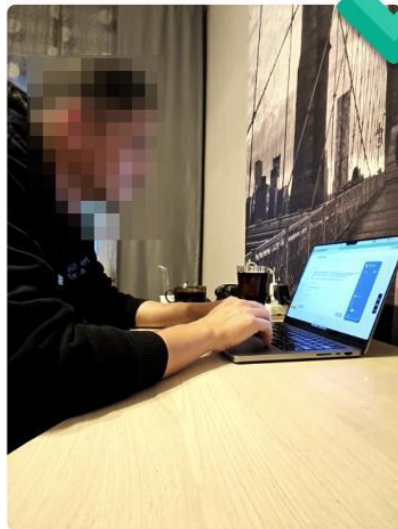
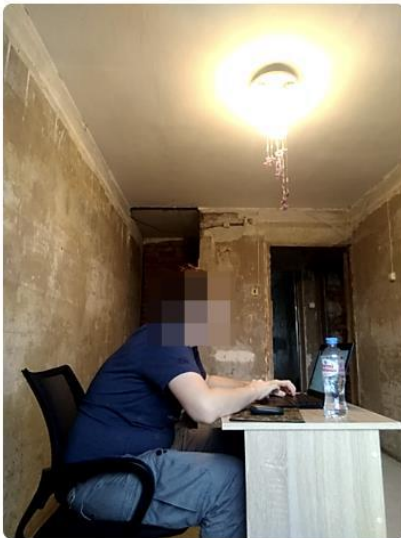


**How to set up your phone for exam time:**

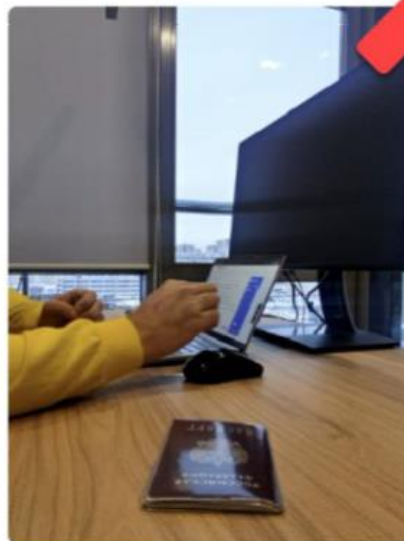
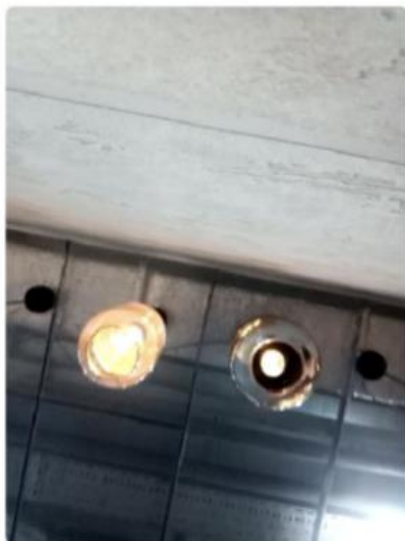
1. You need to keep your phone's camera focused on you throughout the test.
2. It's important: your head, both hands, the work computer, and the space under the table are all in the frame of the camera. To achieve this, you will need to move your phone slightly away from you and adjust its position until it is fixed in place. Avoid positioning the phone in a way that only part of your torso is visible, or where the monitor or space around the subject is not captured or clearly visible.
3. Do not put the camera aside, point it at the ceiling, wall or table.
4. Do not turn off your phone or web interface until the exam is completed. Make sure that the device is charged.

**The scan request may appear again during the exam if the connection was interrupted or a tab on the phone was accidentally closed. In this case, you need to scan the code again.**

