

SCT Linguatест Instructions for the Online Format with Synchronous Proctoring

NB! If something goes wrong during the Test, please do not hesitate to write an e-mail to exams@hse.ru. Please indicate any problems encountered with the help of screenshots/videos.

General Information

The Regulations define the procedure for the online format of SCT Linguatест, or Test.

The candidate is obligated to familiarise himself/herself with these Regulations before the start of the Test and to comply with them until the end of the Test.

The test is conducted both in written and oral formats and consists of four sections: *Reading*, *Writing*, *Listening*, and *Speaking*. The allotted time for each section is: *Reading* – 60 minutes, *Writing* – 65 minutes, *Listening* – approximately 40 minutes, *Speaking* – approximately 20 minutes. A break is designated between the Test sections.

1 Before the Test Starts

1.1 The candidate is obligated to familiarise himself/herself with these Regulations before the start of the Test.

1.2 The candidate is obligated to familiarise himself/herself with the [User PC Requirements](#).

Parameter	Requirements
Web Browser	Chrome 72, Opera 59, Firefox 66, Edge 79, Yandex browser 19.3, Safari 12.x
Operating system	Windows 7+/10, MacOS 10.12, Sierra, Linux
Mobile version	Android 4.4+, Chrome 72+, iOS 13+ Safari
Web camera	640X480, 15 Frame/sec
Microphone	required
Speakers	Optional (can be used to contact proctor)
Internet	256 Kbit/sec

[The link](#) to the video, which shows how to prepare your workspace properly.

[The link](#) for a preliminary check of the equipment. This link will not be needed for the Test itself.

[The link](#) for instructions on how to solve common problems when connecting to a proctored test.

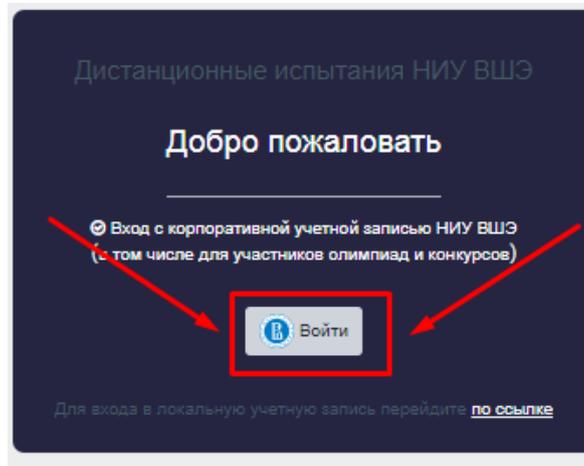
1.3 The candidate must prepare his/her workspace for taking the Test with proctoring. In order to do that, the candidate should watch the instructions in this [video](#).

1.4 The candidate must complete the authorisation process on the online Test platform.

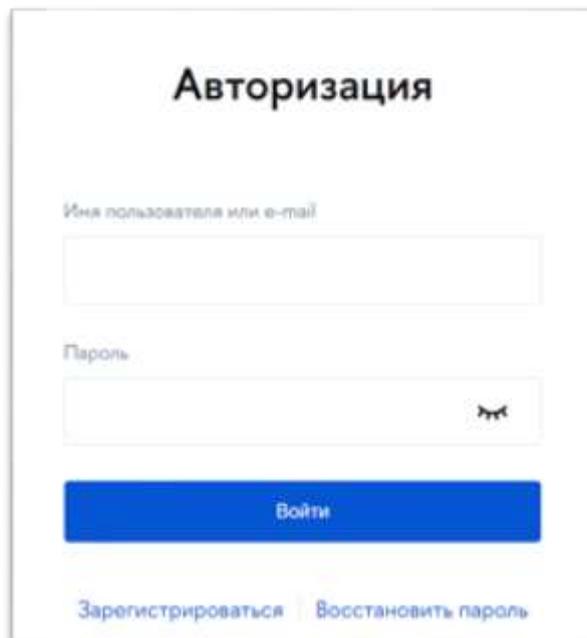
1.4.1 The candidate has to **enable cookies in his/her web browser**.

1.4.2 First, the candidate must open <https://et.hse.ru>

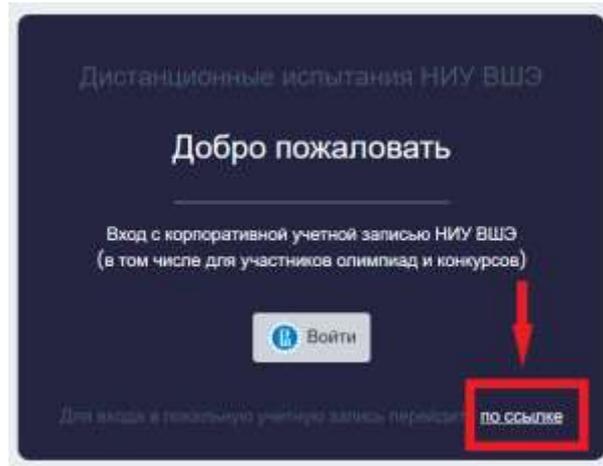
❖ If the candidate has an HSE account, he/she must click *Войти*.



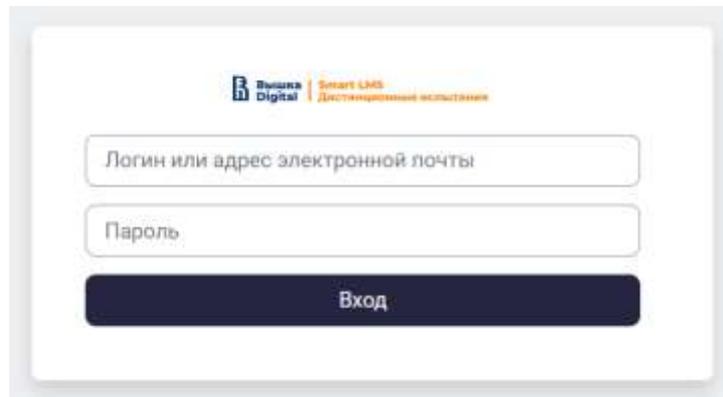
Then, the candidate must enter his/her username/email and password on the HSE authorisation page.



