

**Instruction**  
**on passing the remote entrance examinations**  
**via the Examus system for applicants to the Kazan Federal**  
**University**

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**The user undertakes:**

1. Not to transfer the access details of the personal account in the Proctoring System to third parties;
2. To provide the necessary conditions for the operation of the Proctoring System:
  - Sufficient light level;
  - No background noise interfering with audio channel control;
  - Availability of high-quality photo of the person when logging in to the system;
  - No interference in the transmission of video and audio;
  - Meeting the technical requirements for the user's equipment;
  - Completely empty desktop (except for the items allowed by the exam rules)
3. The user agrees that his / her face and document will be recorded in the Proctoring System at the first login;
4. The user is personally responsible for the activation of an individual link to the exam in the Proctoring System;
5. The user has no right to grant access to the computer to third parties during testing;
6. The user shall immediately inform the organizers of violations of these Rules, which occurred through no fault of the User.

**Requirements for User's PC:**

1. Stationary computer or laptop;
2. Windows operating system (versions 7, 8, 8.1, 10) or Mac OS X Yosemite 10.10 and higher;
3. The latest update of Internet browser **Google Chrome or Yandex Browser** available by the time of the exam;
4. Availability of properly functioning turned on web camera (including built-in web cameras);
5. Availability of properly functioning turned on microphone (including built-in microphones);
6. Availability of a scanner or a cell phone with photo camera for attaching the answers of the Part 2 to the exam task.
7. Availability of a permanent Internet connection with a data transfer rate from the User (upload) of no less than 1 Mbit/sec.

## Preparation of the workplace before testing

In order for the test session to be successful, the following steps must be taken prior to the test:

- ✔ Provide good light in the room
- ✔ Check availability and speed of internet connection
- ✔ Check that the camera and microphone are on, and the camera lens is not obstructed.
- ✔ Prepare a document for identification
- ✔ Plug in the laptop (using battery power can reduce the performance of the device)
- ✔ Restart your computer for maximum performance.

- ✘ Shut down all unnecessary programs (use the Windows Task Manager for this, which is called by the keyboard shortcut Ctrl + Shift + Esc; you can shut down the program using the **Cancel Task** button) and close all unnecessary tabs in the browser
- ✘ Remove headphones, cell phone, books, and notes (unless allowed by exam rules)
- ✘ Disable duplicate monitors (if any)

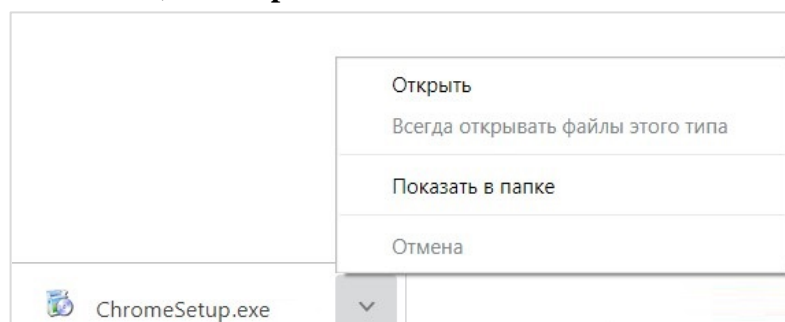
## 1 Procedure for passing the exam via Examus systems

### 1. Installation of Google Chrome Browser or Yandex Browser

Install Google Chrome browser (<https://www.google.com/chrome>) or Yandex Browser (<https://browser.yandex.ru/>) by following the link

On the page that opens, click the **download** button, confirm the user agreement, and then start downloading the installation file

After download is finished, click **Open**:



After that, the Setup file starts the installation; follow the installation algorithm until it is finished.

## Preparation for testing

- In the **Google Chrome** browser or **Yandex Browser**, follow the link <https://abiturient.kpfu.ru>, on the page that opens enter your login details to log into your personal account.

### If you enter Bachelor/Specialist degree studies

Open the tab “Дистанционные вступительные экзамены” (rus. *Remote entrance exams*):

Мой кабинет

Личный кабинет школьника  
Пользователь: Иванов И. И.

