

Notice for Examination of Architecture Subjects The 2022 Master's / Doctoral Program Graduate School of Engineering the University of Tokyo

The examination of Architecture Subjects will be held in person at the University of Tokyo's Hongo campus. Overseas residents who are unable to attend the in-person examination, and candidates with preexisting medical conditions and high risk for severe illness from COVID-19, may be allowed to take the examination online. Applicants who wish to take the online exams should refer to **Appendix 7** "The online examination: target applicants and application procedure".

Prior to taking the examination, carefully read this document. In particular, applicants who will take the online examination should prepare with plenty of time in advance by using the checklist in **Appendix 1**. Although there is information that has been updated from the Guidelines for Applicants, this document is the final version. It is prohibited to share any of the entrance examination information (including attachments) to others.

1. Examination Dates

The examination held at the campus (hereinafter, "in-person examination") and online examination will be held simultaneously at the times shown on the following page. However, the practical test (online exam environment check) on the afternoon of August 29 (Sun.) is only for applicants who will take the online examination.

2. Examination Location

[In-person examination]

- 1) The actual place of the examination subjects for applicants will be posted on the Department of Architecture website (<https://arch.t.u-tokyo.ac.jp/>) until 10:00 a.m. on August 27 (Fri.), 2021. Confirm the specified place for the examination subjects beforehand.
- 2) You should arrive at the specified place for the examination subjects 20 minutes prior to the scheduled examination time.
- 3) For the procedures at the campus gate and at the entrance of each examination room or building where the examination rooms are located, please refer to **Appendix 11** "Notes for Applicants to the 2022 Entrance -About in-person entrance exams-".

[Online examination]

- 1) By August 24 (Tue.), a guideline on how to access online examinations will be e-mailed to applicants who will take the online examination. Please check it thoroughly.
- 2) **Practical test (online exam environment check)** will be conducted on August 29 (Sun.) at 13:00. Participation is required.

* All times listed are in Japan time.

August 29 (Sun.)	August 31 (Tue.)	September 1 (Wed.)
Practical test (online exam environment check) [online exam] Meet at 13:00	Subject Test I [in-person exam] Meet at 8:40 [online exam] Meet at 8:20 Test time 9:00-12:00	Subject Test II [in-person exam] Meet at 8:40 [online exam] Meet at 8:20 Test time 9:00-13:00 Field 1 9:00-12:00 Field 2,3,4

3. Response to fraudulent activity

- 1) If any false statement or forgery is found in the application documents, or if there is clear evidence that there was any fraudulent activity during the examinations, that student's admittance may be cancelled even after passing the exam, enrolling in, or going on to a graduate school.
- 2) There is a possibility of submitting a damage report for malicious and serious misconduct due to business interruption (Article 233 of the Penal Code).
- 3) Item 8 shows an example of misconduct behavior.

4. Preparation for exam [for applicants who will take the online examination]

- 1) Reply to the online test environment questionnaire in **Appendix 2** by August 22 (Sun.).
- 2) Check the answer sheet and the draft sheet sent to you by post (to be sent around August 6). Those who take Field 1 of Subject Test II must prepare four sheets of A3 size (420mm x 297mm) Kent paper by themselves. See **Appendix 3** for details.
- 3) A reply envelope should be prepared in order to send the answer sheet and draft sheet. See **Appendix 3** for details. Please prepare glue or double-sided tape to seal the envelope afterward.
- 4) Write your examinee number on the printed answer sheets and draft sheets and leave them in the reply envelope without sealing it yet. If anything other than your examinee number is written on the answer sheets and the draft sheets, it will be considered cheating.
- 5) Prepare the PC hardware and software with reference to item 5 and **Appendix 4**.
- 6) From August 12 (Thu.) at 12:00, there will be a test site available to practice installing "Adobe Scan" to your smartphone and uploading documents. For details, please refer to **Appendices 5 & 6**.

5. Environment and facility [for applicants who will take the online examination]

- 1) Bright and quiet private room where the test taker will be the only occupant.
- 2) Network environment such as cable internet that has enough bandwidth to support a video connection during the online examination. Ensure that your connection will be stable and secure enough to carry out the online

examination for a long time.

- 3) Personal computer (Windows or Mac) only. Tablets or iPads are not allowed for this purpose.
 - Meet the software and hardware requirements as directed in **Appendix 4**. It is preferable to have the same performance as the environment in which you can take the TOEFL iBT Home Edition.
For reference: <https://www.ets.org/s/cv/toefl/at-home/equipment/>
 - You must have administrative privileges on your computer.
- 4) Prepare a smartphone with camera (4G or 5G) that can make a phone call.
 - A cellphone can be used for the purpose of making a phone call.
 - The application “Adobe Scan” must be installed and updated. A tablet can be used for this purpose.
- 5) The tabletop and surrounding area must be clear of all items not approved for use during the test.
- 6) Do not wear headphones or earphones.
- 7) Your ears must remain visible throughout the test, not covered by hair, a hat, or any other item.
- 8) Make sure your face is visible and not obscured by a mask, sunglasses, or other accessories.
- 9) Avoid wearing items such as jewelry, tie clips, cufflinks, headbands, or other hair accessories.

