

Approved of by LUNN Scientific Counsel of 25.05.2018, protocol No 13.

New version approved of by LUNN Scientific Counsel of 28.06.2019, protocol No 15.

New version approved of by LUNN Scientific Counsel of 30.06.2020, protocol No 10.

Approved of

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REGULATIONS

of entrance exams procedure with the aid of online technologies to admit citizens to the Federal State Budgetary Institution of Higher Education “Dobrolyubov State Linguistics University of Nizhny Novgorod”

1. The present Regulations describe the requirements to participants of entrance exams, equipment of the rooms, technical, technological support and software for admitting citizens to the Federal State Budgetary Institution of Higher Education “Dobrolyubov State Linguistics University of Nizhny Novgorod” (hereinafter referred to as LUNN), the acting algorithm of examination boards (hereinafter examiners) and applicants while taking exams with the aid of online technologies (hereinafter OT).
2. The present Regulations are based on the Federal Law of 29.12. 2012 No 273-FZ «Education in the Russian Federation» (hereinafter the Federal Law) and Higher Education Admission Regulations for BA, specialist, and MA programs approved of by the Order of the Ministry of Education and Science of the Russian Federation of 14.10.2015 No 1147 (registered in the Ministry of Justice of the RF on 30.10.2015, No 39572), with amendments by the Orders of the Ministry of Education and Science of 13.11.2015 No 1387, of 30.03.2016 No 333, of 29.07.2016 No 921, of 31.07.2017 No 715, of 11.01.2018 No 24, of 20.04.2018 No 290, of 31.08.2018 No 36N, by the Order of the Ministry of Science and Higher Education of the RF of 03.04.2020 No 547 (registered in the Ministry of Justice of the RF on 13.04. 2020, No 58062).
3. The reasons for the entrance exams to be organized with the aid of OT may be:
 - a) special circumstances (reasonable grounds) preventing the applicant from being present in the entrance exam place;
 - b) settling a special University’s routine preventing applicants and examiners from immediate interaction in the same room.

4. In the case of 3a of the present Regulations the applicant gives a written notification to the Admission Board on his or her intention to take entrance exams with the aid of OT stating a reason of not being able to arrive at LUNN to take the exams. The Admission Board has a right to refuse if it does not regard the stipulated reason sufficient for taking the exams with the aid of OT.

5. Prior to taking the exams with the aid of OT the applicant is to get acquainted with the present Regulations confirming it with the signature in the application documents.

6. Entrance exams with the aid of OT are conducted within the period set by LUNN Admission Regulations for the entrance exams conducted by the University. The dates of the exams are set by the Admission Board in coordination with the examination boards according to the applications received for taking exams with the aid of OT.

7. The procedure of the entrance exam with the aid of OT are developed and approved of by the University's Scientific Council for each subject separately. The assessment criteria and scale are the same as those set by the University for the exams organized in LUNN buildings.

8. Entrance exams with the aid of OT may be organized as in form of an online videoconference as by means of a travel of the University's representatives to the applicants' country to conduct the exam for a group of applicants. In the latter case a technical board is to be formed to organize the exams in the applicants' country and the place of their organization is to be determined.

9. Entrance exams with a videoconference are organized provided that:

1) the applicant's room is equipped with a computer or/and a laptop with an Internet access and a required software, a webcam, a microphone, a sound device;

2) the applicant's room door is closed and the room is situated far from radio interference, during the exam in the room there are no other persons, other computers and monitors are switched off, there are no wall drawings and posters, the working surface of the desk with the applicant's personal computer (hereinafter PC) is free from all the objects including all mobile, electronic, portable and computer devices, wireless headphones, watches, copybooks, books, notebooks, stickers, notes or sheets of paper with written or printed text; the webcam is not positioned against the source of artificial or natural light, on the desk there may be a blank sheet of paper, a pen, a pencil;

3) there are technical conditions for the exams with the aid of OT:

- a PC or a laptop with an Internet access of not less than 4 Mbit/s, equipment for video and audio conferencing.