- ❖ If the candidate does not have an HSE account, he/she must click *перейдите по ссылке*.



After that, the **Вышка Digital** page will open, where the candidate must enter his/her username/email and password that he/she used to access the demo version of the Test.



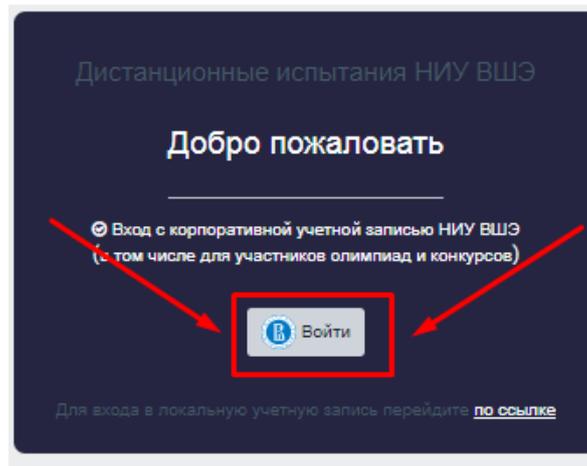
1.4.3 No later than 24 hours before the start of the Test the candidate must perform a [settings check](#) of his/her computer. If any problems occur, the candidate must write an email to exams@hse.ru

2 On the Day of the Test

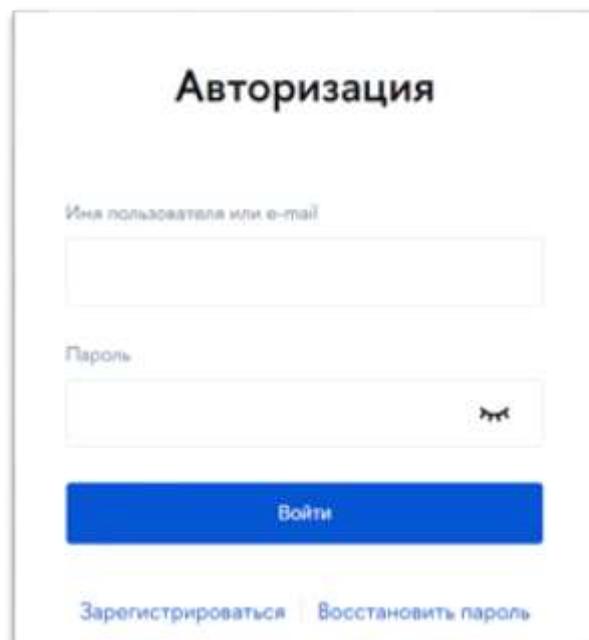
2.1 The Test can be taken only on a **PC** or **laptop**. It is not permitted to take the Test on a **smartphone** or **tablet**. It is **strongly advised** to use **Google Chrome** only for the most optimal Test experience. Note that you can use **Incognito** Mode.

2.2 The candidate must open the page <https://et.hse.ru> 15 minutes prior to the start of the Test.

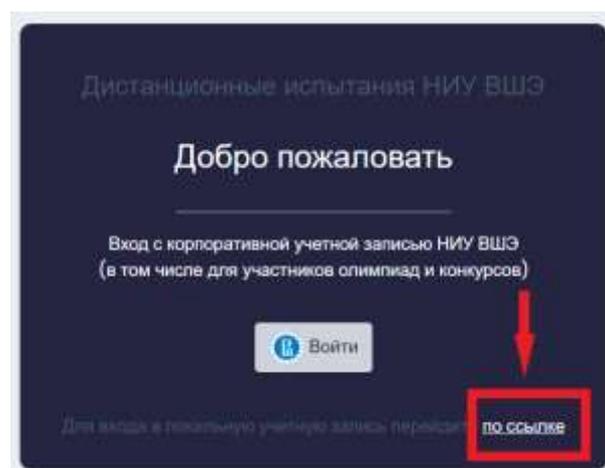
- ❖ If the candidate has an HSE account, he/she must click *Войти*.



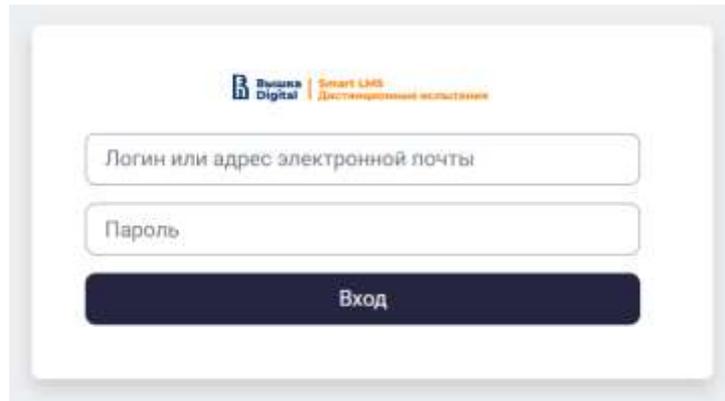
Then, the candidate must enter his/her username/email and password on the HSE authorisation page.



- ❖ If the candidate does not have an HSE account, he/she must click *перейдите по ссылке*.



After that, the **Вышка Digital** page will open, where the candidate must enter his/her username/email and password that he/she used to access the demo version of the Test.