БУДУ СТУДЕНТОМ!  
СОЦИАЛЬНО-ОБРАЗОВАТЕЛЬНАЯ СЕТЬ КФУ

30 11:21

Мой кабинет

ПОДАТЬ ЗАЯВЛЕНИЕ (ПОДАННЫЕ ЗАЯВЛЕНИЯ)

ПОЛЕЗНЫЕ ССЫЛКИ

ТЕСТИРОВАНИЯ

ВИДЕО-ПОРТАЛ

ОЛИМПИАДА ПО ТАТАРСКОМУ ЯЗЫКУ

ДИСТАНЦИОННЫЕ ВСТУПИТЕЛЬНЫЕ ЭКЗАМЕНЫ

Examinations will be available for passing within the dates that are set in the schedule of entrance tests of KFU.

### If you enter Master degree studies

Open the tab “Магистратура” (rus. *Master degree studies*):

Мой кабинет

Личный кабинет  
Пользователь: Бодун Б. Б.

БУДУ СТУДЕНТОМ!  
СОЦИАЛЬНО-ОБРАЗОВАТЕЛЬНАЯ СЕТЬ КФУ

18 11:41

Мой кабинет

ПОДАТЬ ЗАЯВЛЕНИЕ (ПОДАННЫЕ ЗАЯВЛЕНИЯ)

