

2023 The University of Tokyo, Faculty of Engineering, Dept. of Architecture

Online Oral Examination Rules for Examinee (2022/08/21)

In order to judge the examinee's personal ability for research and language, everything about Online Oral Examination must be done ONLY by examinee him/herself. Information, advice, translation by other person/PC/smart phone/tablet/other device are PROHIBITED.

Examinee is expected to read these rules carefully and prepare carefully for online oral examination.

There are some information changed from old Notice or Guide, and this document is the LATEST. Sharing information written in this document with other persons is prohibited.

1 Summary of Online Oral Examination

- 1.1 The Online Oral Examination for master course will be held in August 29<sup>th</sup>(Mon), for doctor course in September 1<sup>st</sup>(Thu). Examination time for one examinee will be about 15 minutes.
- 1.2 The Date/Time, access condition of Online Oral Examination, and detail of Connection Check, e-mail address for Emergency will be sent by e-mail on August 24<sup>th</sup>.

2 Advance Preparation for Online Oral Examination

- 2.1 Secure the bright and quiet room, in which ONLY examinee can stay.
- 2.2 Prepare "Zoom device", PC or tablet in which latest version Zoom software has been setup. Smart phone with small display is not recommended.
- 2.3 The Zoom device should have "camera" to monitor examinee's face, "microphone" to pick up examinee's voice (headset microphone is prohibited), "speaker" to make supervisor's voice, "Screen" large enough to show supervisor's direction, and Zoom "chat" function.
- 2.4 Make Zoom account and login. User Last/First name should be the same on Admission ticket for examination. Please log in to the Zoom system test at the URL below and check your camera, microphone and speaker of Zoom device. Zoom test URL <http://zoom.us/test>

- 2.5 Prepare speedy and stable network environment, enough to transfer monitor and voice data of examinee and supervisor all time.
- 2.6 Apart from Zoom device, prepare device which can send and receive e-mail.

### 3 Connection Check

- 3.1 Connection Check will be done on **Friday**, August 26th, from 10:00 to 12:00.
- 3.2 The Date/Time and URL for Connection Check will be sent by e-mail.
- 3.3 Because it is difficult to spare time for connection adjustment on the day of examination, examinee should prepare the same condition of the examination for the connection check.
- 3.4 Examinee is strongly RECOMMENDED to join in Connection Check. If examinee fail to connect in the examination, examinee might be disqualified.

### 4 Notes for Online Oral Examination

- 4.1 ONLY Examinee must stay in bright and quiet room. Any other persons must not stay in the same room
- 4.2 At the time instructed, Examinee should access to URL instructed and wait in Zoom's waiting room until supervisor allow examinee to enter Zoom meeting room.
- 4.3 Late-comer will be disqualified. Examinee should be on time carefully.
- 4.4 Follow supervisor's direction and must not do any action you are not instructed. Supervisor will record all monitor and voice for fraud prevention. All recorded data is used only for the entrance examination.
- 4.5 Examinee can put on desk only "Admission ticket for examination", "Zoom device" (microphone, camera, speaker, if necessary), printed "research plan" ("portfolio" only in Design and Planning examination). Examinee can NOT use writing instrument. Presentation from examinee using screen sharing is NOT allowed.
- 4.6 Examinee can display only Zoom application and must not show any other application in Zoom device.
- 4.7 Examinee have to show his/her face and background constantly and can NOT use still image and virtual background.
- 4.8 The Zoom device should be powered all time.
- 4.9 Examinee must NOT record movie and voice by Zoom device or other devices.
- 4.10 Examinee should turn off display and sound of all non-Zoom devices and store.

- 4.11 Examinee must NOT use headphone and earphone. Ears are shown always and should not be covered by hair, a hat or others.
- 4.12 Examinee must show his/her face clearly and should not wear mask, sunglasses, accessories, jewelry, necktie-clip, cufflinks, hairband or so.
- 4.13 If Examinee have trouble, send mail to e-mail address for Emergency (informed on 24<sup>th</sup> August by e-mail) immediately and wait for instruction.

## 5 Countermeasure to Fraud

- 5.1 If there is false description or forgery in application documents, or cheating in examination, passing/admission might be cancelled even after passing/admission.
- 5.2 For malicious and serious fraud, damage report of business interruption might be submitted to police.
- 5.3 Examples of fraud are shown below.
  - 5.3.1 Examinee breaks the rules written in this document.
  - 5.3.2 Examinee interrupts the examination by making sound of phone or watch or other devices intentionally.
  - 5.3.3 Examinee does not follow supervisor's instructions.
  - 5.3.4 Examinee share contents and method with other persons.
  - 5.3.5 Examinee do other acts which damage fairness of examination.

## 6 Notes

- 6.1 If examinee use space other than examinee's house, examinee should avoid environmental problem or trouble of public traffic in examinee's responsibility.
- 6.2 In the trouble by natural disaster or accidents, information about examination will be provided by website below. Check this site constantly especially right before the examination.

The University of Tokyo, Faculty of Engineering, Dept. of Architecture  
<https://arch.t.u-tokyo.ac.jp/>

## Contact information

The University of Tokyo, Faculty of Engineering, Dept. of Architecture, Examination Staff  
[exam@arch1.t.u-tokyo.ac.jp](mailto:exam@arch1.t.u-tokyo.ac.jp)