Высшая Школа
Digital | Smart LMS
Дистанционное образование

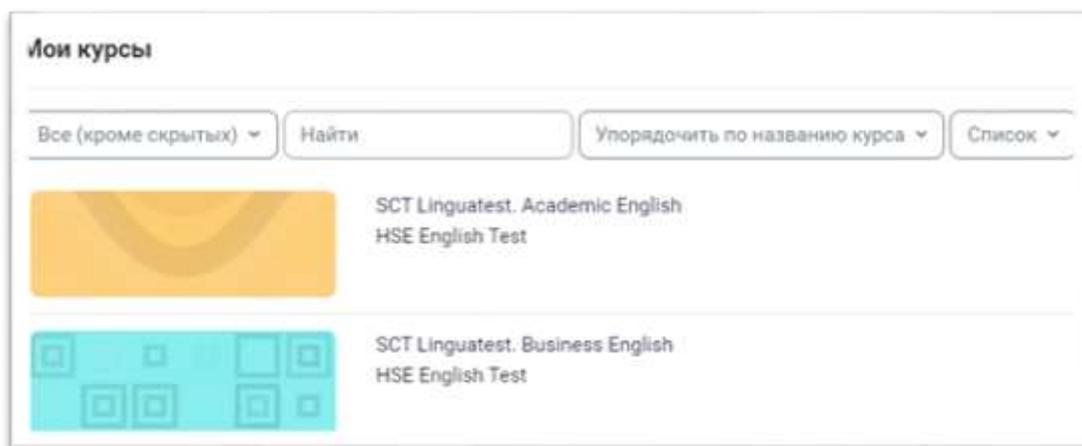
Логин или адрес электронной почты

Пароль

Вход

2.3 In the new window on the **My Courses** page, the candidate must select the Test course.

If this option is not available, the candidate should contact exams@hse.ru



Мои курсы

Все (кроме скрытых) ▾ Найти Упорядочить по названию курса ▾ Список ▾

SCT Linguatext. Academic English
HSE English Test

SCT Linguatext. Business English
HSE English Test

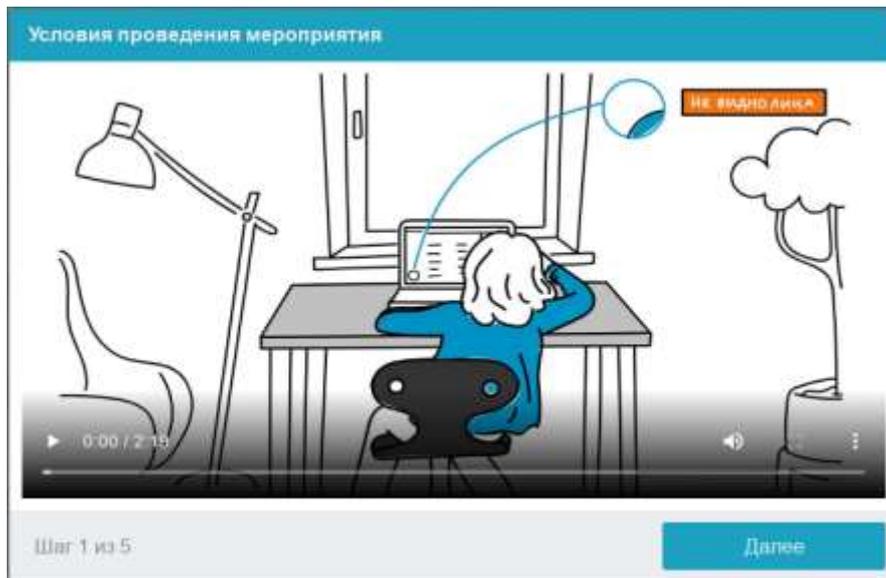
2.4 In the new window, the candidate must select his/her Test.



SCT Linguatext. Academic English

 Exam with proctoring

2.5 To start the Test with proctoring, the candidate must familiarise himself/herself with the **Proctoring Regulations** and agree to the terms of the Test.



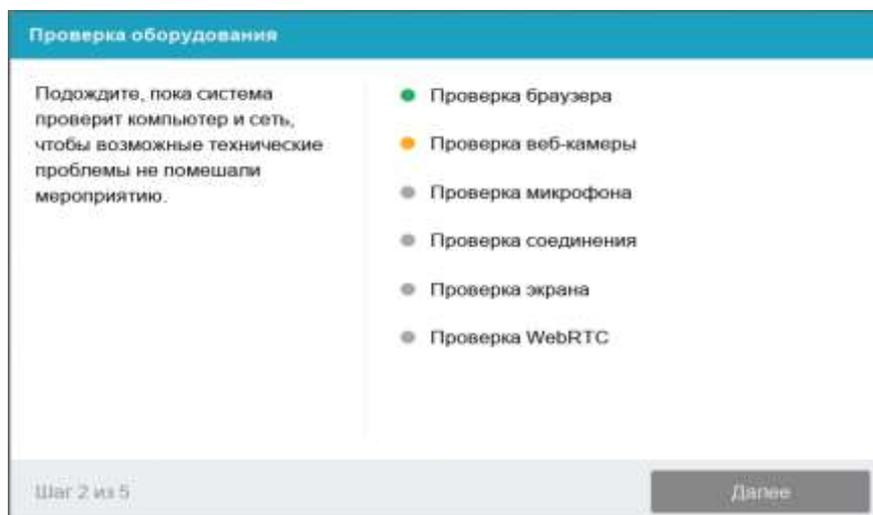
The Proctoring System automatically rates the level of the Test results' validity which is contingent on the following factors.