**The correct image from the phone camera:**

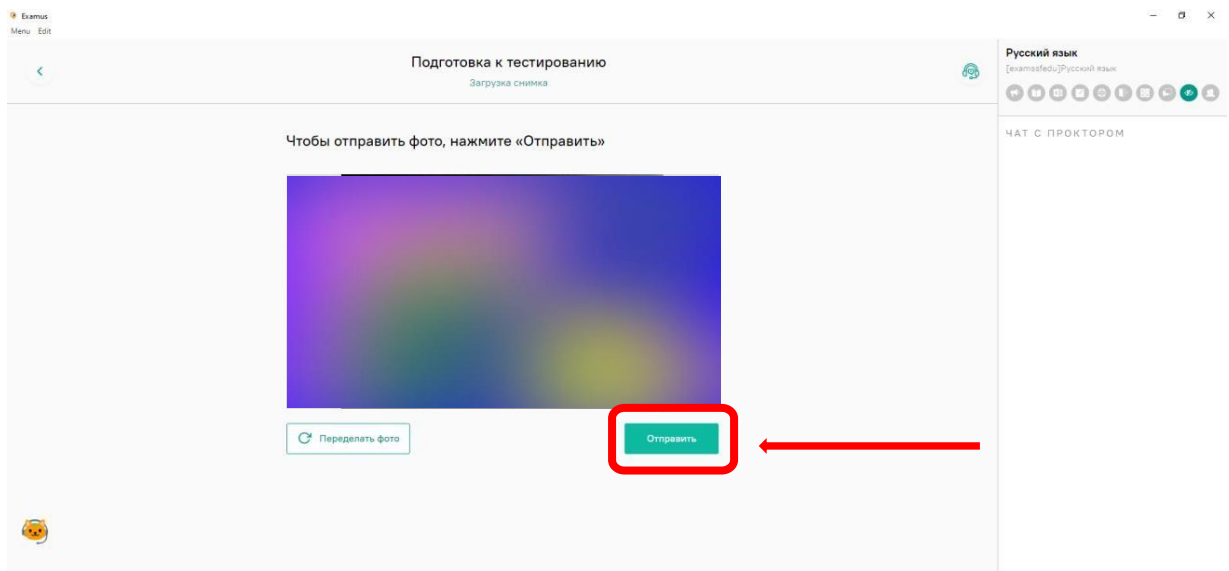
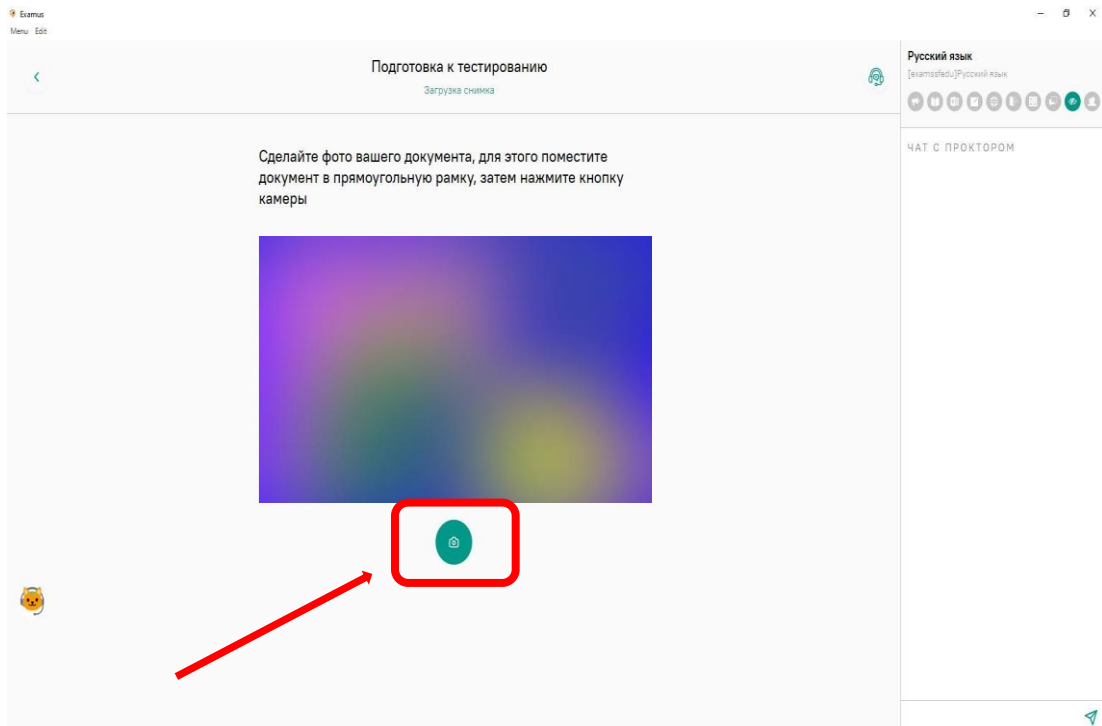


