

ACCEPTED

by the Academic Council
of the FSAEI HE N.I. Pirogov RNRMU
of MOH of Russia (Pirogov University)
Protocol No. 4
from 16 December 2024

APPROVED

by the Order No. 20
of the FSAEI HE N.I. Pirogov RNRMU
of MOH of Russia (Pirogov University)
from 20 January 2025

REGULATIONS

**on conducting remote entrance examinations using proctoring systems
in the federal state autonomous educational institution of higher education
"N.I. Pirogov Russian National Research Medical University"
of the Ministry of Health of the Russian Federation
FSAEI HE N.I. Pirogov RNRMU of MOH of Russia (Pirogov University)
for the 2025/26 academic year**

1. General provisions

Entrance examinations in a remote format at the federal state autonomous educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (hereinafter referred to as the University) are conducted for foreign citizens using the University's testing system, which is integrated with the proctoring system "Proctor-Edu".

Proctoring system is aimed to monitor self-completion of the online exams. It verifies the participant's identity and carries out real-time monitoring to identify possible violations.

Passing entrance examinations without using the proctoring system is not allowed; any results obtained without using control will be cancelled.

2. Technical requirements

Technical requirements for hardware and software are given in Table 1.

Table 1 - Technical requirements

Parameter	Minimum requirements
Web browser	Chrome 72, Opera 59, Firefox 66, Edge 79, Yandex Browser 19.3, Safari 12.x
Operating system	Windows 7+, macOS 10.12 "Sierra", Linux

Mobile version	Android 4.4+ Chrome 72+, iOS 13 + Safari
Webcam	640x480, 15 fps
Microphone	required
Speakers	optional (to contact the proctor)
Network (Internet)	256 kbps

Before the event, you should check the compatibility of your computer with the proctoring system on the page <https://proctored.ru/check>.

Additionally, you can check your webcam, microphone and network here:

- [Check webcam](#)
- [Check the microphone](#)
- [Check WebRTC](#)
- [Check Internet speed](#)

During entrance examinations, responsibility for ensuring the functioning of software and hardware and the quality of the Internet connection is assigned to the examinee.

3. Rules for conducting the entrance examination

Before the start of the entrance examination, a link with data for starting the exam will become available in the applicant's personal account if the application was submitted through the University website, or will be sent to the applicant's email address provided during registration.

When you click on the link, the exam start page opens. If you receive a link to your email, you should first enter the login and password specified in the letter. On the page, after clicking on the button "Start exam", the proctoring session starts.

When launching the proctoring system, first, you should be familiarized with the rules and agree to the conditions of the exam (Figure 1).