Complying with the following rules throughout the entire length of the Test will ensure the highest level of the Test results' validity:

- the candidate agrees to have audio and video recordings of him/her made during the Test, and for the recordings to be subsequently stored;
- the webcam on the PC or laptop must be front-facing; side-mounted cameras cannot be used to record the Test;
- the candidate's face must be visible at all times, must be located in the centre of the screen, and must take up no less than 10% of the screen;
- the candidate's face must be lit up so as to provide a clear picture for the camera; the source of light cannot be placed directly in front of the camera;
- the candidate's face or a part of the candidate's face cannot be concealed by his/her hair, clothing or hands;
- the candidate is not allowed to wear sunglasses – only clear-lens glasses can be used during the Test;
- the candidate is not allowed to wear oversized jewellery, watches (mechanic or digital), or hats;
- the candidate is not allowed to wear a face mask during the authorisation process or any part of the Test;
- the candidate must be alone in the room while taking the Test;
- it is forbidden to take the Test in a public place or outside;
- the candidate must remain visible to the camera at all times during the Test with proctoring;

- the candidate should sit with his/her back to the entrance to the room where he/she is taking the Test;
- no background noise or outside voices should be heard during the Test, which should be taken in silence;
- the candidate should avoid acting suspicious, for instance, talking to himself/herself or looking away from the screen for prolonged periods of time;
- the browser window must be fully maximised at all times during the Test; no other pages can be opened during the Test; the browser cannot be closed during the Test;
- all the applications, apart from the browser, must be shut down during the Test;
- the candidate must make sure that the internet connection is stable and will last throughout the Test;
- it is forbidden to record or make copies of any of the Test materials and/or transfer them to a third party;
- it is forbidden to use earbuds, headphones or headsets during the Test, except for the *Listening* and *Speaking* sections, and only if it is not possible to complete the tasks in these sections without the use of earbuds, headphones or a headset;
- it is forbidden to use audio-, visual- or any other type of prompts;
- if a proctor detects any violations of the Test rules, the results of the Test will be annulled.

2.6 Before the start of each session, a Preliminary System Check is conducted to identify potential technical issues before the beginning of the actual Test.



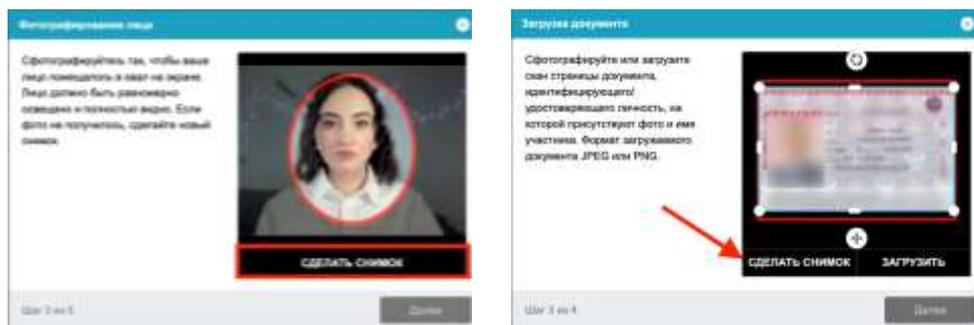
2.6.1 The Preliminary System Check is conducted in the following order:

- at the browser compatibility verification stage, it is established whether your browser meets the minimum requirements of the proctoring system. Make sure the browser window is fully maximised while this stage is conducted;

- at the webcam verification stage, the candidate needs to give access to the camera in the browser if such a request appears;
- At the microphone verification stage, the candidate needs to give access to the microphone in the browser if such a request appears;
- At the screen verification stage, the screen capture feature is checked, and requires the candidate to give access to the entire screen. If access is not given to the entire screen or an additional monitor is connected, then the verification will be completed with an error (***) For Mac users, starting from macOS “Catalina” 10.15, it is necessary to give permission for screen recording of a certain browser. In order to do that, the candidate must open the System Setting of your iMac or MacBook; go to Privacy & Security; choose “Camera” and then choose the browser that will be used to take the Test. After that, the browser will need to be re-launched);
- At the connection verification stage, the possibility of transmitting video traffic in the network using WebRTC technology is checked. The verification will be successful if the traffic is not blocked.

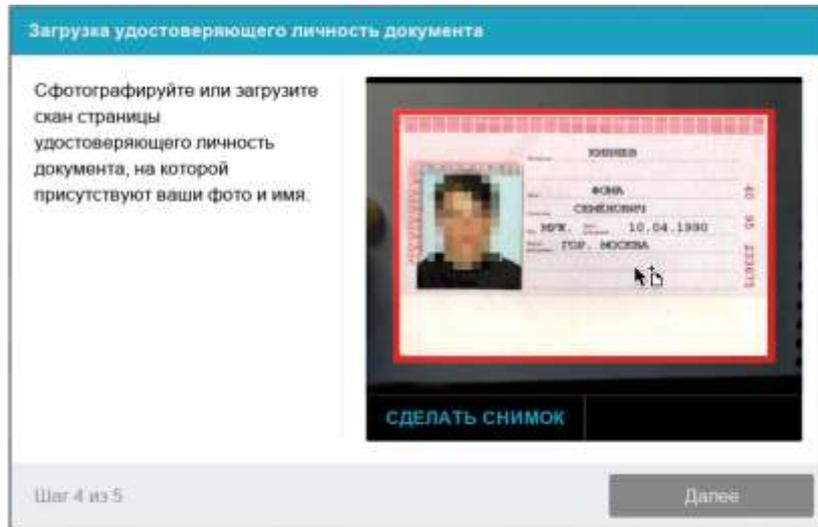
2.6.2 Face Photo

Before taking a Test with proctoring, a candidate must complete the identity verification process. In order to do that, the candidate must submit his/her photo to the system.



2.6.3 ID Photo

The next step in the identity verification process is taking a photograph of the candidate’s ID (authentic passport, specifically the full page with the candidate’s photo and full name). The candidate’s ID must be photographed with a webcam and submitted through the proctoring system. The proctoring system verifies the authenticity of the document, while the photo in the ID is compared to the image of the candidate’s face shown in the proctoring system.