The hardware and the software of the PC shall meet the following requirements:

- an installed webcam allowing to demonstrate to the examiners the applicant's room and the materials which are used and guaranteeing uninterrupted transmission of the procedure (webcam with a matrix of not less than 0.9 MP and video resolution of not less than 1280X720);
- installed microphone and speakers or a headset (all the equipment shall be compatible with Zoom software);
- installed video conferencing program Zoom with screen demonstration;

4) the hardware and the software shall guarantee:

- the applicant's personal identification (visual match of the person with the ID documents);
- a possibility of the dialogue between the applicant and the examiners for the case of additional, clarifying questions;
- a possibility of exchanging messages and text files for all the participants of the communication;

5) the applicant organizes technical support of the entrance exam with the aid of OT in the room he or she is in during the exam. The applicant has a right to use for videoconferencing the equipment with the characteristics different from those indicated in 3) provided that it guarantees the mutual online video and audio communication via Internet.

6) the applicant shall be online half an hour before the start time of the exam to preliminarily test audio and video connection. The Department of information systems and education technologies of LUNN supports the applicants and the examiners to solve problems in connecting to the videoconference.

10. On the day of the exam with the aid of OT the applicant shall:

- connect to the videoconference using the link and other data (e.g. the password) required;
- give a view of the room and of the desk's working surface using the webcam or a video camera;
- hold the opened ID against the webcam to let clearly see the photo, last name, first name and other names, birthdate and birth place, document issuing body and date. The examiners identify the applicant visually by checking the ID photo against the person connected to the conference as well as by studying the personal data (last name, first name and other names, birthdate and birth place). If the webcam picture does not allow to certainly identify the applicant, the examiners have a right to require displacement of the applicant's equipment for a better

picture. The examiners have a right to refuse conducting the exam if the applicant refuses to guarantee a better video transmission or the examination board cannot identify the respective person as the applicant.

11. The examiners check the applicant's room through the webcam to make sure that other persons as well as information and reference materials are not there. The applicant is to guarantee good lighting as well as absence of noise (music etc.). If other persons are in the room the examiners may refuse conducting the exam.

12. If during the exam the transmission is interrupted for 5 minutes or longer, the applicant receives another assignment. The waiting period for the transmission to start again shall not exceed 15 minutes, otherwise the procedure is stopped and the exam postponed according to the parties' agreement.

13. The exam is also to be stopped and postponed in the following cases:

a) more than 5 transmission interruptions for longer than 5 seconds;

b) poor video and audio transmission (fragmentary speech, low (distorted) sound, temporary absence of room's or applicant's picture, etc.).

14. During the videoconference exam the details of the applicant's oral answer are fixed on the official sheet and the answer is assessed according to the set criteria. During the discussion of the result by the examiners the video communication with the applicant is interrupted. After the discussion the communication is resumed, the mark is announced to the applicant and put down in form of a figure and of a word in all the documents: in the answer fixing sheet and in the record lists of the examination board and of the applicant. On the answer fixing sheet, the fact of conducting the exam with the aid of OT is fixed.

15. If the applicant does not connect to the conference longer than 15 minutes after the start of the exam, the applicant is considered not to have arrived to take the exam. Applicants who fail to arrive to take the exam for a good reason (illness or other circumstances documentarily confirmed) may take the exam with another group or on a reserved day.

16. The applicant has a right to address the Appeal Board on the results of the exams if he or she sees violation of the procedure or in case of disagreement with the mark. The appeal shall be regarded according to the order described in Section IX of LUNN Admission Regulations.

17. In case of organizing the entrance exams in the applicants' country for a group of applicants the assignment are completed in written form. The members of the technical board in charge of it guarantee the safety of the materials. Before the start of the exam the board identifies the applicants and monitors the independent completion of the assignment during the exam. On its return to LUNN the board

gives over the answer sheets to the Executive Secretary of the Admission Board who organizes checking and fixing the marks by the examination boards according to the rules described in the “LUNN Regulations on Admission, Examination, and Appeal Boards”.

18. The results of the written entrance exams with the aid of OT are announced to the applicants via email or by publishing on LUNN official website not later than the working day following the day of checking the written answers by the examination boards.

19. The present Regulations are subject to amendments and additions due to alternations of documents they are based on as well as in line with technical progress of the educational process.