

# EXAMUS

## USER GUIDE (ONLINE PROCTORING)



### EXAMINATION PROCEDURE USING THE EXAMUS SERVICE

- Open the link provided by your university and login to Examus system;
- On the day and time that you are scheduled for the exam click the button with the name of the test you want to pass;
- Take a photo of your identification document and send it to the proctor for verification;
- Start the exam;



### TECHNICAL REQUIREMENTS

- A PC or a laptop (mobile devices are not supported).
- CPU: Intel Core 2 DUO or later with SSE2 support,
- AMD Athlon x2 or higher;
- 2 cores and higher;
- 1.8 GHz and higher;

Operating system:

- Windows 7 and higher;
- OS X Yosemite 10.10 or later;
- Ubuntu 14.04 (x64) or later,
- Debian 8 or later
- OpenSUSE 13.3 or later,

- Fedora Linux 24 or later.
- RAM: 4 GB or more; Installed browser (optional):
- Google Chrome latest version;
- Yandex Browser latest version;
- Free space on hard disk 500 MB;
- Stable internet connection;
- Internet connection speed is not less than 1 Mbps.
- Webcam with a resolution of at least 640x480 px.
- Allowed data transmission on network ports: 80 TCP, 443 TCP, 3478 TCP / UDP













## WORKING WITH EXAMUS

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### HOW TO PREPARE THE WORKPLACE BEFORE TESTING

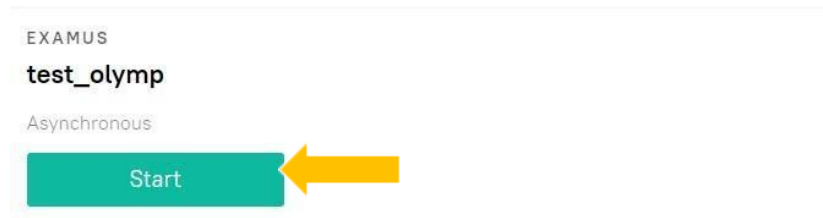
THE FOLLOWING STEPS MUST BE TAKEN BEFORE THE TEST:

-  Ensure that the room is well lit
-  Check your Internet connection
-  Make sure that the camera and microphone are turned on and the camera lens is not covered
-  Prepare a document for identification
-  Connect your laptop to the power network (battery power sometimes reduces the performance of the device)
-  Restart your computer for maximum performance
-  Make sure that your browser settings don't block 3rd party cookie
  
-  Turn off all unnecessary programs and tabs in the browser
-  Switch off and take away the headphones, take away the books and study notes (unless they are allowed by the exam rules)
-  Switch off additional monitors, additional mice and additional keyboards (if you have any)

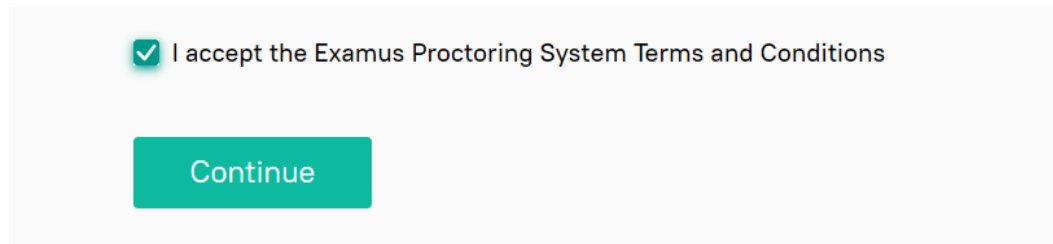
### STARTING THE TEST

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- The test will appear in the window no earlier than 10 minutes before the time of the examination.



- Please read the exam procedure, requirements for users, technical requirements for the equipment, confirm that you agree with the rules for the online testing and press Continue

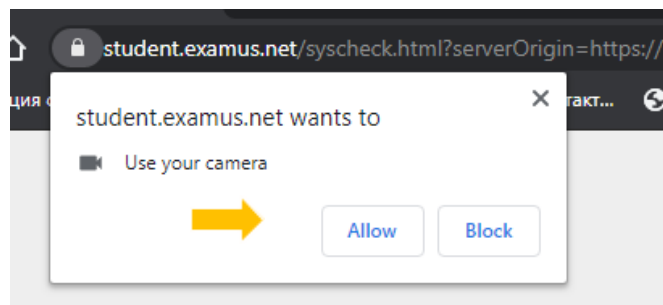


## SYSTEM CHECK

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The next step is checking your computer settings:

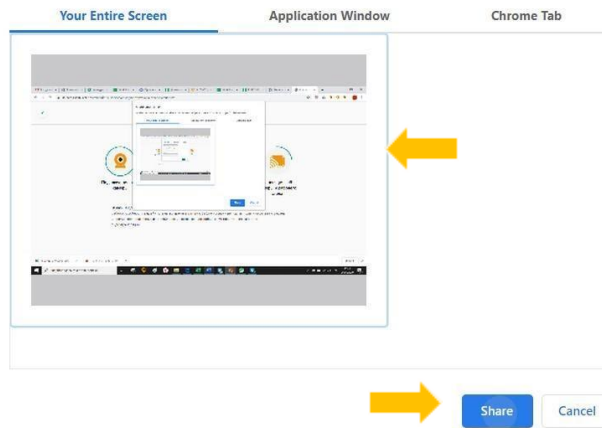
- In the pop-up window, to request access to the mic and webcam, press Allow.