2.6.4 Setting up the Mobile Phone Camera

It is necessary to connect the smartphone camera for a better view of the workplace and the room. To do this, the candidate needs to scan the QR code displayed on the computer screen with his/her smartphone and then open the link in the browser on his/her smartphone (*the recommended browsers for smartphones are Safari and Google Chrome*). If the camera has been successfully connected, the candidate will see "Camera successfully connected" on the screen of his/her phone.



Once the mobile camera has been connected, the candidate must film an overview of the workplace and the room before the Test starts. The candidate slowly rotates the camera as if he/she is taking a panoramic picture, so that the entire workspace and the room can be seen.

2.7 Setting up the cameras

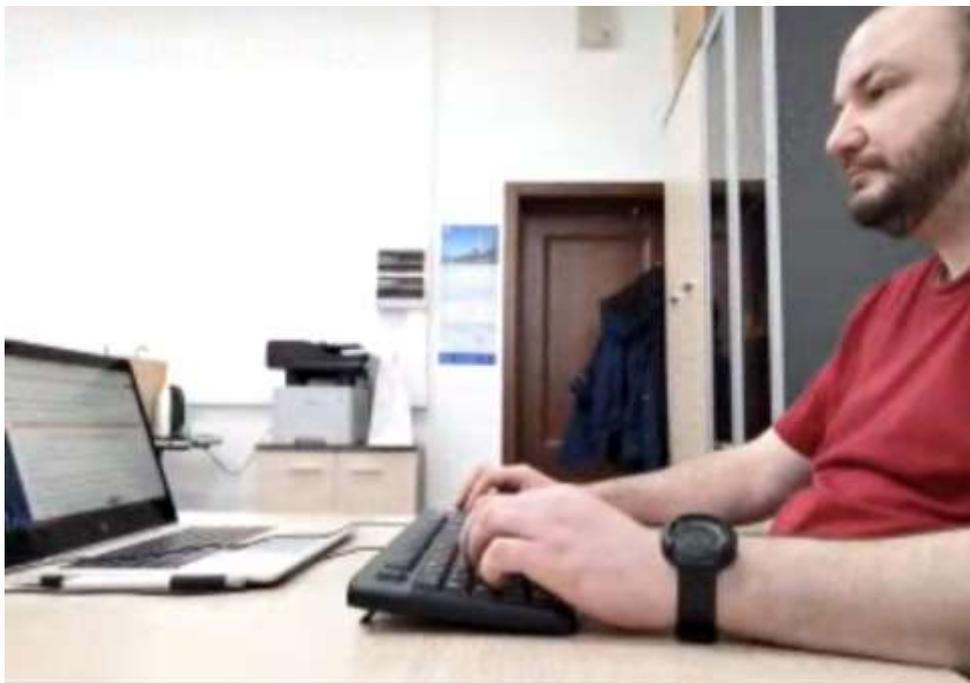
Webcam placement

The candidate's face must remain at the centre of the screen, and the candidate's arms must be visible up to the elbow.



Mobile Camera Placement

A mobile camera must be placed within ~50 cm of the keyboard on the opposite side of the candidate's dominant hand (on the left for a righty; on the right for a lefty) and should capture:



- the work place in front of the candidate,
- a part of the candidate's profile,
- the area behind the monitor.

The smartphone should be charged up to 100% or connected to a charger.

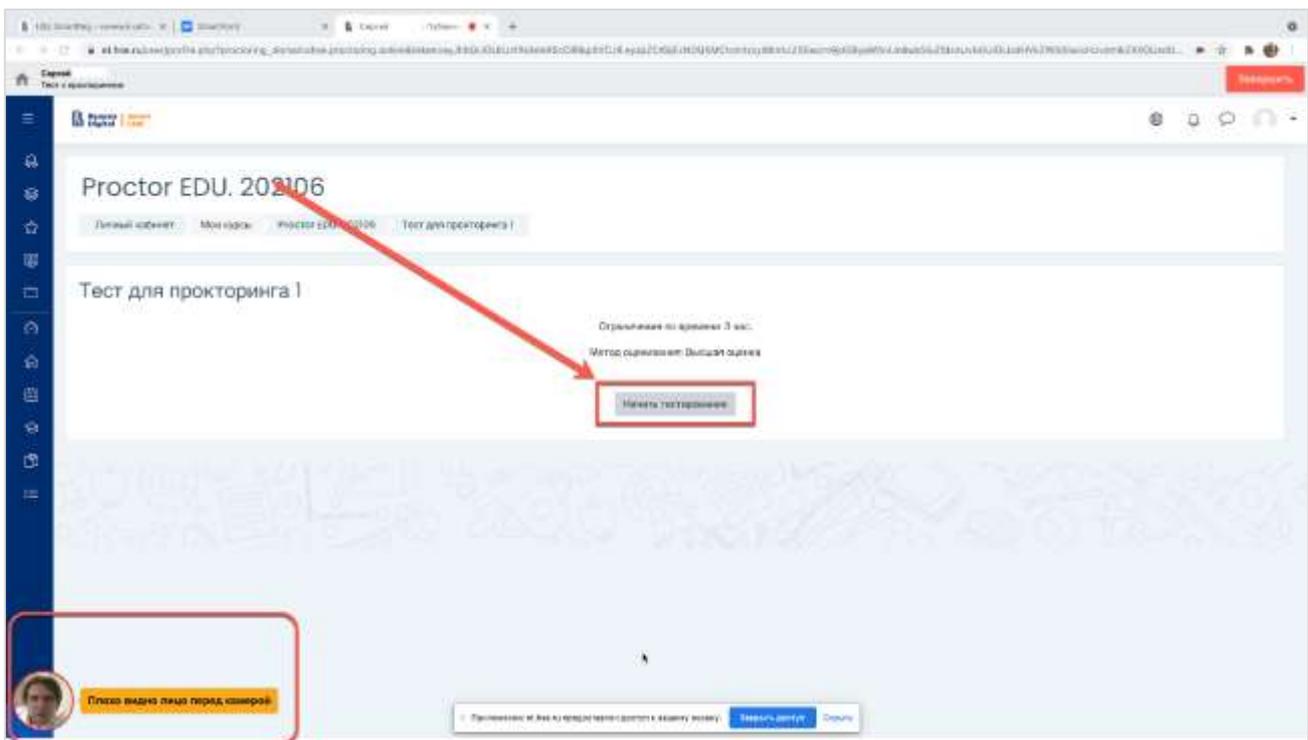
The charger should be placed close to the smartphone. If the phone's charge drops below 60%, the candidate should connect it to the charger.

