

Entrance Exam Guidelines for Foreign Student Admission (Method B)

Faculty of Global Management, Chuo University

I. Examination Schedule

■Examination and Connectivity Test Date

The entrance examination for foreign students (Method B) for the Faculty of Global Management will be conducted online. Prior to the test, we will conduct a connectivity test that **you must** participate in.

Please note that for students who do not participate in the connectivity test prior to the examination, we will be unable to provide support if you experience connectivity issues on the day of the examination.

Examination	Connectivity Test Date	Examination Date
Entrance Exam for Foreign Student Admission (Method B)	March 16 (Monday) at 10:00 (JST)	March 20 (Friday)
Webex URL/Meeting Number/Password	Provided on March 13 (Friday) via UCARO	

If for some reason you are unable to participate in the connectivity test prior to the exam, please send the following information to: glomac-grp@g.chuo-u.ac.jp

Email subject line: [Entrance Exam for Foreign Student Admission (Method B)] Connectivity Test Absence

Email details: Examinee number, name, telephone number, and reason for not participating in the connectivity test

II. Preparations Required in Advance

To use the web meeting system, the following operating environment requirements must be met. Please make sure to prepare the following prior to the connectivity test:

1. An internet environment with stable connectivity
 2. An environment with no surrounding noise and no other people
 3. A computer that meets the system requirements below and is equipped with a web camera and microphone
- * For examinations that utilize a web meeting system, we will use Cisco System's Webex.
 - * If the computer is not equipped with a web camera and microphone, please prepare a separate web camera, microphone, and speaker. We recommend the use of earphones and a microphone.
 - * System requirements: <https://sites.google.com/g.chuo-u.ac.jp/ojp/system/webex>
4. **[Audio, video, microphone check] *Required: Chrome recommended (incompatible with Internet Explorer)**

Prior to the connectivity test, please conduct a test meeting via the site below to check whether you are able to hear audio, turn on the video, and hear sounds through the speaker and microphone.

<https://help.webex.com/ja-jp/nti2f6w/Join-a-Test-Meeting>

5. Downloading the free app is not required, but **since transmissions are more stable using the app, we recommend participating in the meeting through the application.** Particularly for Apple products, we have seen many cases where the camera and sound are unable to connect when not using the app. If you experience issues with 4. [Audio, video, microphone check], please re-try using the app. Do not open an account but rather use it as a guest. For those who already have an account, please set your display name to examinee number_name. To change your display name on the app, please refer to the link below.

<https://help.webex.com/en-us/article/nvs03bq/Webex-App-%7C-Update-Your-Display-Name>

■Installing Webex Meetings App

From the website below, please install the Webex Meetings app on your computer.

- Cisco Webex Meetings Desktop Application

(<https://utelecon.webex.com/webappng/sites/utelecon/dashboard/download>)

<Note> There are two apps, “Cisco Webex Meetings” and “webex.” Please download “Cisco Webex Meetings.”



III. How to Participate in the Connectivity Test Prior to the Exam

For the connectivity test, please check the meeting information provided via UCARO, and join the test meeting via the connectivity test URL.

During the connectivity test, we will check your internet connectivity and your video and sound status, which will take approximately 30 minutes.

■Precautions

- The connectivity test must be attended by the examinees themselves.
- Those participating in the connectivity test should join from the same environment as the actual examination.
- If you did not participate in the connectivity test, we are unable to provide any support if there are any issues, such as communication failures, etc.