МЕЖРЕГИОНАЛЬНЫЕ ПРЕДМЕТНЫЕ ОЛИМПИАДЫ КФУ

ВИДЕО-ПОРТАЛ

ОЛИМПИАДА ПО ТАТАРСКОМУ ЯЗЫКУ

ПОЛЕЗНЫЕ ССЫЛКИ

ВЕБИНАРЫ ПО РУССКОМУ ЯЗЫКУ ДЛЯ ИНОСТРАНЦЕВ

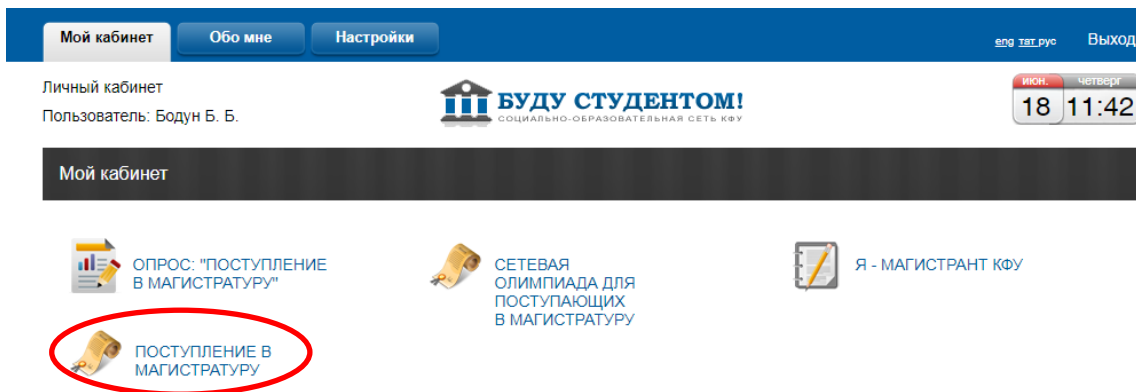
МАГИСТРАТУРА

ПРОБНОЕ ТЕСТИРОВАНИЕ ДЛЯ ИНОСТРАННЫХ ГРАЖДАН

ДИСТАНЦИОННЫЕ ВСТУПИТЕЛЬНЫЕ ЭКЗАМЕНЫ

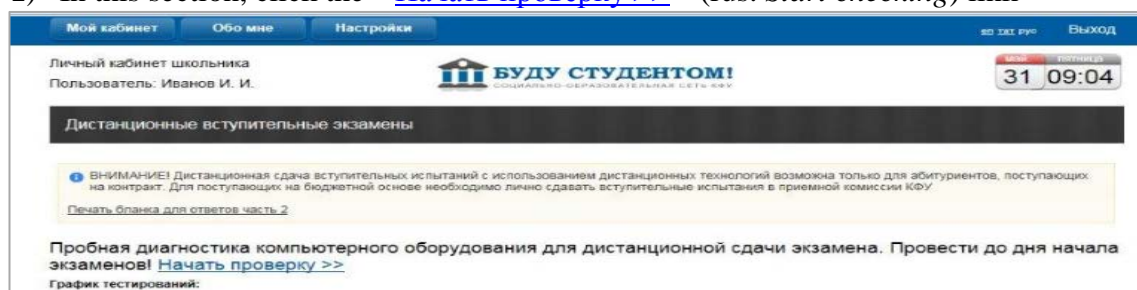
ПРИГЛАШЕНИЕ (ВИЗОВЫЕ СТРАНЫ)

Then follow to the tab “Поступление в магистратуру” (rus. *Entering Master degree studies*):

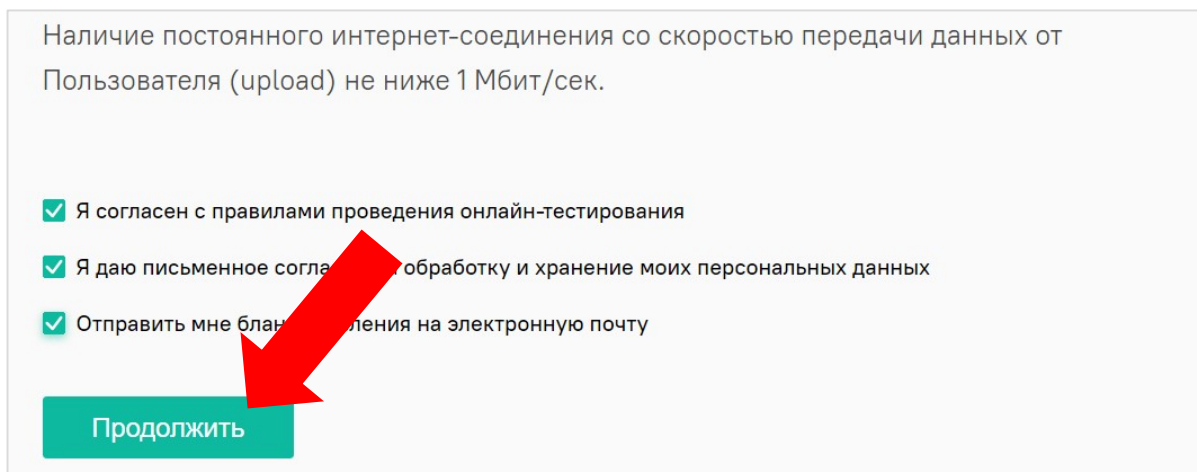


It is recommended to pass a prior test diagnostic of computer equipment before taking the remote exam itself. This stage is necessary to detect all malfunctions at an early stage. Actions to pass the test:

- 1) In your personal account, select the section “Дистанционные вступительные экзамены” (rus. *Remote entrance exams*) or “Поступление в магистратуру” (rus. *Entering Master degree studies*) (if you enter Master degree studies).
- 2) In this section, click the “[Начать проверку >>](#)” (rus. *Start checking*) link



After that, the **Examus** application is launched, where a window with the user agreement opens.

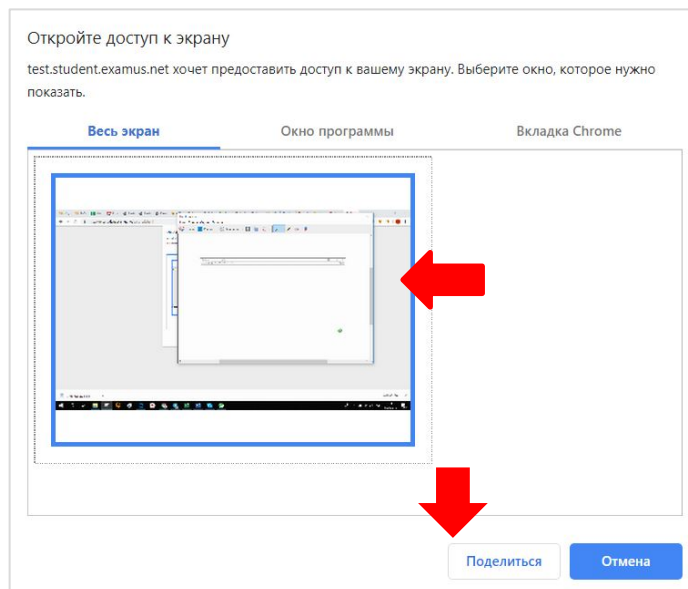


Confirm your agreement with the rules of the remote exam by putting a tick in the checkbox and click “**Продолжить**” (rus. *Continue*).