**Incorrect image from the phone camera:**

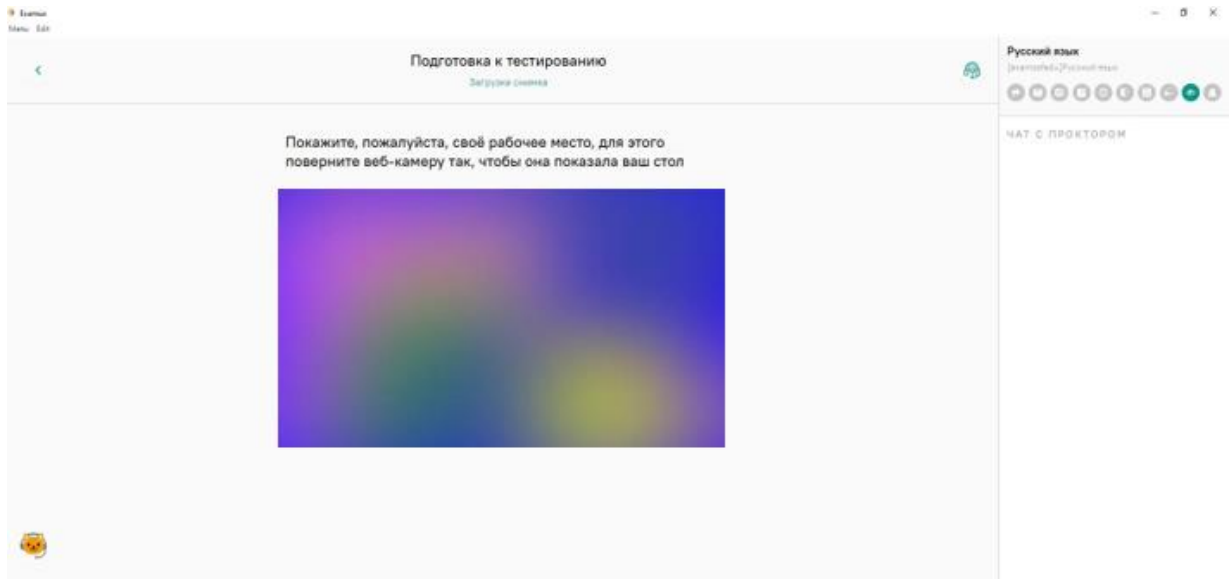


# Personal Identification

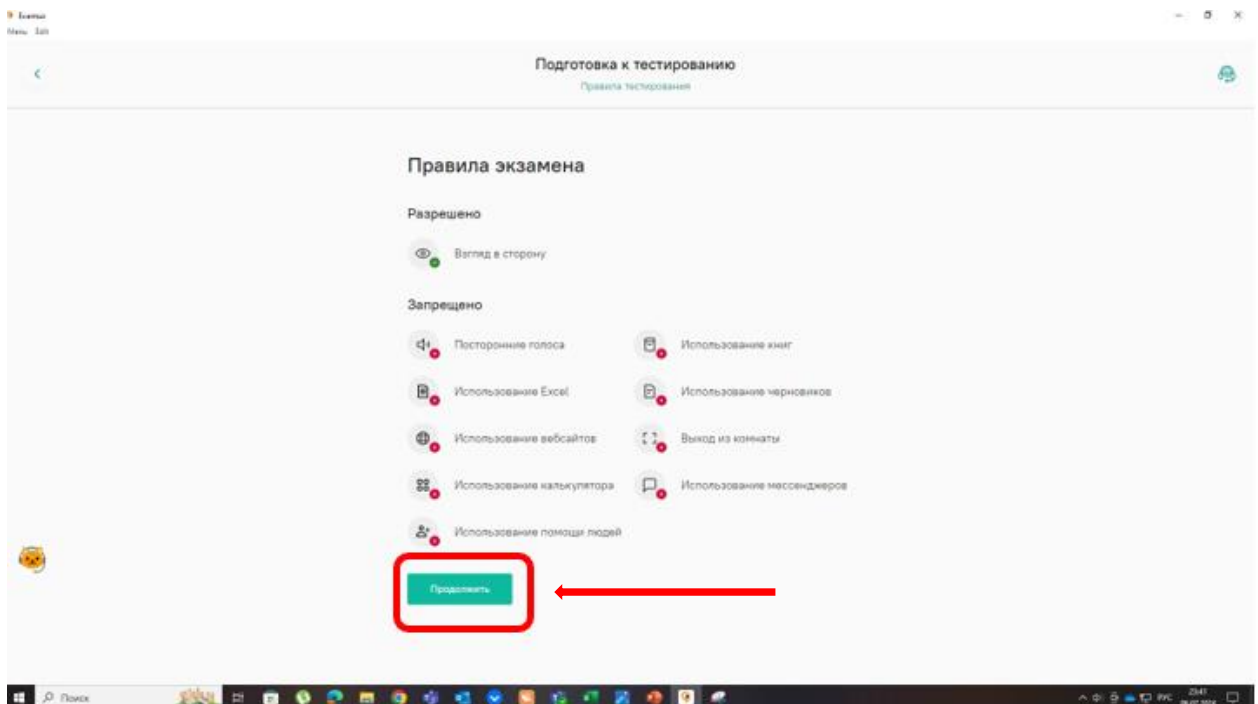
**Step 10.** You need to take a picture of your Passport or ID card after a successful system check and click “Send” button.



