

## INSTRUCTIONS FOR PASSING THE OLYMPIAD IN A DISTANT FORMAT WITH PROCTORING

For the purpose of identifying the possible disregard of a rule, the Olympiad "Mastersium" is carried out with a proctoring system.

The proctoring system is designed to control the independence of tasks fulfillment in online format. The proctor remotely identifies the personality of the Olympiad participants and supervise his/her actions in real time.

### **Rules for passing the Olympiad and participant's responsibilities**

1. Participants of the Olympiad is committed:

1.1. not to transfer the login and password from his/her account in the system of passing the Olympiad and proctoring to third parties;

1.2. to provide the fulfillment of technical requirements for providing an event using distant technologies and the prerequisites for the operation of the proctoring system:

- sufficient level of illumination;

- low noise level;

- having a document proving the personal identity of the user (passport or an equivalent document);

- no interference in the transmission of video and audio signals;

- fulfillment of technical requirements for user equipment;

1.3. to provide the proctor with the opportunity to identify himself/herself before the start of the test by showing the page of the passport with the last name, first name, patronymic and the photo in the web-camera. The participant of the Olympiad is obliged to use the original document proving his/her identity;

1.4. during performing the tasks:

- to stay within sight of the web-camera all the time;

- not to turn off the microphone or lower its susceptibility level;

- to use only one mean of an image output (monitor, TV, projector), one keyboard, one manipulator (computer mouse, etc.);

- not to get help from third parties;

- to concentrate on performing tasks on the computer screen; do not concentrate your gaze for a long time on unauthorized objects outside the web-camera's line of sight;

- not to give access to the computer to unauthorized persons;

- not to engage in conversations with third parties, not to pronounce all questions and assignments aloud, not to use reference materials (books, notes etc.), any devices (cell phones, pagers, tablets, etc.), additional monitors and computer equipment except what is directly used for the Olympiad (except when it is allowed by the rules of the particular event).

In order to implement the event online, the Olympiad participant must:

- confirm that the person whose document and image were recorded in the proctoring system is the owner of this account in the system;  
- give their consent (by putting a mark in the appropriate form on the website) to the processing and storage of their personal data provided for the Olympiad implementation.

The participant of the Olympiad is notified and grant his/her consent to the fact that there will be a video and audio recording during the event.

### **Technical requirements for the provision of the Olympiad with the use of distance technologies**

1. The equipment for the Olympiad with the use of distance technologies, placed at the location of the Olympiad participant, must include:

- a personal computer or a laptop connected to the Internet;  
- a web-camera that allows to show the room where the Olympiad participant is located, the materials he/she is using, and to provide an uninterrupted broadcast of the event;  
- a microphone which provides the transmission of audio information from the participant to the proctor.

A headset (headphones with microphone) is preferable.

2. It is allowed to use one of the latest browser versions: Google Chrome or Mozilla Firefox.

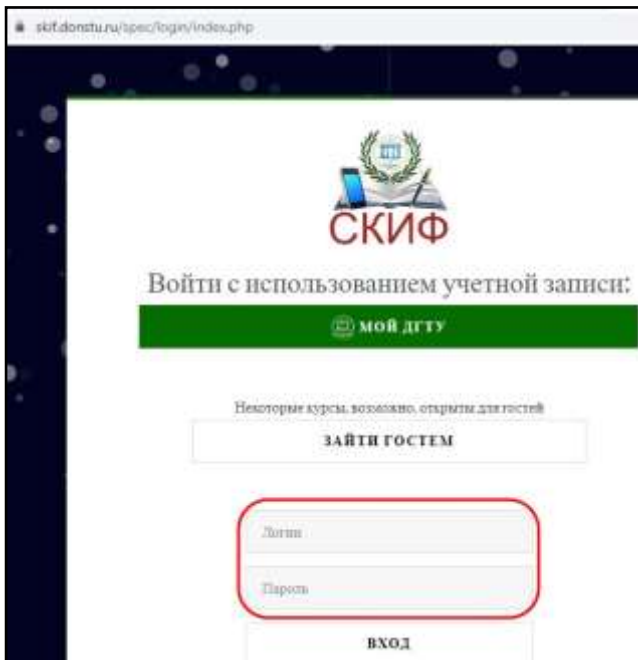
3. A stable Internet line with at least 1.5Mbps for incoming channel and at least 1.5Mbps for outgoing channel.

