Attachment 5
to Admission Rules of Kazan (Volga region) Federal
University for academic year 2020/2021

**Rules of passing online entrance examinations for applicants of
Kazan (Volga region) Federal University**

1. Procedure for passing entrance exams

Only the students who have registered at social and educational network "Budu studentom!" and provided application for admission and electronic copies of documents (hard copies of documents converted to electronic form via scanning or taking a photo of a document with ensured machine-readable recognition of document details) using their personal accounts are allowed to take entrance examinations in case their applications have been accepted by technical secretaries of the admission committee.

After authorization at the network "Budu studentom!" applicant is given access to the list of the examinations, where applicant can choose the required one. Entrance examinations are carried out via distance technologies system "Examus". Entrance examinations (hereafter – internal exams) can only be taken within the time limits set in KFU schedule for entrance examinations.

After having chosen the exam applicant must undergo the identification procedure. Applicant shall make a webcam photo of his or her face and passport in a single shot, as it is explained in the "Instruction on passing the remote entrance examinations via the Examus system for applicants to the Kazan Federal University" (published at the website of Admission Committee   https://abiturient.kpfu.ru/entrant/docs/F_124695126/INSTRUKCIYa_Examus_KFU 2020.pdf).

After successful completion of identification procedure applicant is allowed to start the entrance examination. Identification procedure is to be completed before each of the exams.

2. Requirements to the results of the identification procedure:

2.1 There is only the face of an applicant and passport in the photo;

2.2 The identity document data is readable;

2.3 Clear image of the applicant's face.

In case of non-compliance with any of the abovementioned requirements applicant fails the identification procedure and is not allowed to start the exam. If applicant has passed entrance exam after failed identification procedure, applicant's results are not recognized and members of the KFU Subjects Examination Board draw up a statement on breach of the rules of passing online entrance examinations.

3. Before the beginning of an entrance exam applicant shall:

- Ensure sufficient room lighting
- Check availability and speed of internet connection
- Check that the camera and microphone are on, the camera lens is not obstructed and aimed at the applicant, the image is clear
- 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
- Disable duplicate monitors (if any)

4. When passing the internal exam applicant shall not:

- transfer the access details of the personal account (login and password) to third parties;
- let third parties pass entrance exams instead of him- or herself;
- grant access to the computer to third parties during testing;
- seek assistance from third parties during testing;
- leave the webcam coverage area during testing;
- talk during testing;
- cheat by consulting third parties;
- use information materials (books, cheat notes, notes from workbooks), mobile phones, pagers, calculators, tablets and earbuds;
- change the active window on the computer, search the internet for answers;

- use different computers or other devices during one exam.

5. In case applicant violates any of the present rules during the entrance exams, members of the KFU Subjects Examination Board draw up a statement on breach of the rules of passing online entrance examinations. Electronic copy of an abstract of the abovementioned statement is sent to the applicant. The applicant who is the subject of the breach statement is deemed to have failed the exam without reasonable excuse.