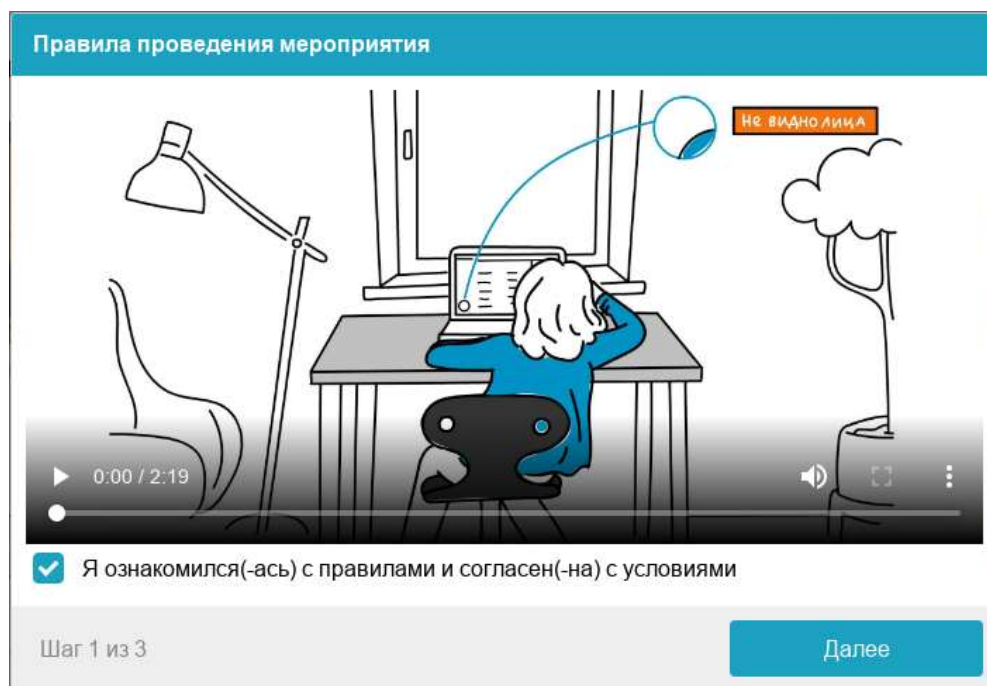


Figure 1 – Rules of the event

The system automatically assigns a confidence level rating to the exam results, which depends on the factors described below. Following these rules throughout the session will help you achieve the highest confidence rating for the exam results:

- you shall give your consent to audio and video recording and subsequent storage of the entire exam data;
- the webcam shall be installed strictly in front of the face, installing the camera on the side is not allowed;
- the head shall fit completely into the frame, partial or complete movement out of the camera's field of view is not allowed;
- the face shall be in the center of the webcam's field of view and occupy at least 10% of space captured by the camera throughout the entire session;
- the face shall be illuminated evenly, the light source shall not be directed at the camera or illuminate only one half of the face;
- hair, clothing, hands or anything else shall not cover the face area;
- it is not allowed to wear sunglasses, only glasses with clear lenses can be used;
- there shall be no other people in the room;
- during the exam, it is prohibited to leave your workplace;
- there shall be no voices or noise in the background; ideally, the exam shall be held in silence;

- the exam shall be conducted in a browser, the browser's window shall be expanded to full screen, it is prohibited to switch to other applications (including other browsers), minimize the browser or open external tabs (pages);
- all programs that use the webcam, except for the browser, shall be disabled on the computer;
- it is prohibited to record the exam materials and contents in any way, or to share them with third parties;
- it is prohibited to use audio, visual or any other kind of cues;
- if an attempt to cheat the system or the proctor is detected, the exam results shall be cancelled.

4. Equipment check

The proctoring process is quite power consuming as it involves processing several video streams, therefore, before starting to work with the system and the exam, we recommend you to check the functionality and battery level of your devices used to work with the system, and (or) make sure that all devices are connected to the mains to avoid battery discharge and session disconnection.

Considering the heavy load on the operating memory of your devices during the proctoring process, we recommend closing all external applications and programs, including some antivirus programs.

Before each session, a computer and network check is launched to identify possible technical problems before the exam begins (Figure 2). The check is conducted automatically, user intervention is only required if problems are detected.