4. Access to <https://skif.donstu.ru/spec>

## **1. ENTERING THE SYSTEM**

1.1. On the day and time which is assigned to you, log in to [skif.donstu.ru/spec/](https://skif.donstu.ru/spec/)

1.2. In the upper right corner - LOGIN. Enter your username (login) and password:

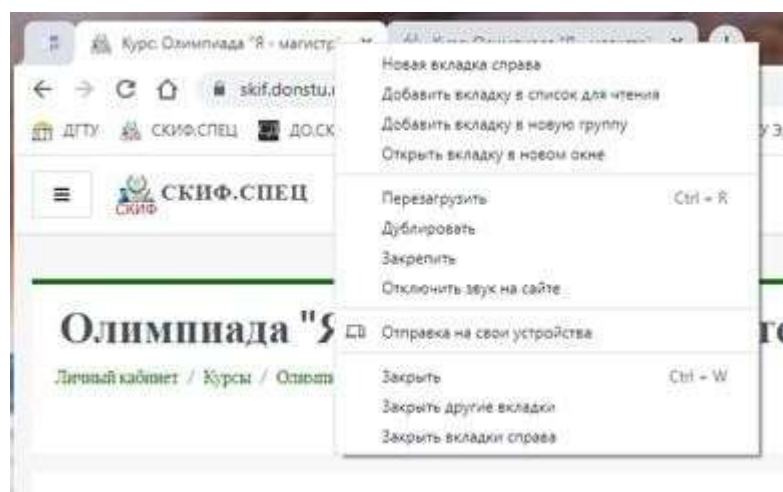



- login - the ID assigned to you for the Olympiad in the format: small letters id and the five-digit ID code without a space, e.g: id43036
- password - the same as the login.


Having logged in, make sure that your name is in the upper right corner of the screen.

1.3. In the section "Personal profile", enter "Olympiad "Mastersium. Final Stage.""

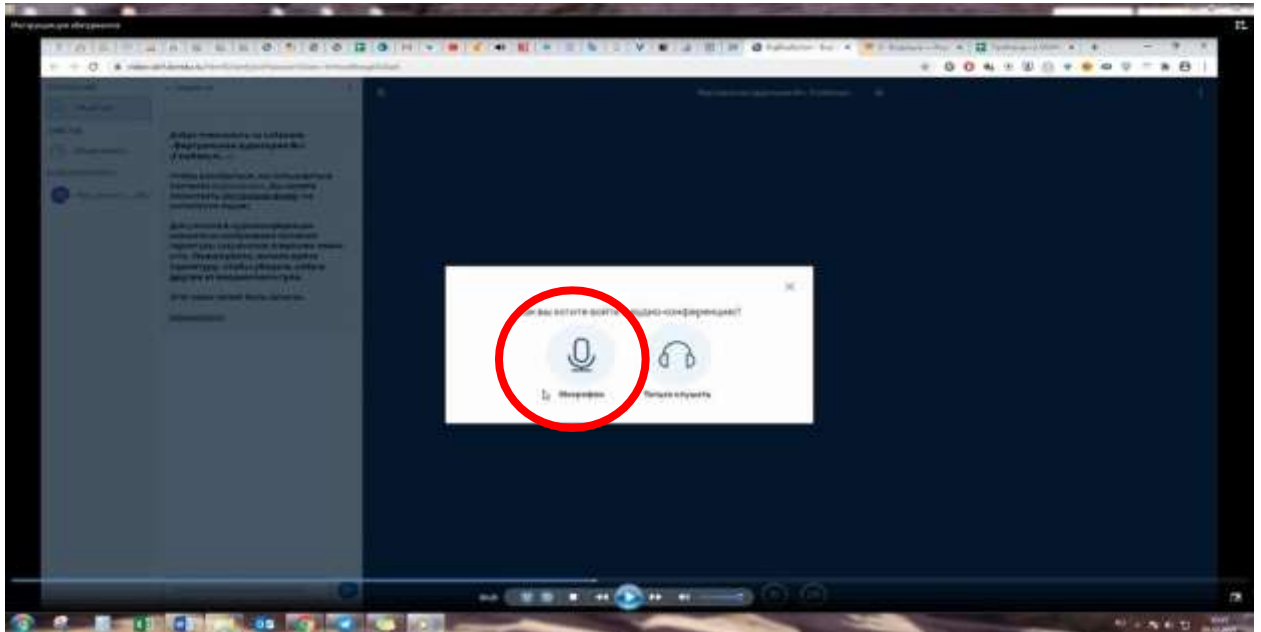
1.4. In the upper menu of your browser duplicate the opened tab. In the first tab you will work with the task of the Olympiad, and in the second tab you will connect to the proctoring. Both tabs should be open till the end of your work.



