

Equipment and Environment Requirement for the Online Exam and Interview

【Equipment】

(1) Computer

- Must be a desktop or laptop computer with internet connection. Any tablet including iPad, Surface, and smartphone is not allowed.
- 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.

(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 exam.
- Headsets or earphones are not allowed.

(4) Camera to take pictures of handwritten answer sheets.

- When you submit your hand written answer sheet, you need a camera to take its photo. The camera can be the one built into the computer or a separate webcam, or a camera built into a smartphone.
- Too low resolution may bring disadvantages in the grading of your answer sheets.
- File formats should be JPG (JPEG) or PDF.

(5) Software for converting files into PDF

- When you submit answer sheet prepared by word-processing software, you need to convert it into PDF. So, you need a software to convert your word-processing file into PDF. Use any font of the followings: MS Mincho, MS Gothic, Times, Arial. Any other font may garble your answer, 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 during the exam and interview except during intermission.
- Do not record sounds nor videos throughout the exam and interview.

(2) Clothing and appearance

- Your ears must remain visible throughout the exam, not covered by hair, a hat or other items.
- You must be dressed appropriately for your exam.
- 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
- 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.