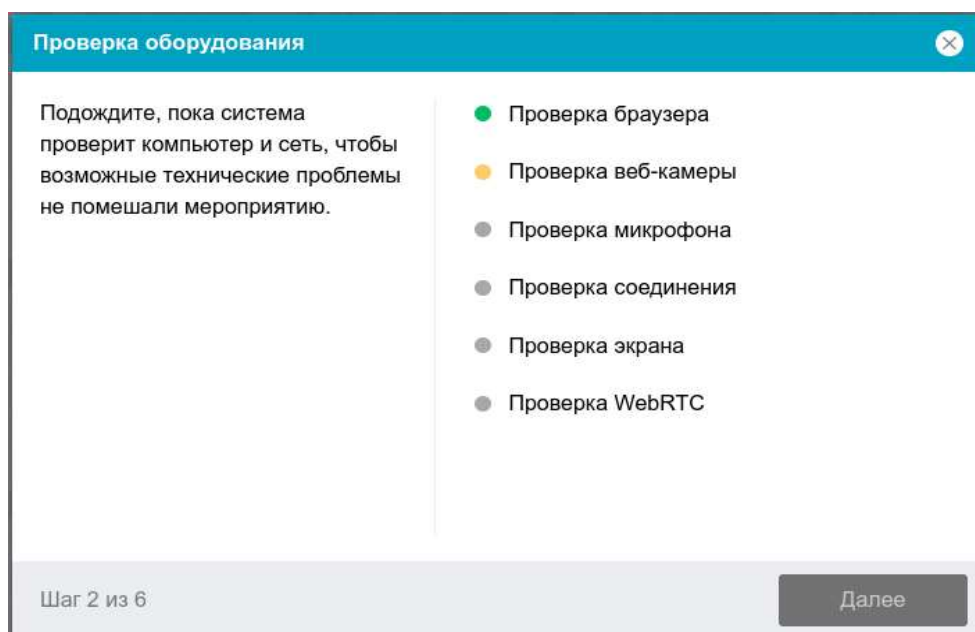


Figure 2 - Equipment check

The verification steps are:

1. At the check stage of the browser compatibility, your browser is checked to ensure it meets the minimum requirements of the proctoring system. The browser window shall be expanded to full screen.
2. At the webcam testing stage, you need to grant access to the camera in the browser if such a request appears. If the camera works correctly, the verification will be successful.
3. At the microphone test stage, you need to grant access to the microphone in the browser if such a request appears. If the microphone volume is sufficient, the verification will be successful.
4. The screen check stage tests the correctness of the screen capture, where you need to give access to the whole screen. If access is not given to the entire screen or an additional monitor is connected, the check will end with an error.
5. The connection check stage tests the possibility of transmitting video traffic in your network using WebRTC technology. The check will be successful if the traffic is not blocked.

Possible problems and their solutions are shown in Table 2.

Table 2 - Problems and their solutions

Problem	Solution
1) Error at the browser check stage	Your web browser does not meet the minimum requirements of the proctoring system. Try to update browser or to go to another browser.
2) Error during webcam testing	The webcam does not work or is blocked by another application on the computer. Check if the webcam is working in the browser ; close other applications that can work with the webcam; disable the antivirus (or the camera blocker in it); select the correct camera in the browser settings if there are several webcams on the computer. If the camera works but the error persists, try to restart the computer.
3) Error during microphone check stage	The microphone does not work or is disabled in your computer (operating system) settings. You need to increase the microphone volume or connect another microphone and select it

	in the browser settings dialog. Check if the microphone is working in the browser .
4) Error at the screen check stage	No access to the screen, or your browser does not support screen capture, or you did not give access to it, or you gave access only to a part of the screen. If a request for access to the screen is displayed, then grant access, if not, then update the browser. If you have multiple monitors connected to your computer, you should leave only one connected.
5) Error during connection check stage	Unable to establish a web socket connection to the server. The problem may be caused by browser extensions, such as Adblock or VPN. It may also be caused by using a proxy server. Disable all browser extensions or try another browser, do not use a proxy or VPN .
6) Error at WebRTC verification stage	Your computer or your Internet provider blocks the transmission of video traffic using WebRTC technology. The data transfer rate must be at least 256 Kbps (receipt and dispatch), and TCP/UDP 3478 ports shall not be blocked on the network or on the computer (in the firewall). Another possible cause of problems may be the use of a VPN . Check the network speed and whether ports are blocked , disable the VPN.

5. Photograph of the face

Proctoring system requires a photo of your face, which shall be taken via a webcam. Taking a photo of your face is a part of the process for confirming your identity (Figure 3).