3 Taking the Test

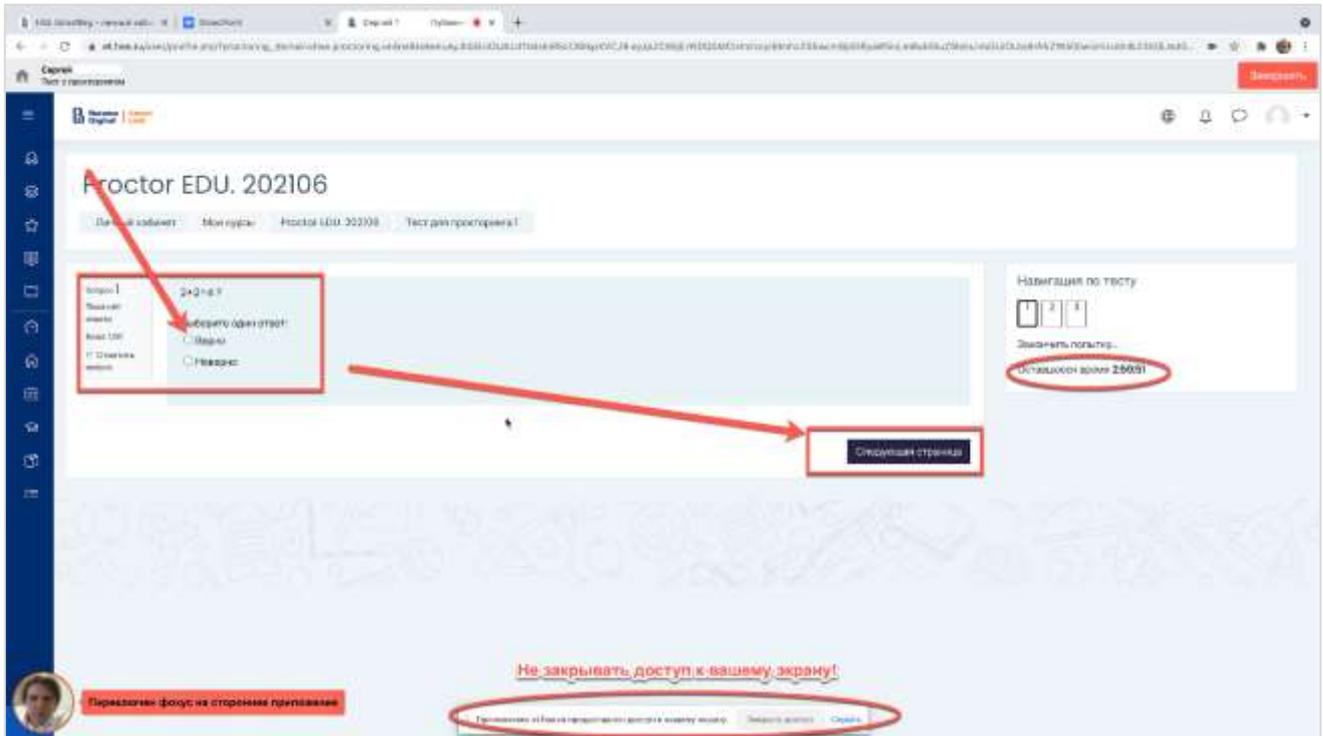
If all these previous steps have been completed successfully, the Test page will open. A small circle will appear in the bottom left corner of the screen, where the image from the candidate's web camera will be displayed.

During the Test, it is necessary to ensure that the face fits completely into the circle and is well lit. Automatic notifications may appear next to the circle if any rules of the Test are not followed. To start the Test, press *Начать тестирование* button.

The instructions on how to take SCT Linguatext online can be found [here](#).



3.1 As the Test starts, the candidate must complete the given tasks. As soon as the Test starts, the timer on the right-hand side of the screen will display the remaining time to complete the Test.