After that, the system will start checking your computer settings.

## 2.1. Computer check

When undergoing a checking procedure, you must allow the application to access the desktop. Click the “**Поделиться**” (rus. *Share*) button in the popup window:



**ATTENTION!** Don't ignore this button! This will make the checking process impossible.

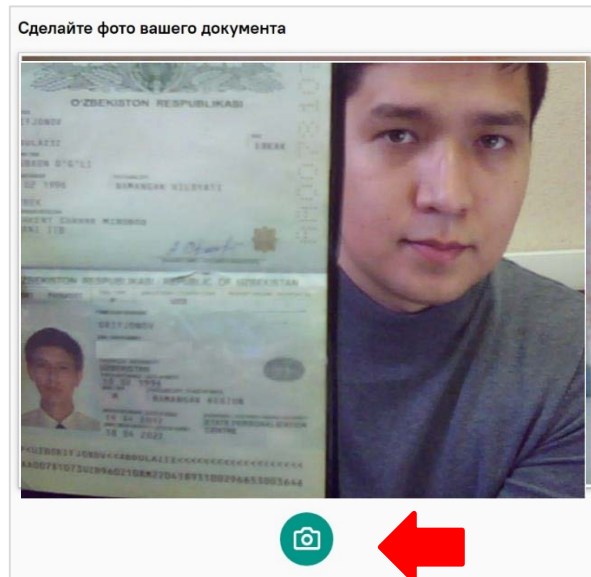
If the “**Поделиться**” button is not active (impossible to click), click on the desktop image to make it stand out with a blue frame (as in the screenshot above).

Wait for the system to finish testing the computer. If there are any problems, you will see a red icon near one or more items. Correct the inconsistencies ([see below 4.1 the Computer does not pass the check](#)) and click “**Повторить проверку**” (rus. *Try again*).

If the check is successful, You will see green icons near all the items. Click “**Продолжить**” (rus. *Continue*)

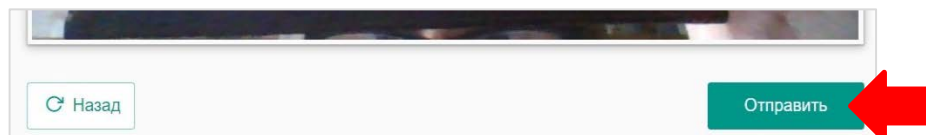
## 2.2. Sending a photo of a document

- In the next window, bring the document necessary for identification to the camera. Click the “**Сфотографировать**” button (rus. *Photo*).



Make sure the document data is readable and click the “**Отправить**” button (rus. *Send*).

If necessary, press the button “**Назад**” (rus. *Back*) and return to the previous step.



### **ATTENTION!**

If you don't see the “**Сфотографировать**”, “**Назад**”, and “**Отправить**” buttons, use vertical page scrolling. You can also zoom out using the Ctrl and - (Windows and Linux), ⌘, and - (Mac OS) buttons.

- On the photo sending page, make sure that your face is fully in the frame and click “**Сфотографировать**” and “**Отправить**”;

## **2. Beginning of testing**

In your personal account, select the required subject in the section “**Дистанционные вступительные экзамены**” (rus. *Remote entrance exams*) (if you enter Bachelor/Specialist degree studies) or “**Поступление в магистратуру**” (rus. *Entering Master degree studies*) (if you enter Master degree studies) and click “**Пройти тестирование**” (rus. *Take Testing*).



Мой кабинет Обо мне Настройки вход т.т.рус Выход

Личный кабинет  
Пользователь: Иванов И. И.