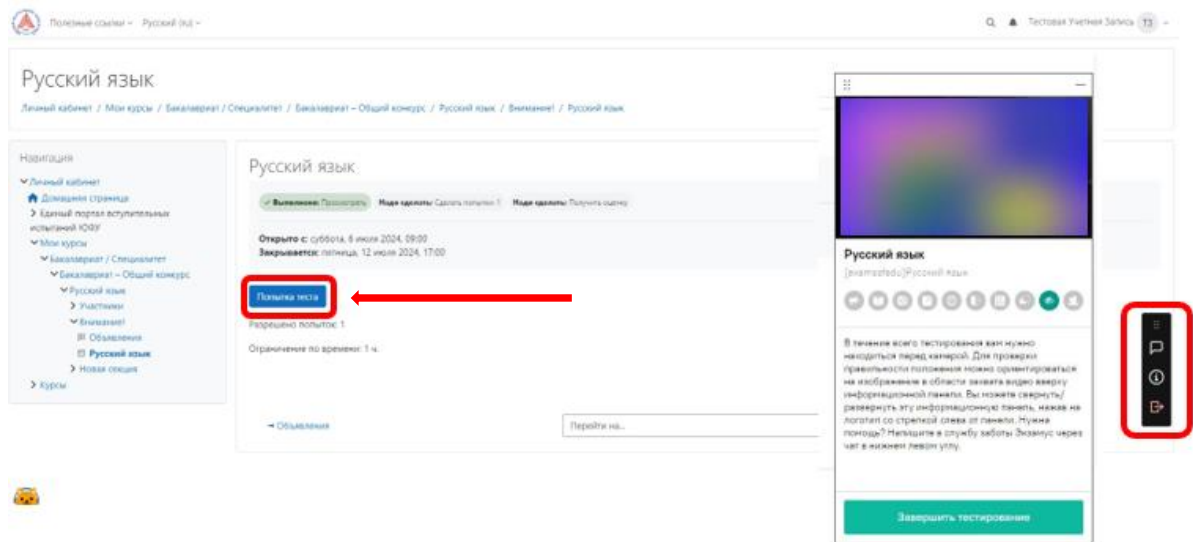
**Step 11.** If technically possible, demonstrate your desktop. This page may take about a minute to load.