3.2 During the Test, **it is forbidden to:**

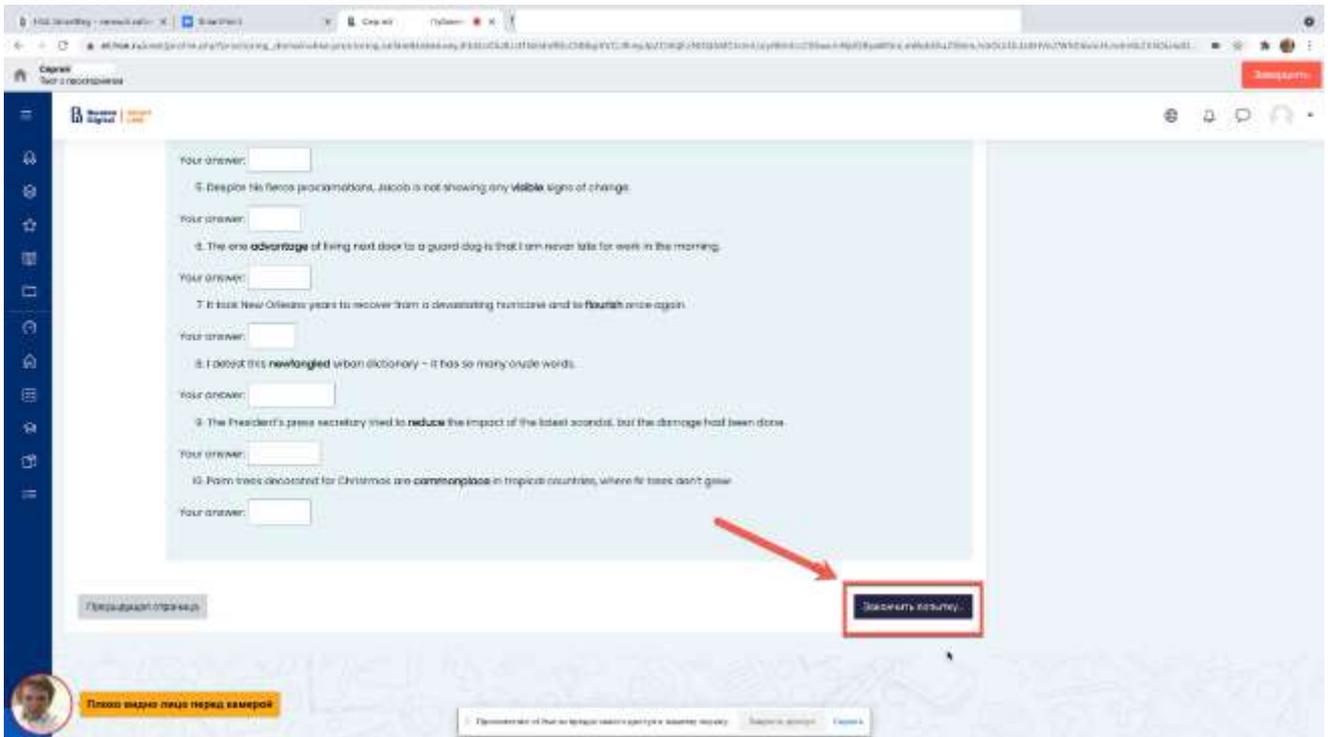
- turn off the webcam or microphone, reduce the microphone's sensitivity to sound;
- use autocorrection, notes, textbooks, or other educational materials;
- leave the site of the exam (leave the visibility zone of the webcam);
- use earbuds, headphones, or headsets, with the exception of the *Listening* or *Speaking* sections (unless the microphone does not work without a headset);
- use “smart” gadgets (smartphone, tablet, etc.) for anything other than Proctoring;
- attract a third party to help with the Test, talk with a third party during the Test; use Chat GPT and other similar AI tools;
- read tasks out loud;
- look at objects outside of the webcam's visibility range for prolonged periods of time;
- stop, rewind, or listen to the audio files more than once, except for case of a short interruption in communication while listening to the audio files for the first time;
- use MS Word or other text editors to completes the tasks in the *Writing* section.

3.3 During the Test, **it is allowed to:**

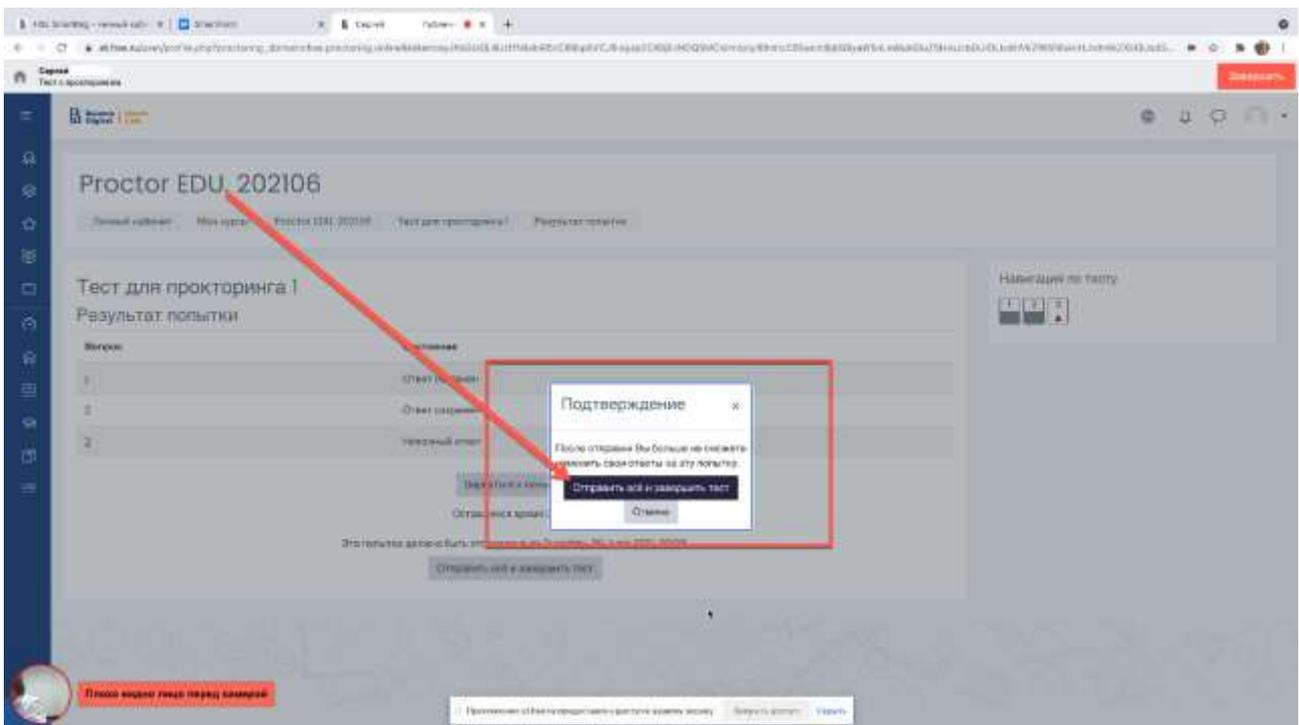
- use blank sheets of paper for drafts, a pen/pencil for taking notes.