■Participation Method

Participating Using the Application

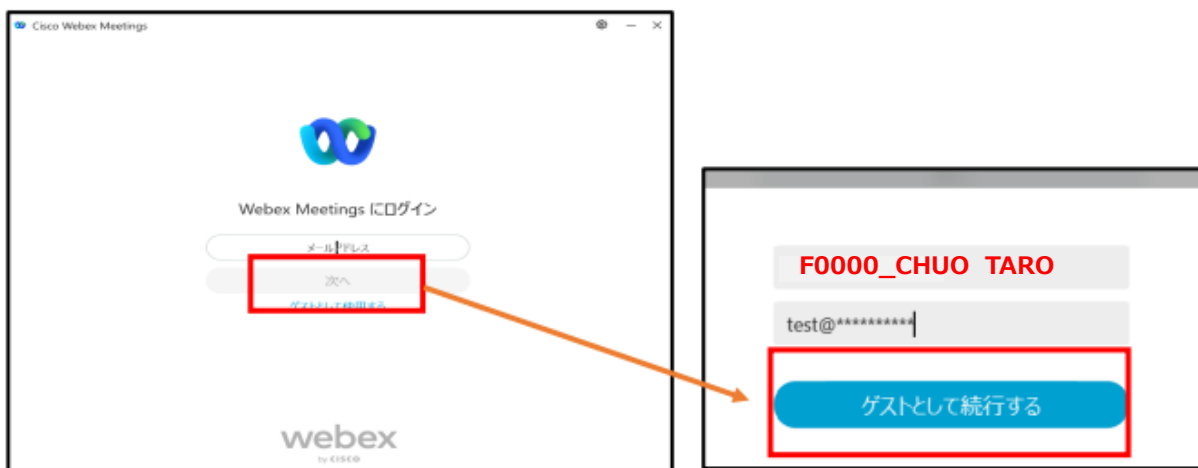
1. Launch the downloaded app; click 「ゲストとして使用する」 (Join as Guest); and enter the following name and email address:

Name: examinee number_examinee name (use alphanumeric characters), e.g., **F0000_CHUO TARO**

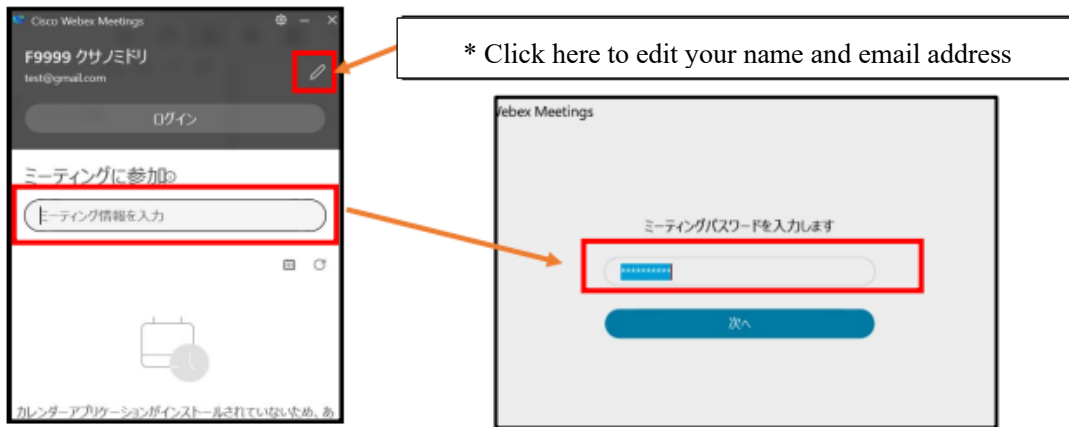
Email address: the email address registered with UCARO at the time of the application for admission

* You can also join by clicking the URL provided via UCARO and selecting 「Webex アプリを開く」 (Open Webex App).

In this case, steps 2. and 3. are unnecessary.



2. Enter the meeting number.
3. Enter the password.
4. Check the connection of the computer, camera, and microphone to be used, and click 「ミーティングに参加」 (Join Meeting) to connect.



5. When the following image appears, perform the following settings:

- 1) Meeting room settings: After accessing the meeting room, the image below will be displayed. 1. Mute your microphone. 2. Turn your camera on. 3. Check 「コンピューター通話を使用」 (Use Computer for Audio) for the audio.
- 2) Meeting room video settings: Please click 「ビデオを開始」 (Start Video). If the camera is correctly connected, a video will appear in the preview screen. Please check that the video is displayed. If you are using an external camera, it may be possible the initial settings have not been completed. Please check that the camera is not being used by another application and that it is securely plugged in. If the camera is not recognized, please unplug and re-plug it, and restart the Webex app.



- 3) Click 「④スピーカーとマイクをテストする」 (Test Speaker and Microphone), and when the window pops up, check that the appropriate devices are recognized and that the audio is responsive. If the correct items are selected, the barometer underneath the name of the connected device will move.

If the appropriate microphone is not recognized, reselect the appropriate device from the dropdown menu.

If you are unable to select the appropriate microphone, unplug and re-plug the microphone to reconnect it.

