

Equipment and Environment Requirement for the Online Exam and Interview

【Equipment】

(1) Computer

- Must be a desktop or laptop computer, or a tablet with keyboard, with internet connection.
- Check the website of zoom video conference system for recommended conditions. Access to the 'zoom Help Center' (<https://support.zoom.us/hc/en-us>) and find the link to 'Getting Started.' See 'System requirements for Windows, macOS, and Linux' for desktop or laptop computer, and see 'System requirements for iOS, iPad OS and Android' for a tablet.

(2) Internet

- Must have connection to high-speed broadband (3G or 4G/LTE), and must keep connected throughout the exam and interview. The transmission speed of broadband requires 600kbps/1.2Mbps (upload/download) or higher.

(3) Camera for video conference

- Can be a build-in camera in the computer (1) or separate webcam, that can take 1280 × 720 (720p) resolution. Do not put a seal or cover on camera.
- Camera must be able to be moved to show the proctor a 360-degree view of the room, including your tabletop surface, before the test.
- Headsets or earphones are not allowed.

(4) Camera for taking pictures of handwritten answer sheets.

- Take pictures of handwritten answer sheets and submit them as your answer sheets. Can be a build-in camera in the computer, separate webcam, or smartphone camera.
- Too low resolution may bring disadvantages in the grading of your answer sheets.

(5) Software for converting files into PDF

- Must convert files of answer sheets prepared by word-processing software into PDF. Use any font of the followings: MS Mincho, MS Gothic, Times, Arial. Any other font may get garbled and may not be scored rightly.

(6) Microphone

- Must use an internal or external microphone that connects to computer (1), and must keep connected throughout the exam and interview.

- Headsets or earphones are not allowed.

(7) Speaker

- Must use an internal or external speaker that connects to computer (1), and must keep connected throughout the exam and interview to hear the proctor.
- Headsets or earphones are not allowed.

【Environment and Testing Space】

(1) Privacy

- You must be alone in a room without sounds from outside with nobody else entering throughout the exam and interview. To contact with any other person is recognized as cheating on the exam.
- Do not eat and drink throughout the exam and interview.
- Do not record sounds nor videos throughout the exam and interview.

(2) Clothing and appearance

- Your ears must remain visible throughout the test, not covered by hair, a hat or other items.
- You must be dressed appropriately for your test.
- Avoid wearing such items as jewelry, and other hair accessories.

(3) Materials allowed on the desk

- Computer, keyboard, mouse and trackpad
- Blank paper on both sides (size A4)
- Pencils, including mechanical pencils
- Eraser
- Admission ticket
- Scale and coloring tools such as color pencils and marker pens.
- Camera or smartphone for taking pictures of answer sheets

Notes:

- Throughout the exam and interview, proctors record sounds and videos. Those data will be used for the scoring purpose only. After the selection, data and all application forms will be destroyed.
- When there is any wrongful act, the person involved with misconduct will be stopped taking the rest of exams, and be excluded from selection.