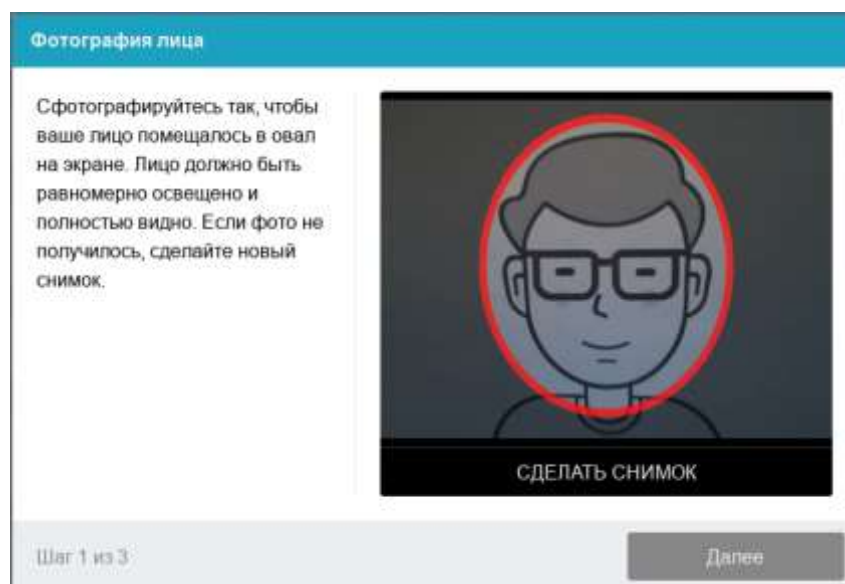


Figure 3 - Photographing a face

6. Photograph of the document

Proctoring system requires a photo of your identity document (passport), which shall be taken via a webcam or a scan uploaded from a computer in JPEG format up to 5 MB in size. If you upload a scan, the image should not contain the entire passport spread but only the page with the photo, placed horizontally. The passport is automatically checked by the proctoring system for correctness and readability, and the photo in the passport is compared with your face. The photo of the document is part of the procedure for confirming your identity (Figure 4).

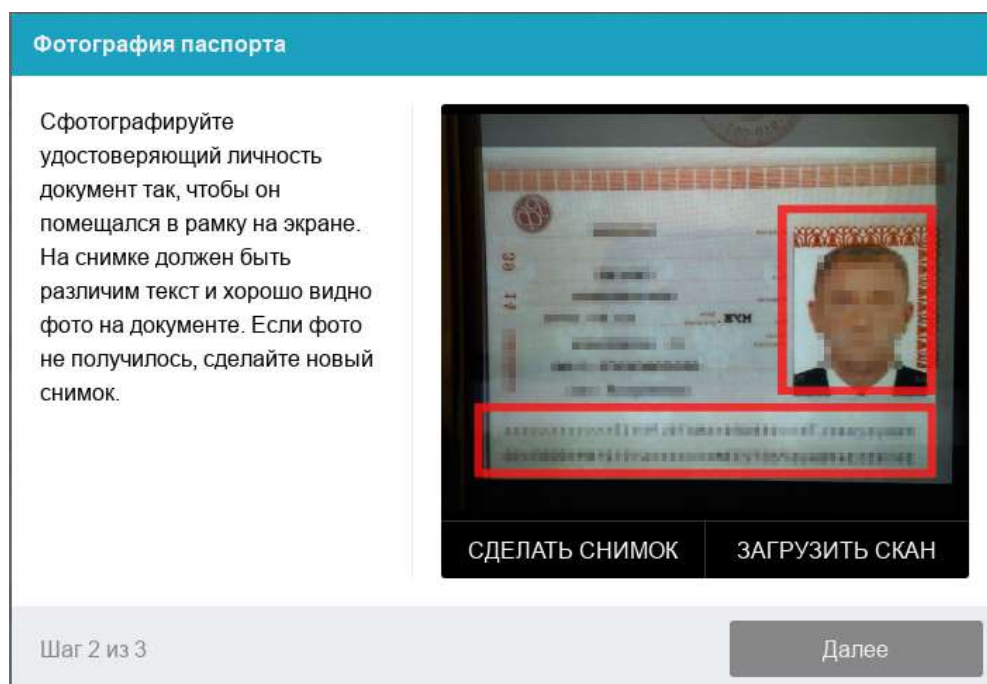


Figure 4 - Photograph of the document

7. Recording a workplace view

The event may include filming a view of the workplace before the event. A separate stage is provided for this (Figure 5).