**БУДУ СТУДЕНТОМ!**  
СОЦИАЛЬНО-ОБРАЗОВАТЕЛЬНАЯ СЕТЬ КФУ

ИСКН. четверг  
**18 11:50**

Мой кабинет \ Поступление в магистратуру

**!** В Приемной кампании 2020/2021 года все вступительные испытания проводятся только с использованием дистанционных технологий, как для поступающих на бюджетной основе, так и на договорной основе. Очной сдачи вступительных испытаний **не предусмотрено**.

[Инструкция по прохождению дистанционных вступительных испытаний с использованием системы "Экзамус" для поступающих в Казанский федеральный университет](#)

[Guidelines on the entrance examinations via the Examus system for applicants to the Kazan Federal University](#)

[Технические требования для проведения дистанционных вступительных испытаний с использованием системы "Экзамус"](#)

Пробная диагностика компьютерного оборудования для дистанционной сдачи экзамена. Провести до дня начала экзаменов! [Начать проверку >>](#)

График тестирований:

тестирование >> с 01.10.2020 00:00 по 01.10.2020 00:00 Пройти

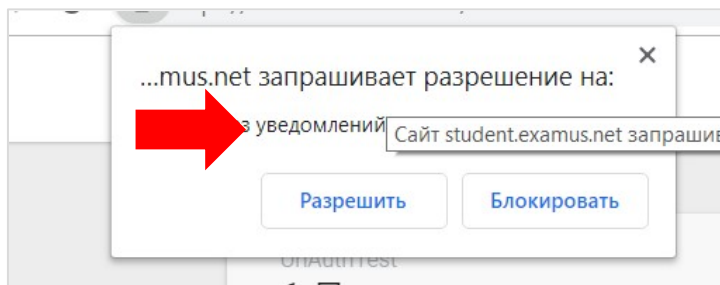
The Examus application will automatically start and a window with a user agreement will open. Confirm your acceptance of the rules of remote exam and click **“Продолжить”** (rus. *Continue*).

After that, the system will start checking the settings of your computer:

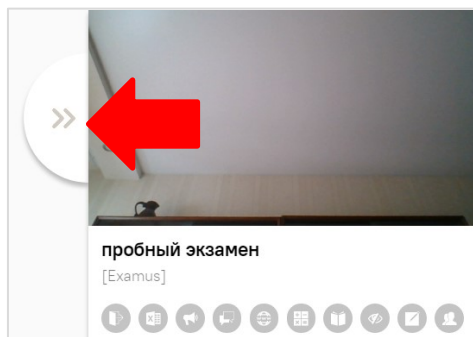
[2.1. Computer check \(see above\)](#)

[2.2. Sending a photo of a document \(see above\)](#)

**A.** When you start the test in the browser, pop-up windows appear asking for access to the camera and microphone. Do not ignore them, click **“Разрешить”** (rus. *Allow*):



**B.** The Examus panel is on the right side of the screen:



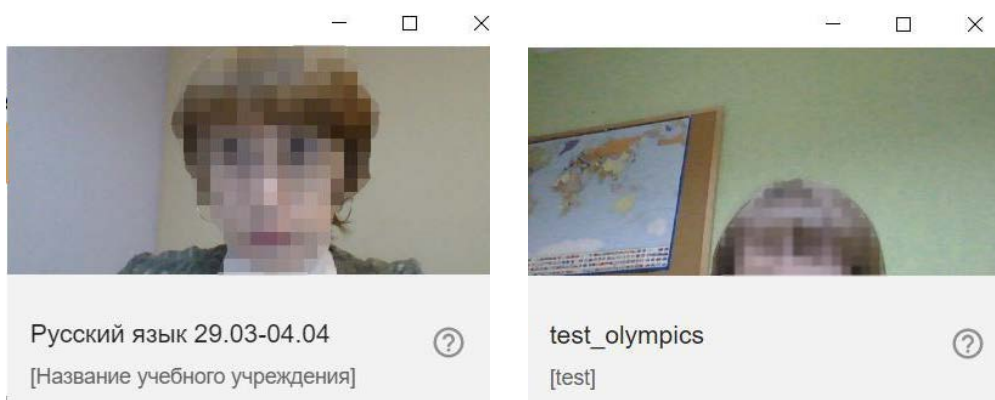
If on the panel you see the message **“Пожалуйста, разрешите доступ к камере”** (rus. *Please allow access to the camera...*), click on this message. Your image will then appear at the top of the Examus panel.