**Step 12.** Read the rules for testing.

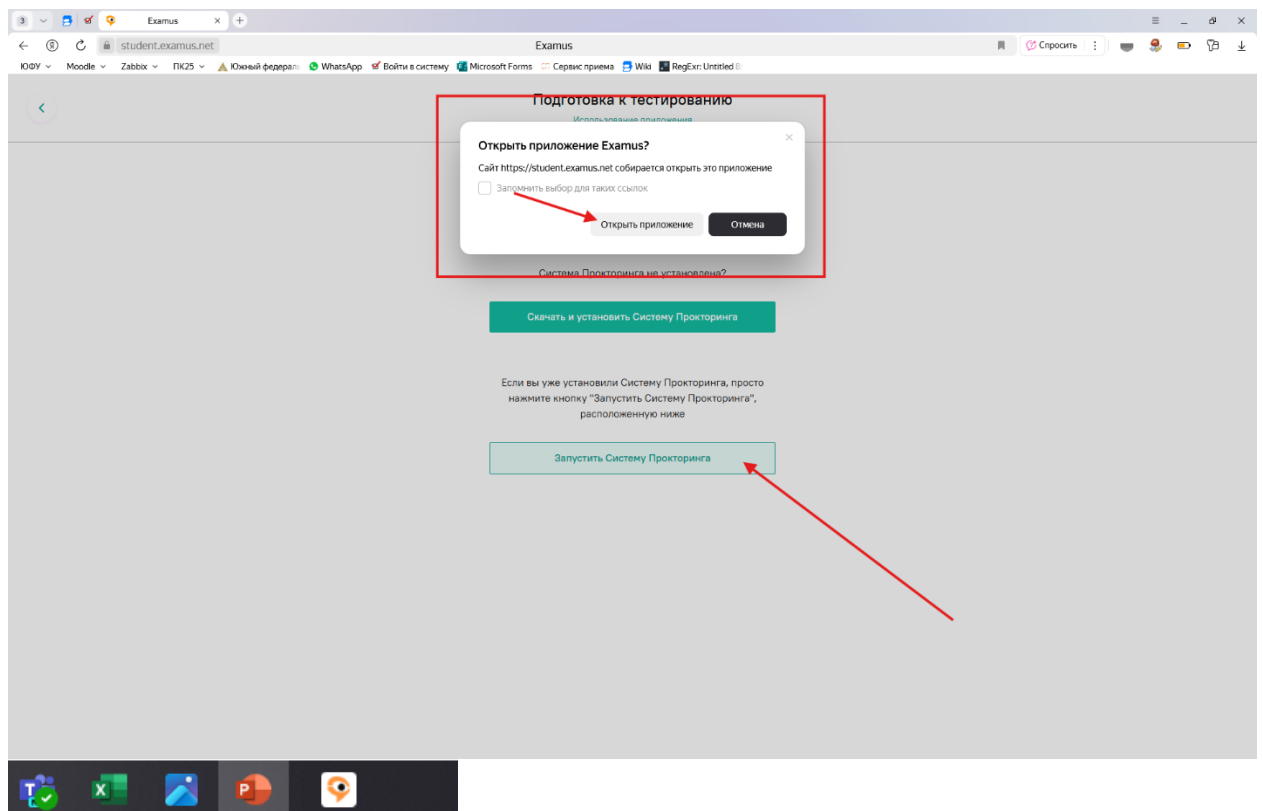


**Step 13.** Then you can start testing. There is a panel on the right, by expanding it, you can see your display and adjust the camera position.