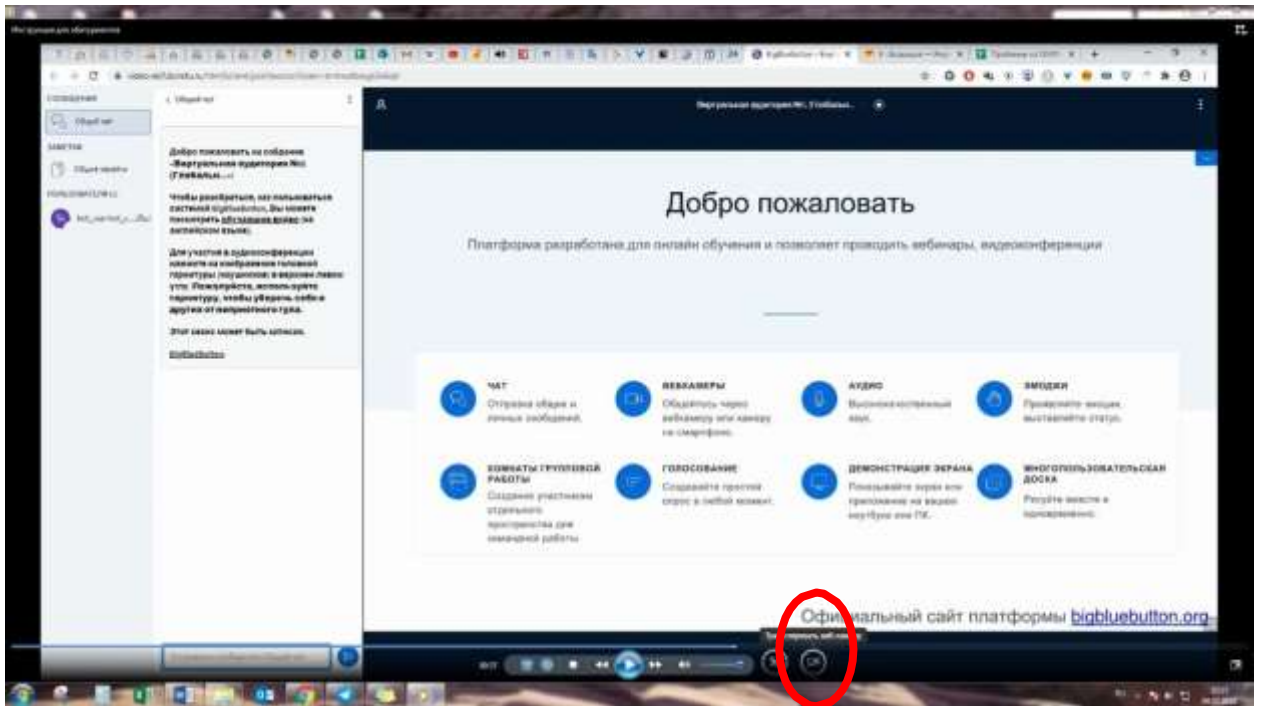
1.5. In the opened tab, click "Consent to personal data processing" and give consent to the processing of your personal data. After that, access to "Proctoring" will be opened (marked with a sign .