6. Notes for during the examination

[In-person examination]

- 1) Follow the instructions from the proctor during the examination.
- 2) The following items may be placed on the desk during the examination: examination admission card, black pencils (or black mechanical pencils), erasers, a pencil sharpener (the portable type; desktop types are not allowed), a compass, a triangle ruler, a watch (watches with functions other than time measurement are not allowed), and mask (including spares).
- 3) Use of electronic devices such as cell phones is strictly prohibited throughout the examination, even if you only use it as a watch. Make sure to completely deactivate any sound alerts and/or alarm settings, turn off the phone’s power, and put it in your bag before you enter the examination room. Do not take it out in the examination room.
- 4) Wear a mask properly during the examination.
For reference: <https://youtu.be/YEZannMGqdg> (MHLWchannel: “How to wear a mask properly”)
- 5) You cannot leave the examination room after the start of the examination.
- 6) Applicants who arrive late by their own fault will not be allowed to enter the room during the answer period.

[Online examination]

- 1) Follow the instructions from the proctor during the examination. Proctors will monitor you (via webcam) and your computer screen to ensure you follow all testing procedures. Your entire test session will be recorded, and your photo will be taken.
- 2) The following items must be placed on the desk during the examination: Examination admission card, answer sheet and draft sheet for the written examination subjects, envelope, PC (see **Appendix 4**), webcam, smartphone, writing instruments (pencils, mechanical pencils softer than pencil hardness ‘B’, erasers), a compass, a triangle ruler, a rectangular mirror measuring at least 14 cm around the sides (freestanding and capable of changing its angle freely),

watch, glue or double-sided tape to seal the envelope. You may not place any other items on the desk.

- 3) Keep all the icons and files on your PC desktop to a minimum and make the wallpaper plain. Close all applications besides the ones instructed for the examination. Any background applications such as Dropbox should be disabled. The Recycle Bin should be empty as well.
- 4) Before the examination begins, stop or disable notifications for all applications on your smartphone. Turn off any alarms and change the notification volume setting to “vibrate”. Place your smartphone where it can be seen through the webcam.
- 5) You may not use your smartphone or feature phone as a clock.
- 6) Your PC and smartphone should be plugged in and always charged.
- 7) You cannot leave the examination room after the start of the examination.
- 8) Applicants who arrive late by their own fault will not be allowed to enter the Zoom examination room during the answer period.
- 9) Applicants should not make any voice or video recording during the examination.
- 10) When erasing something that is written with a pencil or mechanical pencil, make sure that it is completely erased.

7. Notes for after the examination

[In-person examination]

- 1) The answer sheets and problem booklets must not be taken home.
- 2) Do not leave the room until instructed to do so by the proctor.

[Online examination]

- 1) After examination time is over, use your smartphone to take pictures of both sides of your answer sheet and draft sheet, convert them into a PDF file, and then upload the file to the specified website as instructed. All answer sheets and draft sheets must be uploaded, including a blank sheet.
- 2) After answering all questions and uploading your responses to the website, completely delete all electronic data related to all questions, answer sheets, or draft sheets from your PC and smartphone. Answer sheets and draft sheets should be mailed to the University of Tokyo by postal mail using registered express mail.
- 3) Do not leave the room until instructed to do so by the proctor.

8. Examples of misconduct behavior

- 1) The following actions will be considered as misconduct behavior without warning:
 - ① Deliberately falsifying any data on your examination admission card or answer sheet (such as using someone else’s photo on the examination admission card, entering someone else’s examination admission number, etc.)
 - ② Opening the problem booklet before the examination time begins for the in-person examination. Attempting to crack the password of the problem PDF file for the online examination before the examination time begins.
 - ③ Cheating by using scribe papers, reference books, PC, or smartphone to look for the answer.
 - ④ Asking other test takers to offer answers, or asking others to help cheat (e.g., a paid test-taker).
 - ⑤ Starting to answer questions before the announcement to begin the examination.

- ⑥ Not putting down writing instruments and erasers after the announcement to end the examination.
 - ⑦ Sending the problem file to others in the online examination.
 - ⑧ Leaving the room with the answer sheet and/or draft sheet without putting them into the reply envelope.
- 2) Besides the descriptions above, the following will also be considered as misconduct behavior:
- ① Failure to adhere to the notes from items 6 and 7. Failure to prepare the environment described in item 5 for the online examination.
 - ② Any actions to interrupt the exam, such as sounds of a smartphone/feature phone, intentionally setting watches to ring for a long time, etc.
 - ③ Intentionally marking something on the desk.
 - ④ Regarding the examination, any false behavior to benefit yourself or other test takers.
 - ⑤ Disrupting other test takers during the examination.
 - ⑥ Not following the proctor's instructions.
 - ⑦ Saving the problem file to any location besides the desktop without a proctor's instruction or copying the file without permission.
 - ⑧ Sharing any of the examination's content/details with others in the online examination.
 - ⑨ Any other acts that may impair the fairness of the exam.

9. Miscellaneous

- 1) In the event of an unexpected situation such as a natural disaster, please note that information related to entrance examinations will be offered on the Graduate School of Engineering website.
【Top Page of School of Engineering, the University of Tokyo > News】
<http://www.t.u-tokyo.ac.jp/soee/>
- 2) The examinee numbers of successful applicants will be posted on the website of the School of Engineering by September 14 (Tue.), 2021, at 16:00.
- 3) The school will not accept telephone calls, fax, e-mail, and other inquiries regarding the results of the examinations.
- 4) Applicants must report immediately in case of change of your mail address or telephone number for contact.

Contact:

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