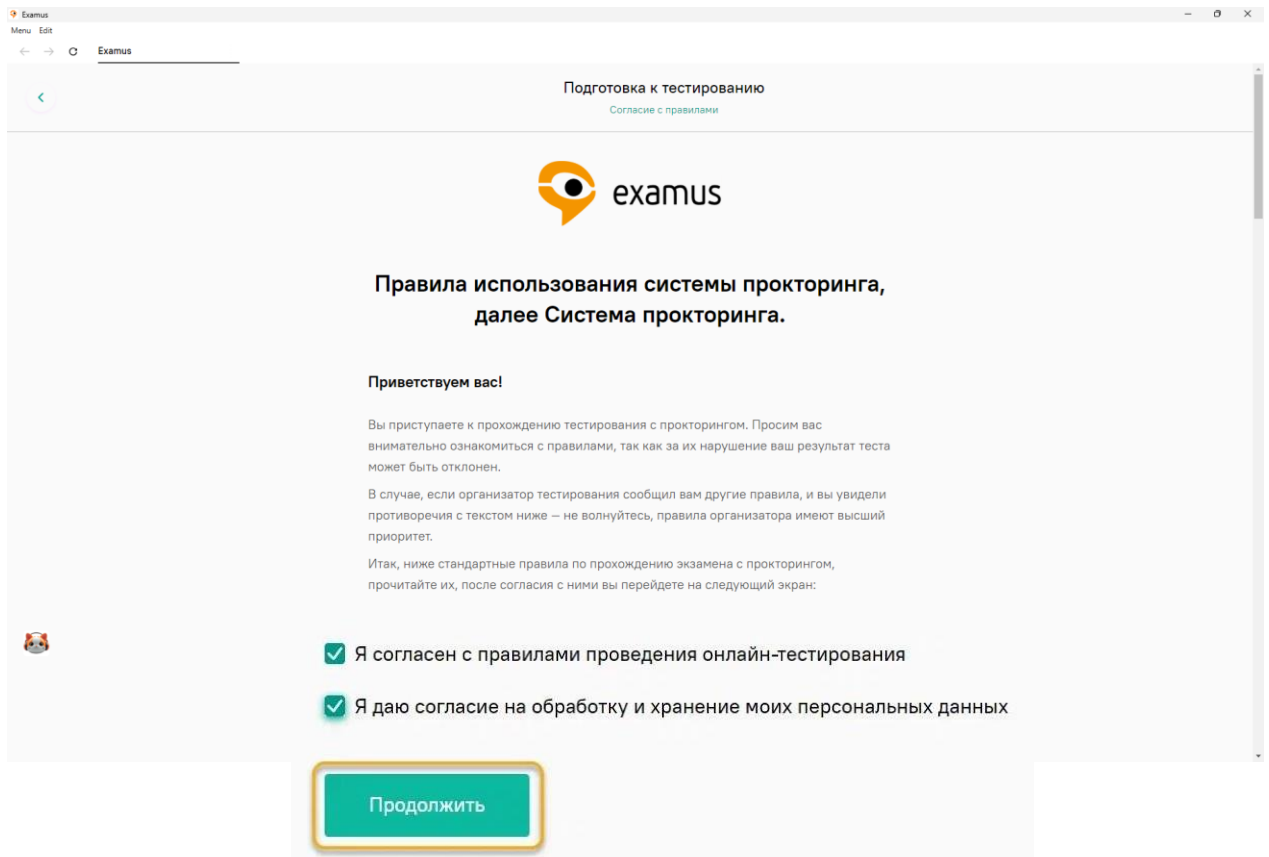


**ATTENTION!** In case of problems with the browser when working with the Examus platform (proctoring), you need to download the application via the link: [Examus app](#)

After installing the app, select “**Switch the proctoring system**” and give permission to open it. The app icon will appear at the bottom of the Taskbar.



You should read the rules and procedures for conducting the exam with the proctoring system. Then at the bottom of the page, give your consent and click “**Continue**”.