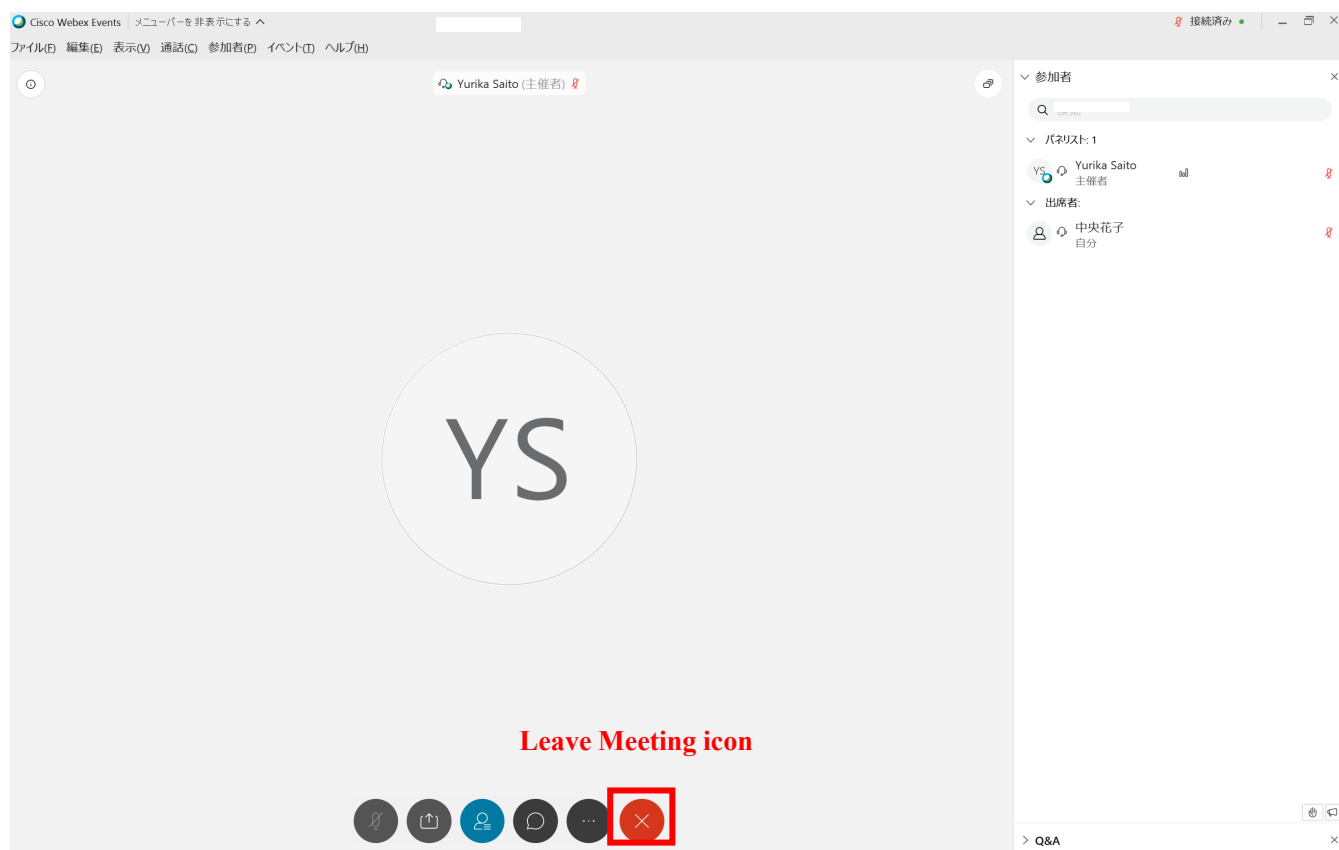
If the issue is not resolved, exit the meeting; restart your computer; and try again.



4) Click the 「ミーティングに参加する」 (Join Meeting) button to join the meeting.



6. After the connectivity test, click the 「退出アイコン」 (Leave Meeting) icon on the bottom right of the screen to leave the meeting.



Participating Using a Web Browser

* If you have met the system requirements to use Webex Meetings, please participate via the Webex Meetings application according to “Participating Using the Application” in the prior pages. Using a web browser may cause some disruption to the video and audio.