3.4 The Procedure for Completing the Test

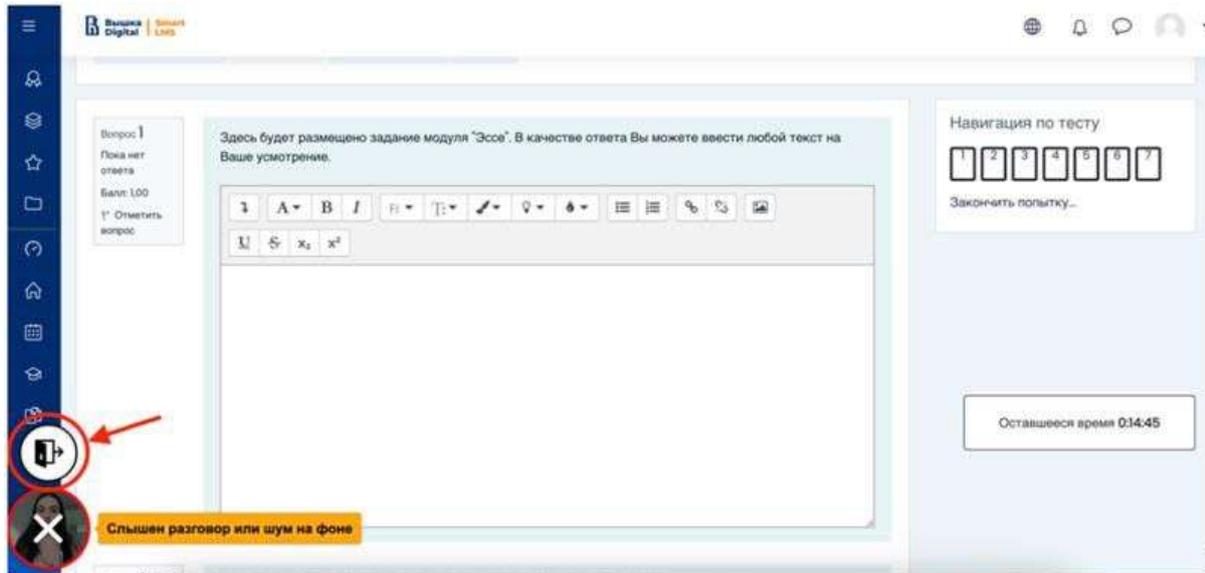
Once the candidate has completed all of the Test tasks, he/she must finish the test by clicking the *Закончить попытку* button.



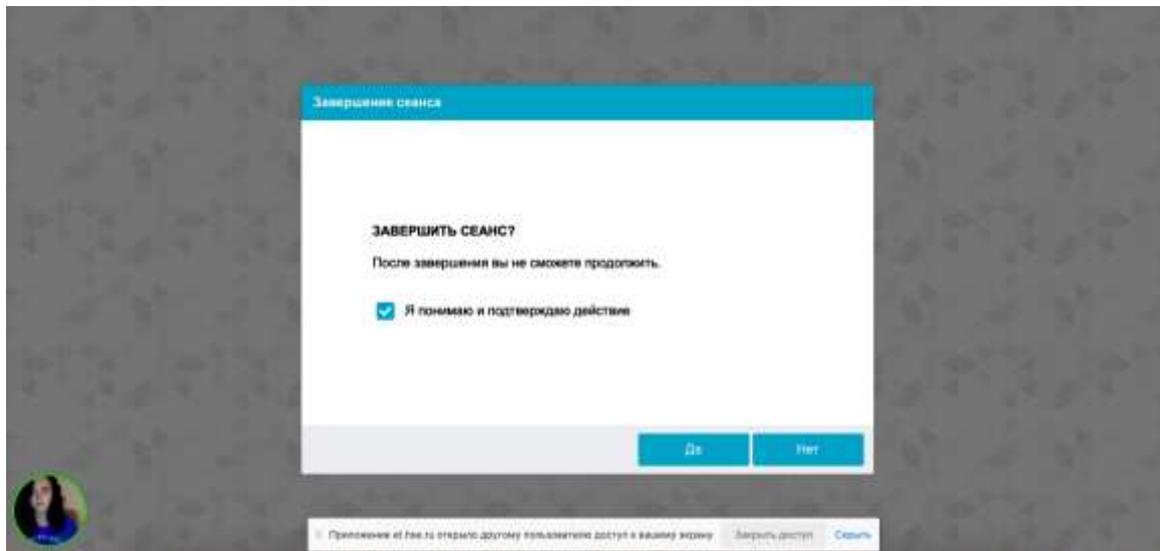
3.3 After that, the candidate will be prompted to confirm whether he/she is certain of the Test’s completion. The candidate will not be allowed to restart the Test.



3.4 In order to turn off the smartphone camera, the candidate must click on the *door* icon in the bottom-left corner of the screen.



Next, the candidate must tick the box *Я понимаю и подтверждаю действие*, after that click *Да*. The camera will be switched off.



NB!

Please note that the list of infractions during the online Test with proctoring is the same as during a regular offline Test: **the candidates are not allowed to be late for the Test, interact with other people, copy the answers from other people or other sources, use any pre-prepared materials, search for answers on the Internet.** The full list of infractions is stated in the SCT Linguatetest Regulations.