

PROCEDURE

Of conducting entrance examinations using distance technologies

1. At admission to study under Bachelor's / Specialist / Master's degree programmes for applicants entrance tests may be conducted using distance technologies.
2. Form of entrance examinations using distance technologies: oral examination, written examination, interview (in accordance with the programme of entrance examination).
3. Entrance examinations with the use of distance technologies shall be conducted in Russian. For educational programmes implemented in English, entrance tests using distance technologies shall be conducted in English.
4. Entrance examinations using distance technologies shall be conducted within the terms of the approved schedule of entrance examinations conducted by KFU independently.
5. In order to pass the entrance examinations using distance technologies, the applicant shall fill in the personal cabinet of the applicant in the IAS 'I will be a student!' the corresponding notification of intention to pass the entrance examinations using distance technologies.
6. Conducting entrance examinations with the use of distance technologies is possible only under the condition of identification of entrants when they take entrance examinations. The procedure of identification is carried out before the start of the entrance examinations using distance technologies on his personal login and password, as well as by means of a screenshot of the screen of the applicant with the image of the photo in his identity document. If it is impossible to identify the entrant on the images of photos in the submitted documents, the entrant is not allowed to pass the entrance examinations using distance technologies.
7. An obligatory condition for conducting entrance examinations using distance technologies is the presence of a web camera in the room, which makes it possible to video broadcast in real time via the Internet.
8. On the day of conducting entrance examinations using distance technologies, the applicant shall establish a video link with the KFU representative responsible for conducting entrance examinations using distance technologies.
9. The representative of KFU responsible for conducting entrance examinations using distance technologies after establishing a video link conducts the procedure of identification of the person (point 6 of this Annex 2) and, in case of its success, the examiner sends the exam tasks to the entrant.
10. In the case of written testing or other written forms of entrance tests (according to the programme of entrance tests), the examiner sends a written task and an answer form. The entrant prints out the received materials and proceeds to fill them in, the entrance test is considered to have begun.
11. In the case of conducting entrance examinations in the form of online testing, the KFU representative responsible for conducting entrance examinations using distance technologies shall provide the applicant with access to the online testing procedure.

12. In the case of passing entrance tests in oral form and (or) interview, the examiner asks questions in oral form and keeps a record of the oral answer (interview). In the protocol of the oral answer (interview) shall be recorded:

- questions asked;
- content of the answer, general characteristics and evaluation of the applicant's answers in accordance with the evaluation criteria of the entrance examination programme.

13. The time of passing the entrance test with the use of distance technologies is determined by the programme of entrance tests. Upon its expiry (or early as the applicant is ready), the applicant signs the answer form and demonstrates the completed form in front of a webcam in such a way that all the marks of correct, in the opinion of the applicant, answers made in it were distinguishable. The person responsible for conducting entrance examinations with the use of distance technologies receives a screenshot of the screen, where he/she fixes the answer form and the image of the applicant. Then the entrant scans the answer form and sends it by reply letter to the e-mail of the person responsible for conducting the entrance examination.

14. The KFU representative responsible for conducting entrance examinations using distance technologies confirms the fact of receipt of the file with the image of the form, its correspondence to the form presented by the entrant in front of the web camera at the end of the entrance examination. After that the entrance test is considered to be completed.

15. At the end of the entrance examinations, the examiner shall draw up an examination sheet and hand over the examination papers with signed examination sheets to the admission committee.

16. The results of the entrance test using distance technologies shall be announced on the official website no later than the next working day after the day of the entrance test using distance technologies.

17. In case of interruption of the broadcast due to technical reasons beyond the control of the applicant, the applicant shall retake the entrance examination on a reserve day.

18. Consideration of the appeal shall be conducted using remote technologies.

