

**Rules
of Entrance Examinations
for Kazan Federal University Applicants Conducted Using the ProctorEdu Distance
Technologies System**

1. Procedure for taking entrance examinations

The applicants registered in the “Budu Studentom!” System (*rus. Буду студентом!*), who have submitted an application for admission and electronic copies of documents (documents on paper, transformed into electronic form by scanning or photographing via machine-readable recognition of its details) through their personal account in this system, whose applications were accepted by the technical secretaries of the Admissions Committee, are allowed to participate in entrance examinations.

After authorization in the “Budu Studentom!” System (*rus. Буду студентом!*), an applicant will get access to the list of available examinations, where he/she can choose a subject available to him/her. Entrance examinations conducted using the ProctorEdu Distance Technologies System (hereinafter referred to as the internal examination) will be available for taking at the dates specified by the Entrance Examinations Schedule of KFU.

After choosing an examination, an applicant must complete the identity verification procedure: take a photo of face and passport using a web camera in a single image according to the Instructions for Entrance Examinations in Distant Format for Kazan Federal University Applicants Conducted Using the ProctorEdu Distance Technologies System (available on the KFU's Admission Committee web-site <https://admissions.kpfu.ru/wp-content/uploads/2024/06/instrukcziya-dlyauchenika-1.pdf>)

After successful verification of identity, an applicant is allowed to an entrance examination. The procedure of verification of an applicant's identity is carried out before the start of each entrance examination.

Requirements for identity verification:

Applicant's face and his/her identity document should be in a same photo frame;

Details of an identity document must be clearly legible; applicant's face image must be clear.

In case of failure to comply with at least one of the above requirements, an applicant will be considered as not having passed the identity verification process and on this basis he/she will not be allowed to participate in an entrance examination. If an applicant participated in entrance examinations with violation of the identity verification procedure, his/her results will be canceled, and the members of the KFU Examination Commission in respective subject will draw up a report on violation of the rules of entrance examinations.

2. Before taking an entrance examination, an applicant must:

- Ensure that the room is well-lit;
- Ensure the availability and proper speed of the Internet connection;



- Ensure that the web camera and microphone are connected, the camera lens is not covered and is aimed at the applicant, the image is clear;
- Prepare an identification document;
- Plug in a laptop to a mains outlet (battery power may reduce performance of a device);
- Restart the computer to maximize performance;
- Close all irrelevant programs and tabs in a browser (use Windows Task Manager, which can be started with the keyboard shortcut Ctrl+Shift+Esc; close a program by clicking "End task");
- Put away headphones, cell phones, books and notes;
- Disable multiple monitors (if any).

3. When taking an internal examination, applicants are prohibited to:

- give access to personal account details (login and password) to third parties;
- record examination materials and content in any way, as well as transfer them to third parties;
- use audio, visual or any other kind of hints;
- have any voices or noise in the background, ideally examination should be held in silence;
- allow third parties to take an entrance examination instead of oneself;
- give computer access to third parties during examinations (tests);
- use third-party assistance during examinations (tests);
- leave the web camera visibility area during examinations (tests);
- talk during examinations;
- use third-party tips;
- use reference materials (books, cheat sheets, notes), cell phones, pagers, calculators, tablets, micro-headphones;
- change the active window on the computer, search for materials on the Internet;
- use different computers or other gadgets to take the same examination;
- if an attempt to cheat the system or proctor will be detected, examination results will be annulled.

4. In case an applicant violates the rules during an entrance examination, members of the KFU Examination Commission in respective subject shall draw up a report on violation. An electronic copy of the said report shall be sent to this applicant. The applicant, in respect of whom the said report was made, shall be deemed as having failed the entrance examination without reasonable excuse.