*** Please open using it Google Chrome**

If the computer you are using does not have Google Chrome, please download it in advance via the URL below:

<https://www.google.com/intl/ja/chrome/>

1. Click on the URL on the right, and click 「ミーティングに参加」 (Join Meeting) <https://www.webex.com/ja/index.html>

* You can also join by clicking the URL provided via UCARO and selecting 「Webex アプリを開く」 (Open Webex App).

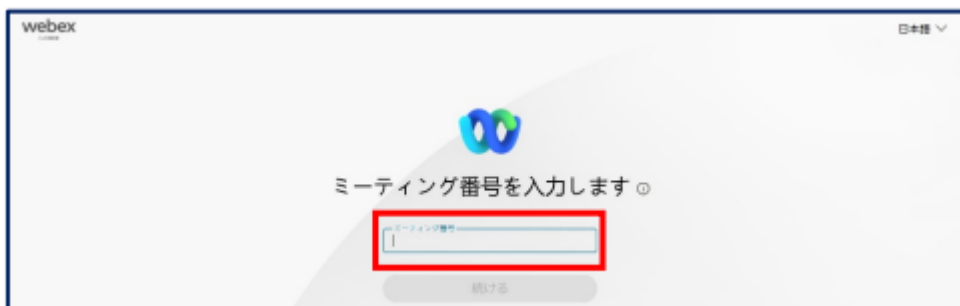
In this case, steps 2. and 3. are unnecessary.



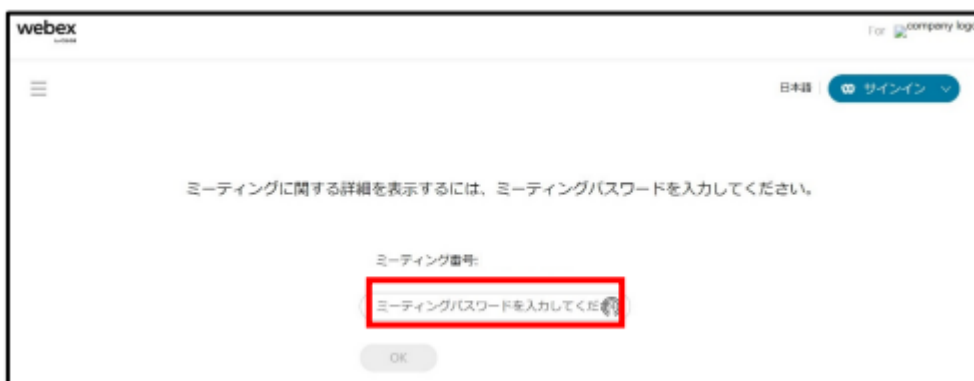
2. Enter the meeting number (10 digits) and click 「続ける」 (Next).

* Please note that the meeting numbers for the connectivity test and online interview waiting room are different.

* You can also join by clicking the URL and selecting 「Webex アプリを開く」 (Open Webex App). In this case, steps 2. and 3. are unnecessary.



3. Enter the password and click “OK.”



4. In the “name” section, type your **examinee number** and **examinee name registered at the time of the application for admission** (for example, F0000_CHUO TARO). For the email section, enter the name you registered on UCARO at the time of the application for admission. After you have entered the information, click 「ゲストとして参加」 (Join as Guest).

The screenshot shows a web form titled "ミーティングに参加する" (Participate in the Meeting). Below the title is a sub-instruction: "あなたがミーティング主催者の場合は、ログインしてミーティングを開始してください。" (If you are the meeting organizer, please log in to start the meeting). The form contains the following fields and elements:

- 名前 (Name):** A text input field. A red arrow points to it with the instruction: ① F0000_CHUO TARO.
- メールアドレス (Email Address):** A text input field. A red arrow points to it with the instruction: ② Email registered on UCARO.
- 文字 (Text):** A text input field next to a CAPTCHA image showing the letters "bngb6j". A red arrow points to it with the instruction: ③ Enter letters displayed.
- 自分の情報を記憶する (Remember my information):** A checkbox.
- ゲストとして参加 (Join as Guest):** A button highlighted with a red rectangle. A red arrow points to it with the instruction: ④ Click "Join as Guest".
- すでにアカウントをお持ちですか? ログイン (Do you already have an account? Log in):** A link at the bottom of the form.

5. From this point, please follow the instructions under 5

Participating Using the Application

 on p. 3.