You can collapse and expand the Exams panel by clicking the orange arrow

**ATTENTION!** During the entire exam you need to be in the frame:

**RIGHT**

**NOT RIGHT**



- C. During testing, pay attention to the timer: it is displayed in the top right side of the page. When the exam time expires, the system will forcibly close the test.

осталось времени:  
60 мин. 0 сек.

Use the Answer sheet 2 that you shall print out during the exam to provide the answers for the tasks of the Part 2.

ФГАОУ ВО "Казанский (Приволжский) федеральный университет"


Приемная комиссия  
Бланк ответов № 2

Название предмета	Номер задания	Шифр
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

The answers for the tasks of the Part 2 shall be introduced manually or with the use of computer to the Answer sheet (follow the instructions of the exam tasks). Upon completion, scan Answer Sheet 2 or take a photo of it via your cell phone camera and then attach it in the tab “Прикрепите файл с решением” (rus. “*Attach the file with answers*”):

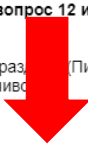
Мой кабинет
Обо мне
Настройки

Личный кабинет школьника  
Пользователь: Иванов И. И.



Мой кабинет \ Тестирования

**вопрос 12 из 12**



Для выполнения заданий третьего раздела (Письмо) используйте бланк ответов №2.  
 Ответ записывайте четко и разборчиво.  
[Скачать задания части 2](#)

Прикрепите файл с решением  Файл не выбран

**D.** Please note that you shall attach only one file. So in case you need to upload several pages with answers to the Part 2, please, convert them all into one file.

**E.** When the test is complete, click “**Завершить тестирование**” (rus. *Finish testing*):

Мой кабинет   Обо мне   Настройки   Электронный университет   en ru ru   Выход

Личный кабинет школьника  
Пользователь: захарова А. А.

**БУДУ СТУДЕНТОМ!**  
СОЦИАЛЬНО-ОБРАЗОВАТЕЛЬНАЯ СЕТЬ КФУ

29 09:21

Мой кабинет \ Тестирование абитуриентов из СНГ

**Вы успешно прошли тестирование**

Общее время прохождения: 7 мин. 59 сек.  
Ответов дано: 16

Для расчета Вашего результата нажмите на кнопку "Завершить тестирование"

Завершить тестирование

**F.** After redirecting to the page with a list of subjects, close the tab.

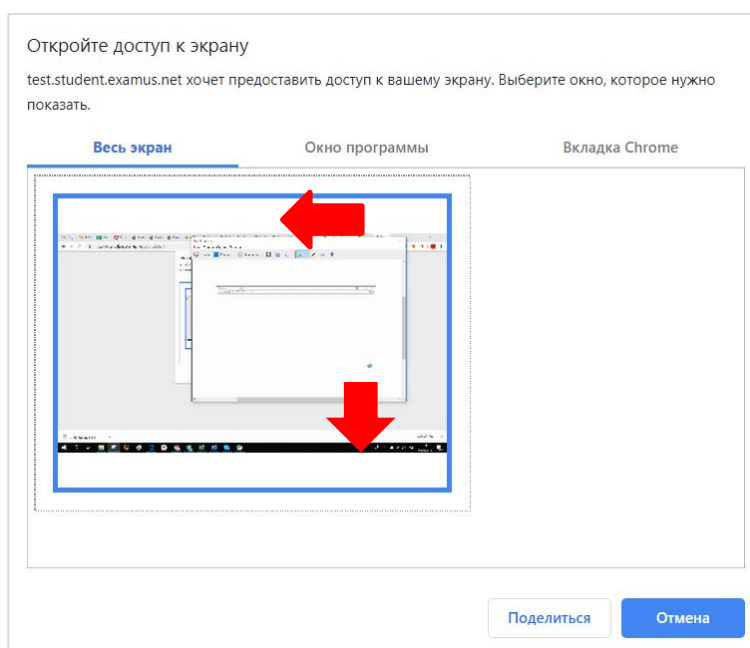
## **2 Technical support service**

Report any problems to the following e-mail address: [distant.priem@kpfu.ru](mailto:distant.priem@kpfu.ru). We recommend you always to accompany the description of the problem with a screenshot or photo of the computer monitor.