To make a recording, follow these steps:

- 1) Make sure the screen displays the image from the camera.
- 2) Click the button "Start recording".
- 3) Over the course of 60 seconds, slowly turn the camera like a panoramic shot so that that the entire workspace and room can be seen.
- 4) If you managed to show the entire room faster, you need to click the button "Stop recording".
- 5) The recording you just made will start playing. You should watch it.

- 6) If the recording clearly shows the entire workplace and room, then click the button "Save".
- 7) If the recording fails, click the button "Repeat" and start the recording again.
- 8) You can record a view with your smartphone camera. To do this, click the button "QR code", scan the code with your smartphone camera and open the received link in your smartphone browser.

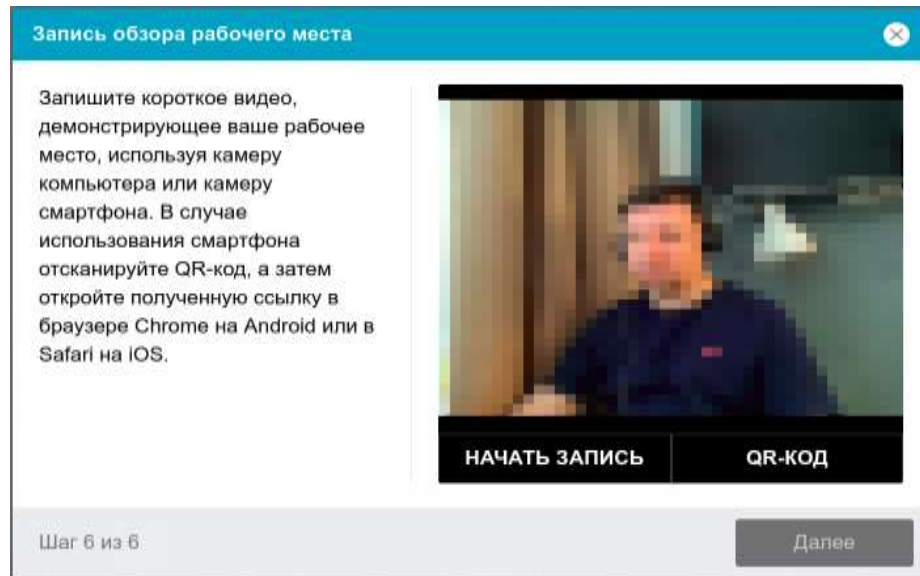


Figure 5 - Workplace view recording

8. Connecting a mobile camera

To view the workplace and the room, you will need to connect your smartphone camera. To do this, you need to scan the QR code displayed on the computer screen from your phone, and then open the link received from the code in your phone's browser (Figure 6). If the camera is successfully connected, the message "Camera is successfully connected" should appear on the phone screen.



Figure 6 - Connecting a mobile camera

After connecting the mobile camera, you need to install it so that it can visualize the space around you and your workplace. To do this, set up camera to the side of you so that your entire workspace is in the frame as much as possible.

The use of a mobile camera is required to begin the exam. However, if during the entrance exam the camera is switched off for some reason (for example, the Internet connection is lost or the smartphone battery is discharged), this is not grounds for terminating the exam. The final decision will be made at the end of testing based on the totality of all system messages about possible violations.

9. Passing the exam

After successfully completing the previous stages, the exam page itself shall open, and a small circle should appear in the lower left corner, where the image from your camera shall be displayed. During the session, you can communicate with the proctor, if he/she is online, the chat with the proctor should be opened on the right side of the screen. Sometimes the proctor can connect via video and audio communication, in this case, the video from the proctor's camera should appear above the chat.

During the exam, make sure your face is completely placed into the circle and is well lit. Notifications may appear near the circle if any rules of the event are not followed.