1.6. Log in to Proctoring, press the button .

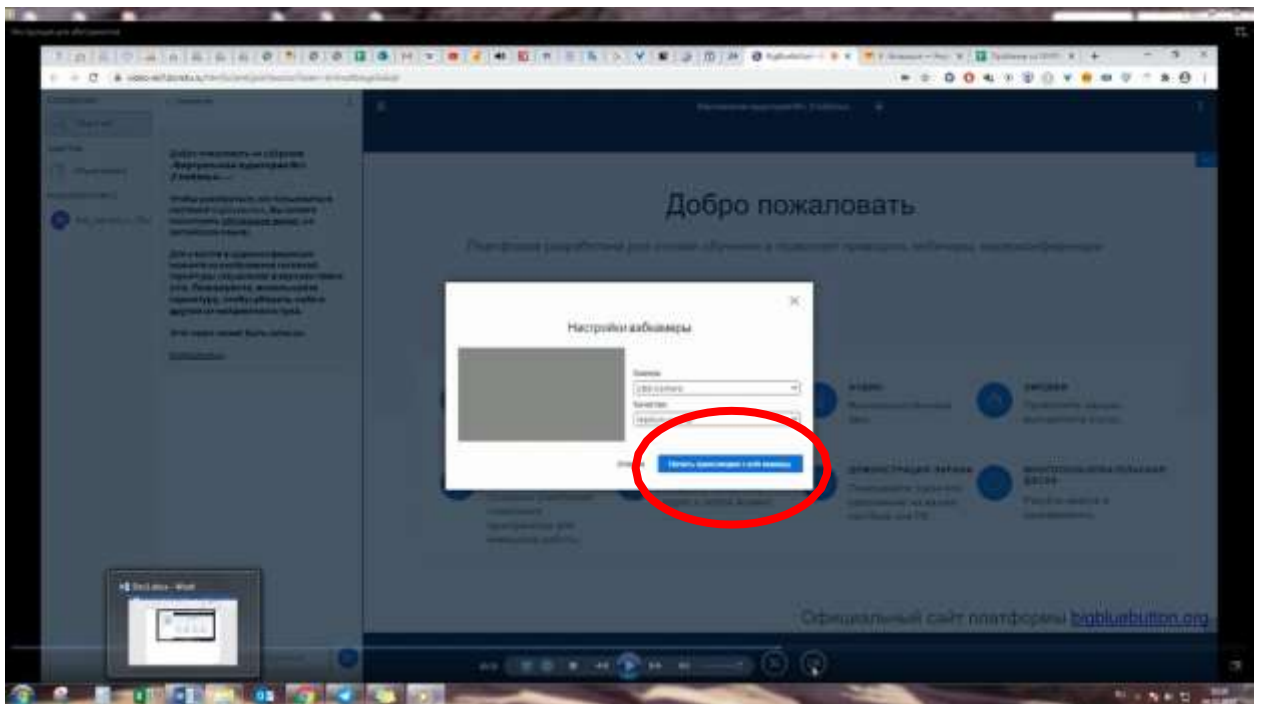
1.7. Select the microphone option and check the connection



1.8. Turn on "Broadcast web-camera" at the bottom of the screen'



1.9. Click the button “Start sharing my camera”. Then, the Olympiad participant's camera will be shared and connection with the proctor will be established.



Following the instruction of the proctor, please, pass through the authentication of your personality and verification of your working place, get the permission to start your work.

## 2. IDENTIFICATION OF THE PARTICIPANT OF THE OLYMPIAD

When the proctor will instruct, bring the passport, unfolded on the page with the photo and full name, close to the camera so that the proctor can read the full name and examine the photo. Then let the proctor compare the photo in the document with your face. Wait for the proctor to confirm your identity.