### 3 Answers to frequently asked questions (FAQ).

#### 4.1 Computer does not pass the check

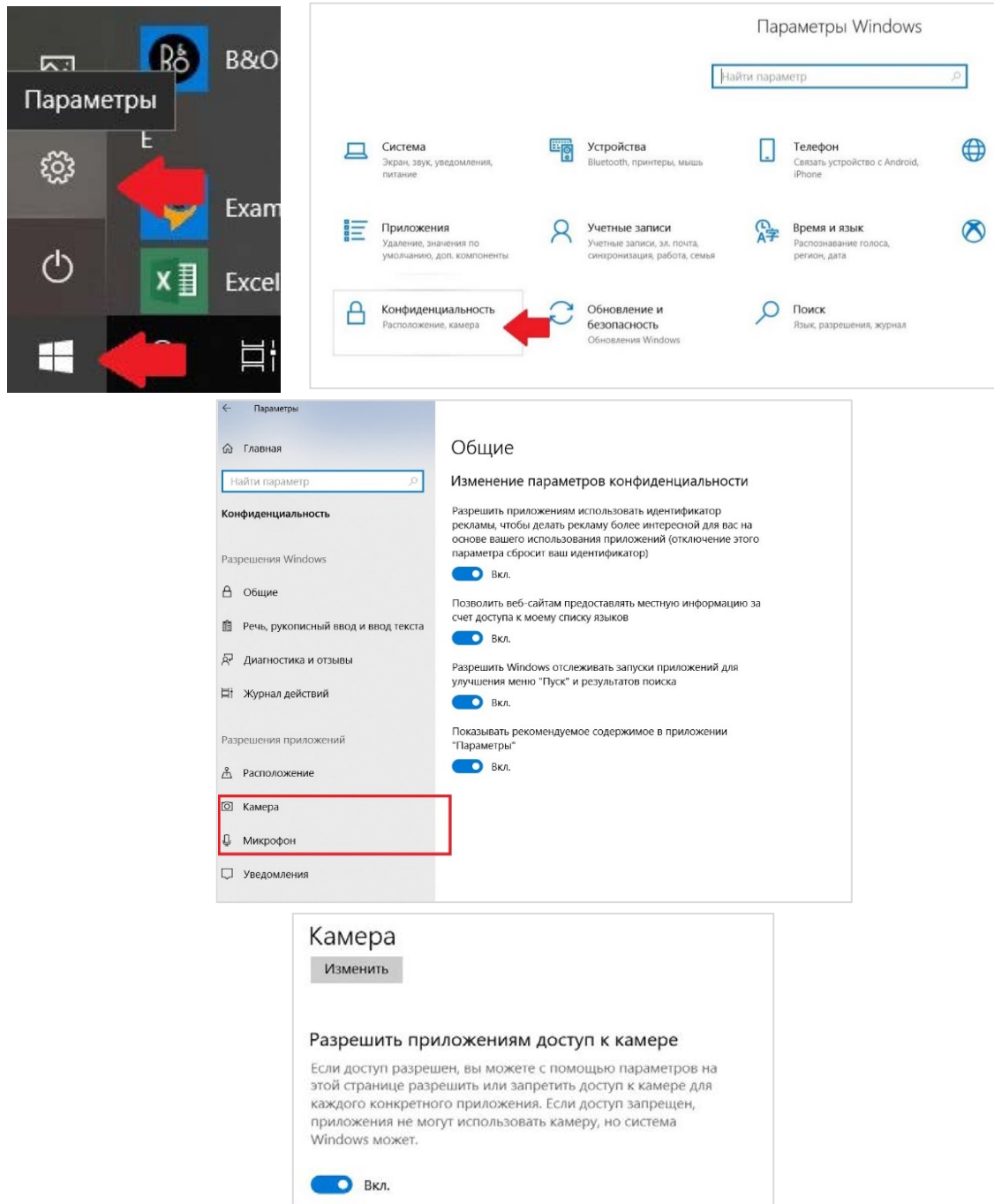
- Make sure you're using the latest version of the Google Chrome browser or Yandex Browser;
- Check the operating system (OS) version of your computer. Windows 7, Windows 8, Windows 8.1, Windows 10, or Mac OS X Yosemite 10.10 and above are required for correct operation;
- Press the “**Повторить проверку**” (*Try again*) button several times, sometimes you need to try twice or thrice to check the computer ;
- Clear the browser cache (Ctrl + Shift + R for Windows, Cmd + Shift + R for Mac OS) and restart the browser (type chrome://restart or browser://restart in a new tab and press Enter), then log in again;
- The check may fail if there is insufficient light in the room or the camera lens is obstructed;
- Make sure that you click “**Поделиться**” (*Share*) button in the open screen access pop-up window at the beginning of the computer check. If the «Поделиться» button is not active, click on the image in the center of the window to make it stand out with a blue