To start the exam, you should click the button to start the test on the testing system page. The exam time countdown shall begin from the moment the first question is displayed.

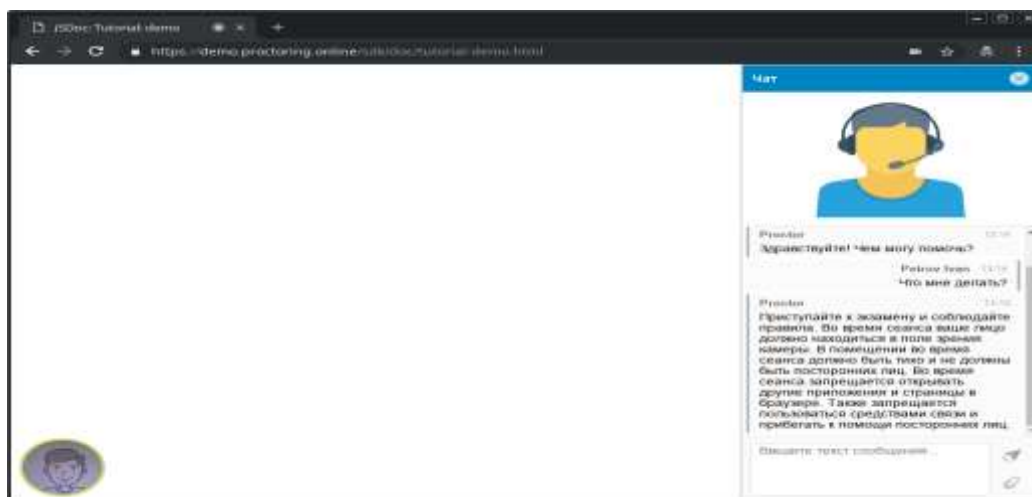


Figure 7 - Proctoring interface during the exam

If for some reason the process of starting the proctoring session has not started or completed, you should not press the test start button. You shall log out of the system, check

the quality of your Internet connection, check your equipment once more at <https://proctoredu.ru/check> , and then use the link to take the exam again.

10. End of the exam

After completing the tasks provided by the event, you shall finish the exam. After pressing the button to complete the exam and viewing the results, it will no longer be possible to restart it. In case of violations of the rules for passing the exam, the proctor shall have the right to interrupt the session, the exam shall be stopped, and its results shall be canceled. You can complete the exam procedure ahead of time, however, you should remember that after the end of the allotted time for the exam, the procedure shall be completed automatically.

All audio, video and text messages, as well as recorded violations, shall be saved in the system and linked to the proctoring protocol. After some time, the results shall be checked and a final conclusion shall be made on the examination and proctoring procedure.

11. Summing up

After the exam is completed, a final decision shall be made based on the results of the proctoring system's conclusion on compliance with the rules for conducting the exam.

If the system reports possible problems or suspected rule violations by the applicant, University's examination commission shall review the video recording of the exam and make a final decision on the significance of the violations. If the applicant violates the admission rules approved by the University during examination, authorized officials shall draw up a violation report. When testing is conducted using remote technologies, a copy of the report shall be sent to the applicant by e-mail to the address specified when submitting the application.

The applicant, in respect of whom the said act is drawn up, has failed the test without a valid reason.

12. Procedure for filing an appeal

The appeal procedure shall be conducted using remote technologies.

In the event of an entrance examination (testing), the applicant can review his/her work and the results of its assessment by the examiners in the following order.

The applicant has the right to review his/her entrance examination (testing). To review the work, the applicant shall submit an application to the admission commission. The examiner

shall present an explanation of the validity of the grade given to the applicant during the review.

In case of disagreement with the assessment after reviewing the entrance test or violation, in the opinion of the applicant, of the established procedure for conducting the entrance test, he has the right to apply to the appeal commission with a written appeal statement about the violation of the established procedure for conducting the examination and (or) disagreement with its (their) results. The procedure for considering the appeal shall be determined by the regulation on conducting appeal procedures approved by the University.