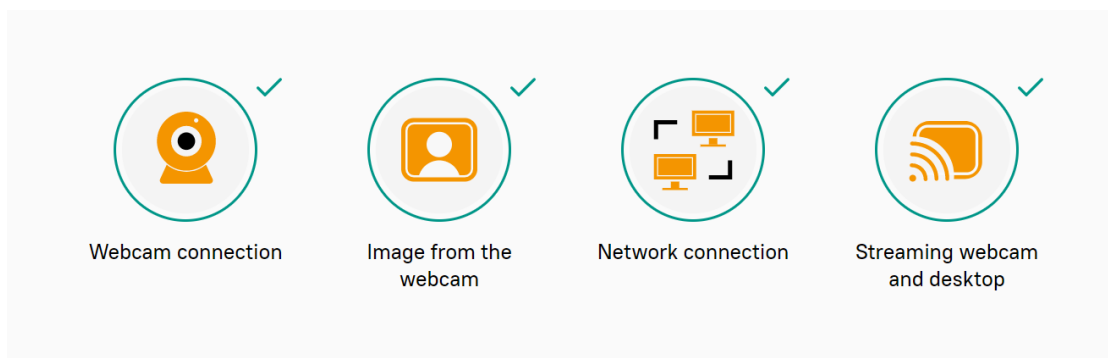
- In the pop-up window, to request access to the desktop press Share.

Share your screen

student.examus.net wants to share the contents of your screen. Choose what you'd like to share.



- Wait for the completion of the checking process



## IDENTIFICATION OF THE PARTICIPANT

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Bring the ID document close to the webcam and press **Take a Photo**



Then press a **Send** button

Please take a photo of your id card

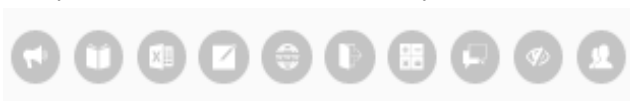


**Note:** Sometimes after identification system may ask you to login again.  
Do not worry, the test will become available when you enter your login and password.

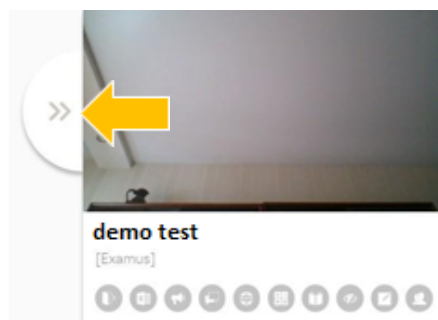
## TESTING PROCESS

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- Above the chat feed, you will see the examination rules. The active options are highlighted in colour, while the inactive options are colorless. To see the function for a respective icon, hover the mouse pointer over the icon and wait for the pop-up tip.



- If you need to hide or unhide the Examus sidebar, press the logo with the arrow to the left of the sidebar:



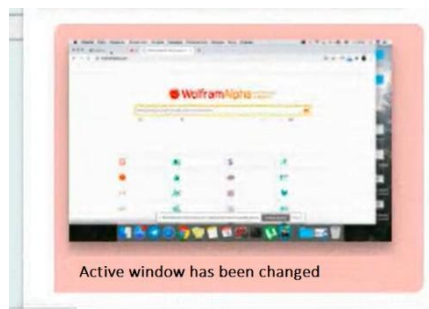
- Using the chat on the right side of the screen, you can communicate with the proctor throughout the exam and ask questions.

## CHAT WITH PROCTOR

Hello! Please tell me how to see how much time is left until the end of testing?

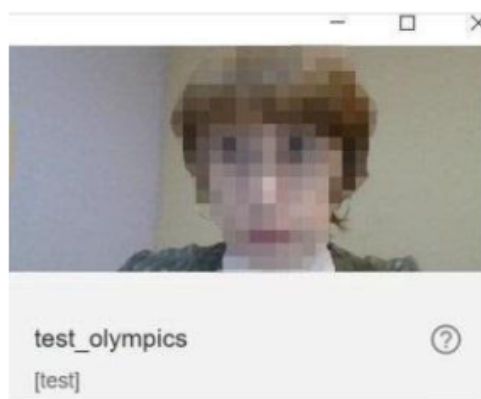


- If you perform prohibited actions, proctor will send a warning that will be displayed in the chat:

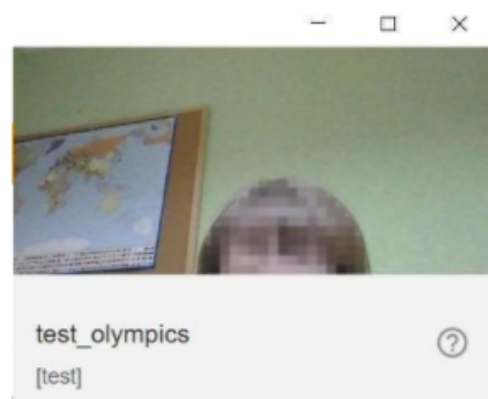


- During the exam process, you must be seen in the camera view:

**RIGHT**



**WRONG**



- In the window with the test, press Start the Test and get started.
- Pay attention to the timer indicating the time remaining before the end of the exam:

Time left **0:29:53**

## END OF TESTING

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- If you are confident in your answers and ready to send them for marking, press **End the Test** button

- ☐ c. 3
- ☐ d. 2

Previous page



Finish attempt ...

- Close the Examus



### EXAMUS TECHNICAL SUPPORT

In case of any problems, please contact the Examus Technical support: [support@examus.net](mailto:support@examus.net).