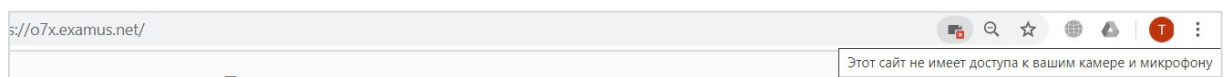
frame, as in the screenshot;

- Make sure that when you start the check you give Examus access to the camera and microphone in pop-up windows (pop-up windows must be enabled in the chrome browser settings: // settings / content / popups);

- For **Windows 10**: check your Windows settings to Make sure that your PC's camera and microphone are turned on and allowed to access apps (Settings > Privacy > Camera, Settings > Privacy > Microphone)



- Make sure in the settings of the Chrome browser (on the page <chrome://settings/content/camera> and <chrome://settings/content/microphone>) website <https://student.examus.net> is not in the list "Block" (if it is in the list, remove it);
- Allow the site to access the camera using the camera icon on the right side of the browser's address bar:



Click on the icon with the camera, in the window that opens, give the site access, then close the tab with the check (or the entire browser), open and click again <https://abiturient.kpfu.ru> for the check.

- Check if other applications that use video streaming (Skype, Webcammax, etc.) are running. To exit these applications correctly, use the task Manager (press Ctrl+Shift+Esc, select the application, and then click **Remove task**);
- If you are taking an exam using a corporate laptop and / or an Internet connection, check with your system administrator whether transmission of traffic from the camera and / or microphone is blocked;

If these steps do not help, please check at <https://test.webrtc.org/>. Send full screenshot of the results to [distant.priem@kpfu.ru](mailto:distant.priem@kpfu.ru). Also in the letter specify what kind of item check-in in Examus is marked in red.

#### **4.2. After sending the photo of the document, I can not get to the exam**

If within 3 minutes or more after sending the photo you still remain on the page of photographing the document, restart the browser (type in the new tab <chrome://restart> or <browser://restart> and press Enter), and if this does not help - restart your computer.

#### **4.3 During the exam , I accidentally closed the exam window, how can I get back?**

You can return to the exam by following the link <https://abiturient.kpfu.ru>. Remember that the re-test is only possible for 5 minutes, after that, the system will forcibly close the possibility to log in.

#### **4.4. Buttons in the exam interface do not work, the page with the test is frozen, images are not loading , etc.**

If the page with the exam is frozen or the buttons in the exam interface do not respond to pressing, reload the page (**F5** key on Windows, shortcut **cmd + r** on MacOS). We recommend pre-remembering or writing down your answers, as they may be reset if you have not saved them before.

#### **4.5. What should I do if the Internet is disconnected during the exam or the tab with the exam is closed?**

The system does not interrupt the exam if the loss of communication has occurred for not more than 5 minutes. If during more than 5 minutes we do not receive information from the Examus extension, the test is interrupted and **such an exam shall not be accepted**. The act of technical failure is drawn up. Retake is allowed on a reserve day according to the schedule of exams.