IV. On the Day of the Interview

<On Your Exam Day>

In order to maintain the online environment during the examination, if you are taking the exam from home, please do so in an environment with good internet connectivity (either a wired connection or if wireless a location close to the Wi-Fi router, etc.). Please ask members of your family for their cooperation in refraining from using the internet during the examination to maintain the online environment.

1. At the time stated, please join the online interview waiting room via the meeting link. After we have checked you in, verified your identity, and checked the sound, we will provide information regarding the interview procedure.
2. Five minutes before the start of your interview, please leave the online interview waiting room and join the online interview room. When it is time to move, an announcement will be made in the online interview waiting room.
3. After the announcement, please enter the online interview room. When entering, the room will be locked, so please wait until the facilitator accepts your entry. * The URL for the online interview room and the meeting number are provided via UCARO.

Lock Screen

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ミーティングに参加するには、主催者の許可が必要です。

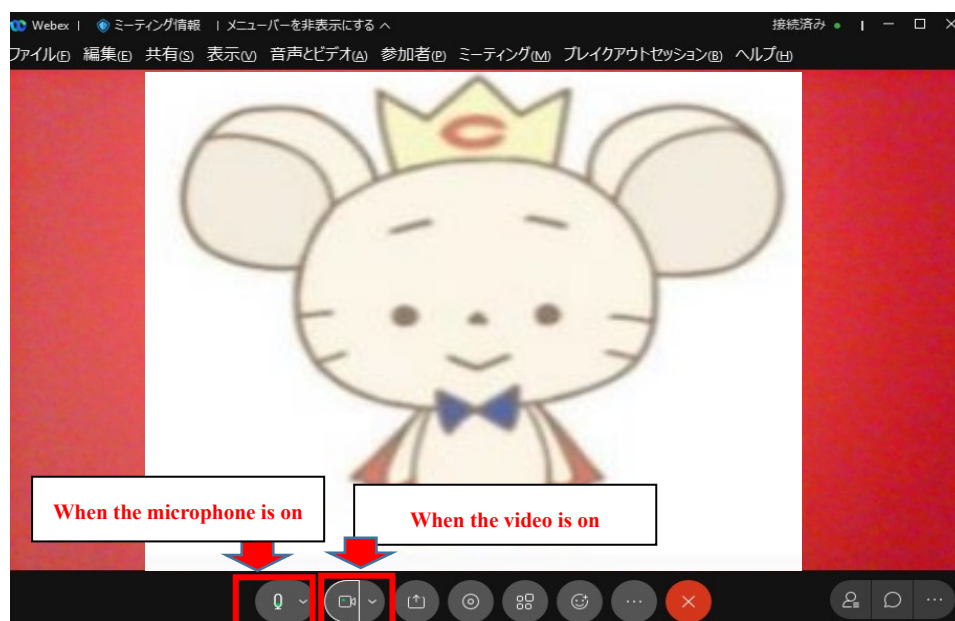


ミュート解除

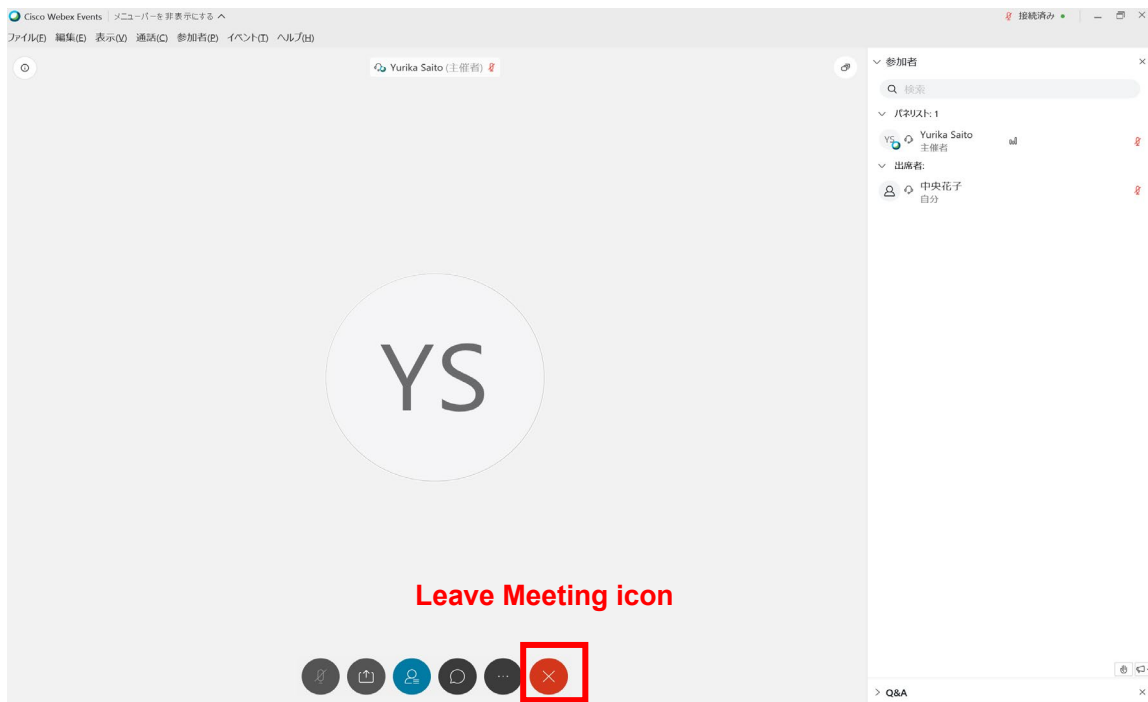
ビデオを停止

4. You will be able to enter the room when the facilitator approves your entry.

Please start your video and ensure your face is on the screen. When you would like to talk, please unmute yourself.



5. When the interview is over, please click the red button on the bottom right, and select 「ミーティングから退出する」(Leave Meeting). At this point, you have completed your interview.