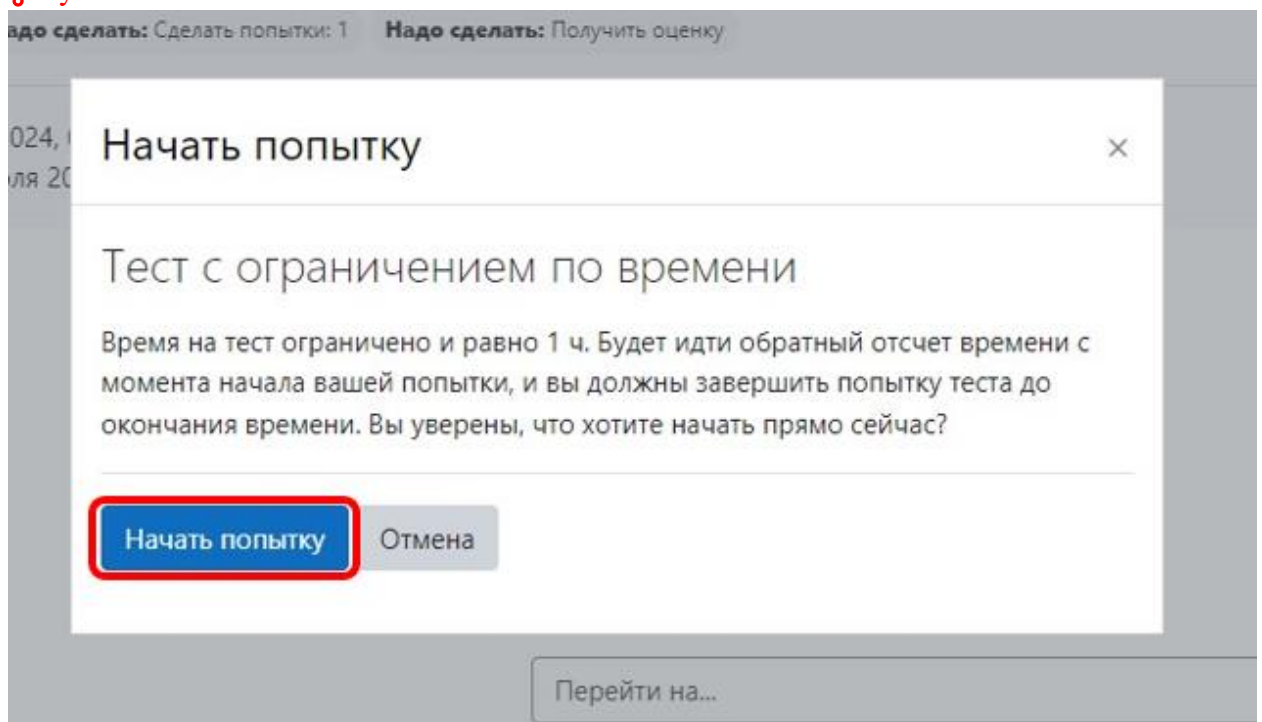


After that, the above Steps 8-13 are performed.

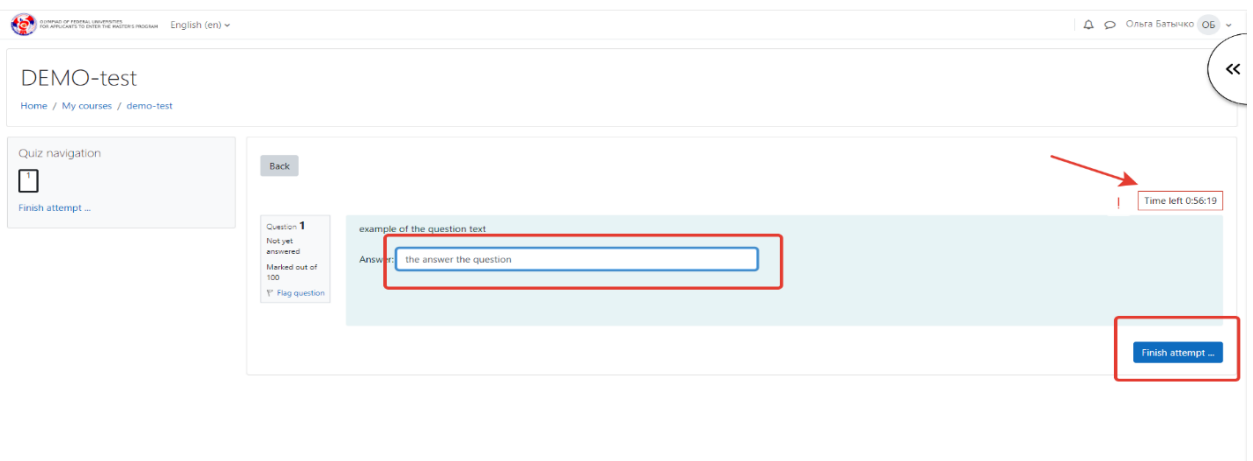
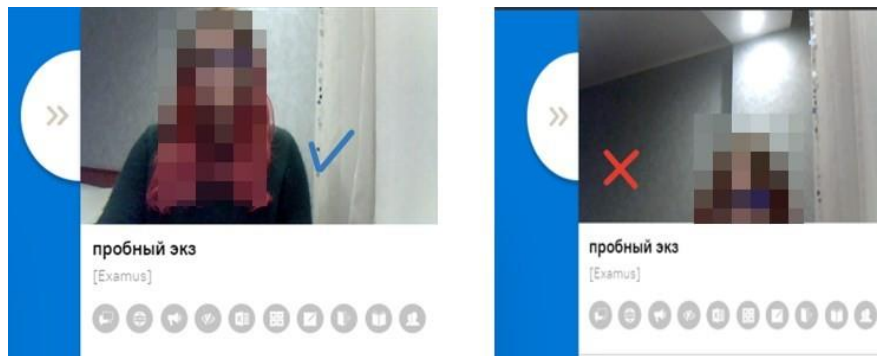
## Task completion

**Step 15.** Click the “**Attempt quiz**” button and on “**Start attempt**” in the test window and get to work. The exam countdown starts from this moment.

