

INSTRUCTION FOR  
CONDUCTING AN  
ENTRANCE EXAM FOR  
ENGLISH-SPEAKING  
MASTER'S DEGREES



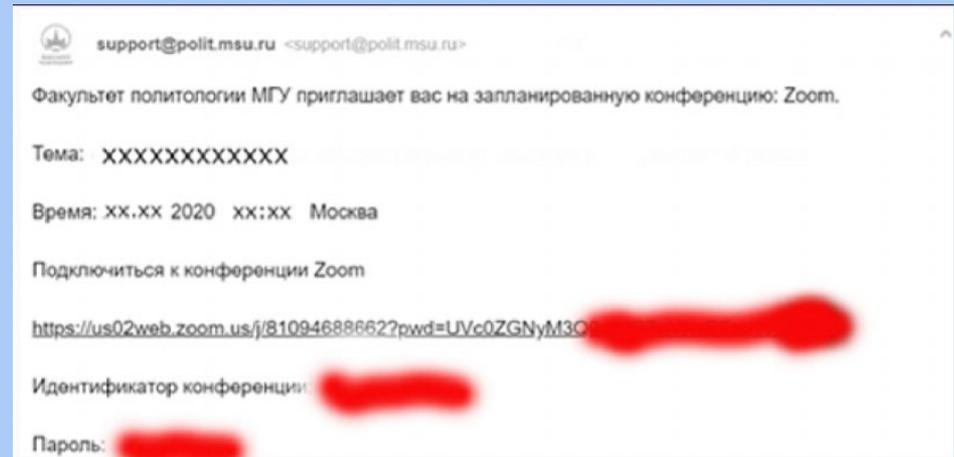
# DATE, TIME, EXAM FORMAT

- **Date:** 23<sup>rd</sup> of July
- **Time:** 09:30 A.M. (Moscow time zone, GMT+3)
- **Exam format:** distant (ZOOM call).
- **Exam duration:** 2 hours.
- **Basic requirements:** you'll need to answer one question in writing and submit the pictures of your answer in JPEG and PDF through the link:  
<https://polit.msu.ru/forma-otpravki-otveta/>

# HOW DO I ENTER THE EXAM?

The day before the exam you'll receive an invitation letter, in which you'll find:

- ZOOM invitation link;
- Login and password;
- Date and time of the exam.



# WHAT IF I HAVEN'T RECEIVED THE INVITATION LETTER?

If you haven't received the invitation letter to the exam, please **check the "SPAM" folder** in your mailbox.

If there is no such a letter in the "SPAM" folder, please **contact us by:**

- **Phone:** +79197773682, +74959382318.
- **Mail:** [pk@polit.msu.ru](mailto:pk@polit.msu.ru)

# REQUIREMENTS FOR DRESS CODE AND IMAGE OF THE WORKPLACE

## Dress code requirements

- Dress neatly and comfortably, as befits the exam procedure.
- It is better if it's "smart casual", not pajamas or sports uniforms.

## Working place requirements

- In addition to the computer, there can only be a pen and empty sheets of paper on the table to answer the question.
- There should be nothing superfluous on your desktop.
- It is forbidden to use gadgets, textbooks or cheat sheets during the exam.



# JOINING THE EXAM

## How to join the exam:

- You'll need to **open the ZOOM link** and enter the conference at 9:30 A.M. Moscow time.
- Wait until you are allowed to enter the conference

## Important:

- During the exam **you must be alone in the room.**
- There should be **no other people or objects in the background.**
- It is **forbidden to install a virtual background in ZOOM.**

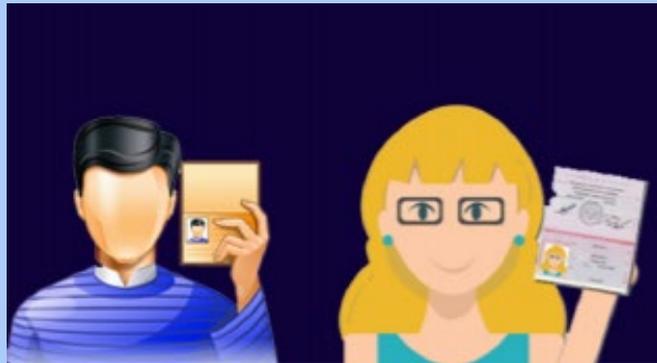
# RECEIVING EXAMINATION QUESTION

How can I prove my personality?

- You need to introduce yourself and show your passport to the examiner on camera (as in the picture).

How do I receive examination question?

- After the process of verification is completed, you will receive examination question in the ZOOM chat.



# ANSWERING THE QUESTION

- You'll be able to start answering the question at 10:00 A.M. Moscow time.
- You'll have two hours to write an answer to your question.
- The answer to the question should be written by hand on a clean sheet of paper.

# EXAM RECORDING

- The entire exam procedure will be recorded.
- It is not allowed to turn off the camera and microphone during the exam.
- Exam records can help if there are controversial situations.



# ANSWER SUBMISSION

- You'll need to submit the answer to the faculty until 12:00 P.M. Moscow time.
- You need to **take pictures** of your answers or **make scans** of them. The final format of the answers' files should be **JPEG or PDF**.
- Please, paste **your name and surname** in the name of the files.
- Submit the files by this link:  
<https://polit.msu.ru/forma-otpravki-otveta/>

# ANSWER SUBMISSION

- In «ФИО» you need to put your full name.
- In «Телефон» put your phone number.
- In «Ваш E-Mail» put your e-mail address.
- Upload your answers through «Выберите файл» button.
- After everything is ready, click «отправить» in the bottom (to submit).

Ф И О

Телефон

Ваш E-Mail

Номер билета

ВНИМАНИЕ! Принимаются файлы только с англоязычным названием!

Переместите файл  
или  
Выберите файл 0 из 10

Я не робот   
reCAPTCHA  
Конфиденциальность - Условия использования

В случае возникновения технических проблем с отправкой файла или заполнением  
просьба обратиться в службу технической поддержки по телефону 8 968 6153777  
Или написать на почту [Support@polit.msu.ru](mailto:Support@polit.msu.ru)

# WHAT DO I DO AFTER?

- Wait until we write you letter in which we confirm that the faculty received your answer.
- The **confirmation letter** from the faculty will be sent to you not later than at 1 p.m. Moscow time.

# HOW DO I KNOW THE RESULTS?

- After checking your answers, technical results will be published and a display of the works will be organized.
- The final results will be published within a few days after the exam.
- Information about the results of the exam will be published on the website of the Faculty of Political Science. <https://polit.msu.ru/>