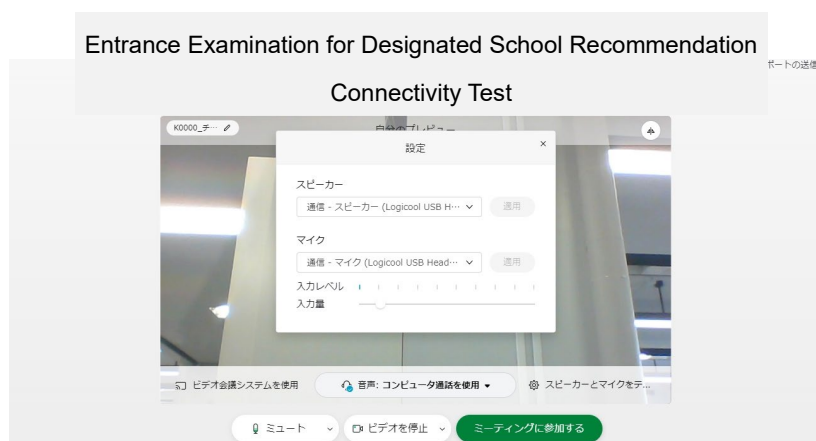
[If you are unable to connect to the audio]

- Please check that the main volume on your computer has not been muted or set to a low volume.
- If you are using an external audio device (headset, etc.), please check that it is securely plugged in.
- Please check that the appropriate device is selected.

[To check]

1. Click on the icon on the bottom right of the screen, and click 「スピーカー、マイク、カメラ」 (Speaker, Microphone, Camera).
2. Once the window opens, check that the appropriate device is recognized and that the audio is responsive. If it is responding, the barometer underneath the name of the device should be reacting.
3. If the microphone being recognized is not the appropriate device, re-select the appropriate device from the dropdown menu.
4. If you are unable to select the appropriate microphone, unplug and re-plug the microphone, and reconnect the device.
5. If the problem is not resolved, leave the meeting, and restart your computer.

[Reference] Troubleshooting: <https://sites.google.com/g.chuo-u.ac.jp/ojp/system/webex/voice-trouble?authuser=0>



[If you are unable to connect the camera]

- Click on the icon on the bottom right of the screen, and click 「スピーカー、マイク、カメラ」 (Speaker, Microphone, Camera) to check if the appropriate camera has been selected. If you are using an external camera, it is possible the initial settings have not been completed.
 - If you are using an external camera, please make sure that it is securely plugged in.
 - Please check that the camera is not being used by another application.
 - If the external camera is not recognized, unplug and re-plug it securely.
- * Please note that depending on the connected device, the display screen may differ.