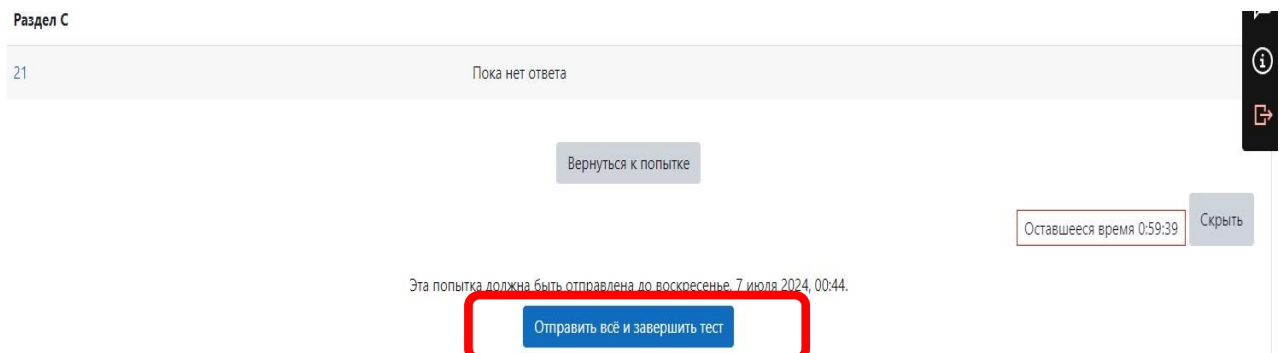
⚠ Pay attention to the timer with the time left until the end of the exam.



**ATTENTION!** It is necessary to be in the shot during the entire exam.



**Step 14.** If you are confident in your answers and are ready to submit them for verification, click on the “**Finish attempt**” button.



After the time allotted for completing tasks expires, the test is closed and saved automatically.

**Step 15.** After completing the testing, you need to wait for the files to be uploaded to the server. After that, the application can be closed.

Examus  
Меню Edit

Полезные ссылки > Русский (ru) >

Русский язык

Личный кабинет / Мои курсы / Бакалавриат / Специалитет / Бакалавриат – Общий конкурс / Русский язык / Внимание! / Русский язык

Навигация

- Личный кабинет
- Домашняя страница
- Единый портал вступительных испытаний ЮФУ
- Мои курсы
  - Бакалавриат / Специалитет
    - Бакалавриат – Общий конкурс
      - Русский язык
        - Участники
        - Внимание!
          - Объявления
          - Русский язык**
          - Новая секция

- Курсы

Вам не разрешен просмотр этого теста.

Русский язык

Выполнено: Просмотреть    Выполнено: Сделать попытку: 1    Выполнено: Получить оценку

Открыто с: суббота, 6 июля 2024, 09:00  
Закрывается: пятница, 12 июля 2024, 17:00

Разрешено попыток: 1  
Ограничение по времени: 1 ч.

Ваши попытки

Попытка 1	
Состояние	Завершены
Тест начал	суббота, 6 июля 2024, 23:44
Завершен	суббота, 6 июля 2024, 23:45
Затраченное время	58 сек.
Не разрешается	

У Вас больше нет попыток

Вернуться к курсу

Пожалуйста, не закрывайте это окно. Видео файлы загружаются на сервер 30 / 34

## Technical Support

In case of a possible short-term testing failure (no more than 5 minutes) (the page freezes, the testing session is interrupted, there is no "Start testing" button) We recommend refreshing the page (Ctrl +F5), or logging out of Examus (click on the X in the upper-right corner of the screen).

## Reserve day for testing

In case of a technical failure of the equipment or the absence of the Internet during the exam and it is not applicant's fault, it is allowed to take the exam again on a reserve day. Applicant should immediately write an e-mail to [magolimp@sfedu.ru](mailto:magolimp@sfedu.ru) about his issues before 11:59 pm (Moscow time) at the day of exam.

## Support Service

### Support

✉ E-mail: [magolimp@sfedu.ru](mailto:magolimp@sfedu.ru)

☎ + 7 (863) 218-40-15 (we answer the phone on working days since 08:30 AM till 5:00 PM)

### Support service EXAMUS

In case of problems or questions, you can send an email to: [support@examus.com](mailto:support@examus.com)

The support service is open seven days a week from 06:00 am to 10 pm (Moscow time).

You can also find a solution on the following portal: <https://help.examus.net/ru-RU/support/solutions>