## 3. VERIFICATION OF THE WORKPLACE

The proctor will ask you to demonstrate to the camera your workplace and the fact that you are alone in the room. To do so, pick up your webcam or laptop if the camera is integrated, and show your table, as well as the room around. On your desk there may be: an identity document, blank sheets of paper, a pen. Put the camera to its place so that you can be seen and start completing the tasks of the Olympiad.

After successfully passing the identification of the participant and checking his/her workplace, the proctor allows you to proceed with the tasks of the Olympiad.

**NB! Do not close the tab with proctoring, it must be opened in parallel with the tab in which the task is placed, until the work is completed (submit the test).**

## 4. COMPLETE THE OLYMPIAD WORK

After obtaining the proctor's permission, do the following:

- 1) **without closing the proctoring tab (!)**, go to the previously opened first tab of the browser;
- 2) in the Assignment section, enter the element with the name of your master's program and read the assignment.

Your answer to the assignment should be written in your own hand in legible handwriting on one or more numbered sheets of paper that are free of extraneous writing, formulas, graphs, drawings, etc. Answers must be exhaustive, precise and exclude the possibility of double interpretation. Answers drawn up carelessly, as well as ambiguous answers are not considered. Participants are not allowed to have communication facilities, electronic devices, auxiliary materials, reference books, etc. at their workplace. It is recommended to keep the original answers sheets till the end of the Olympiad.

**At the top of the answer sheet write down:**

- 1) your ID number (listed next to your name in the upper right corner of the screen, you do not need to enter your full name);
- 2) the six-digit code, the name of the field and the name of the Master's degree program (as in the name of the reference, which you log in the task, for example: 08.04.01 Construction. Industrial and civil engineering).

The answer sheet should be photographed or scanned. The text of the assignment does not need to be entered into the answer file, it is sufficient to indicate which paragraphs of the assignment (if any) are answered so that it is clear to the examiners.

Files with answers attached (drag with “mouse”) in the special window under the assignment. Then, you need to click SAVE and SUBMIT.

## Состояние ответа

Номер попытки	Попытка 1
Состояние ответа на задание	Черновик (не представлен)
Состояние оценивания	Не оценено
Последний срок сдачи	Monday, 1 February 2021, 00:00
Оставшееся время	3 дн. 12 час.
Последнее изменение	Thursday, 28 January 2021, 11:52
Ответ в виде текста	<p>+</p> <p>Ответ на задание №1</p> <p>текст текст текст</p> <p>Ответ на задание №2</p> <p>текст текст текст</p>
Комментарии к ответу	► Комментарии (0)

РЕДАКТИРОВАТЬ ОТВЕТ

УДАЛИТЬ ОТВЕТ

Вы можете внести изменения в представленную работу

ОТПРАВИТЬ НА ПРОВЕРКУ

Pay attention to the "Assignment response status"! After saving the answer, the status is "Draft" and your answer has not yet been sent, which means it will not be accepted as a completed task.

After clicking on the "Send for review" button, you need to **confirm sending the response by clicking on the green button "CONTINUE" at the bottom.**

Вы уверены, что хотите представить свою работу для оценива

ПРОДОЛЖИТЬ

ОТМЕНА

After that, the "state of the response" field will have the status "Submitted for evaluation." This means that your answer has been submitted for reviewing.



## Состояние ответа

Номер попытки	Попытка 1.
Состояние ответа на задание	Отправлено для оценивания
Состояние оценивания	Не оценено
Последний срок сдачи	Monday, 1 February 2021, 00:00
Оставшееся время	3 дн. 12 час.
Последнее изменение	Thursday, 28 January 2021, 11:55
Ответ в виде текста	<p><b>+</b> Ответ на задание №1 текст текст текст</p> <p>Ответ на задание №2 текст текст текст</p>

Inform the proctor about the successful sending of the answer to the task and, after confirming it, log out of the system by clicking the full name in the upper right corner and then - EXIT.