

Online Assessment Guidelines for Graduate School Applicants

An online assessment will be administered to all applicants. In order to complete your application to APU, you must complete the entire online assessment by the application deadline. Please be sure to read these guidelines before starting the online assessment. **You CANNOT complete the online assessment using a smartphone or tablet. Be sure you use a computer** when completing the online assessment.

The online assessment for English-Basis applicants is composed of a video-recorded assessment, the Watson-Glaser Critical Thinking Appraisal III (WGIII) test, and the Core Abilities Assessment (CORE) test. (If you are applying as a Japanese-basis applicant, please refer to the Japanese guidelines within the APU Online Application System.)

The entire online assessment will last approximately 70 minutes for applicants who apply for the APU Tuition Reduction Scholarship and approximately 90 minutes for applicants who do not apply for the APU Tuition Reduction Scholarship. **Once you start the online assessment, you will not be able to stop halfway through. Please take the online assessment when you are sure you will have enough time to complete it.**

In addition, please be aware that if you engage in any acts of dishonesty while taking the online assessment, your application will be failed. Please also carefully review the important notes on **page 7** for more details.

I. Download and Install Safe Exam Browser

You must have Safe Exam Browser (SEB) installed on your computer in order to take the Watson-Glaser Critical Thinking Appraisal III (WGIII) test and the Core Abilities Assessment (CORE) test.

SEB is a locked-down browser that will restrict your access to other websites and applications while you take the assessment tests. This is to help prevent you from accessing material that may give you false or misleading results for the assessment tests.

You can view the system requirements and technical details for SEB on the following page of their website: https://safeexambrowser.org/about_overview_en.html#details. Both Pearson and APU have verified the safety and security of SEB, so please rest assured as you download and install this browser using the appropriate link for your computer from the options below.

Safe Exam Browser for Windows:

https://safeexambrowser.org/download_en.html#Windows

Safe Exam Browser for macOS:

https://safeexambrowser.org/download_en.html#MacOSX

II. Register for the Online Assessment

Please visit the registration website and enter your name, nationality, email address, and Online Application Reference Number to receive the invitation email to the online assessment.



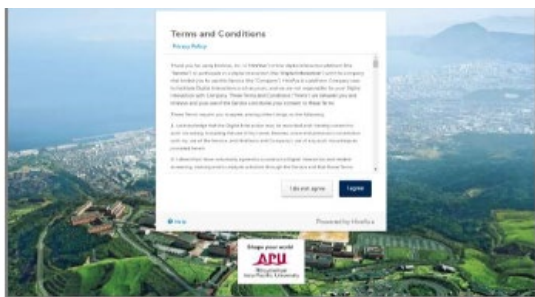
III. Video-Recorded Assessment

The video-recorded assessment will be conducted through a platform called HireVue.

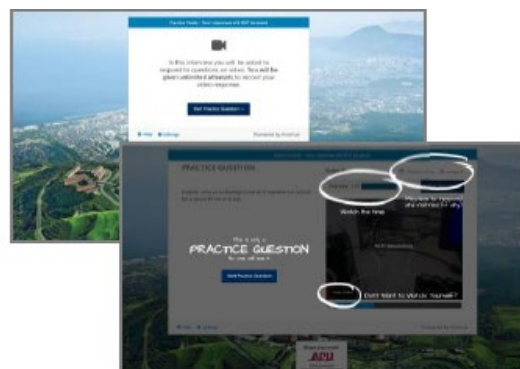
In the video-recorded assessment, you will be given a number of questions, and you will record your answers to them. Each question will have a set time limit for responding. Before starting the video-recorded assessment, you will be given time to test the quality of your camera and microphone. You will also be able to answer a practice question multiple times. Once you begin the video-recorded assessment, you will not be able to repeat questions.

Steps to begin the video-recorded assessment:

1. Review the Privacy Policy



2. Take a practice question



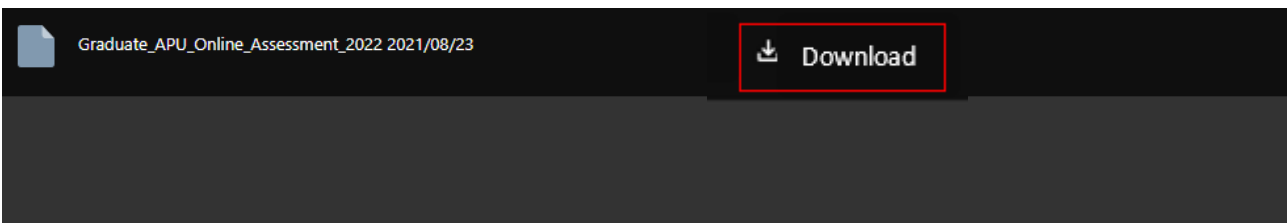
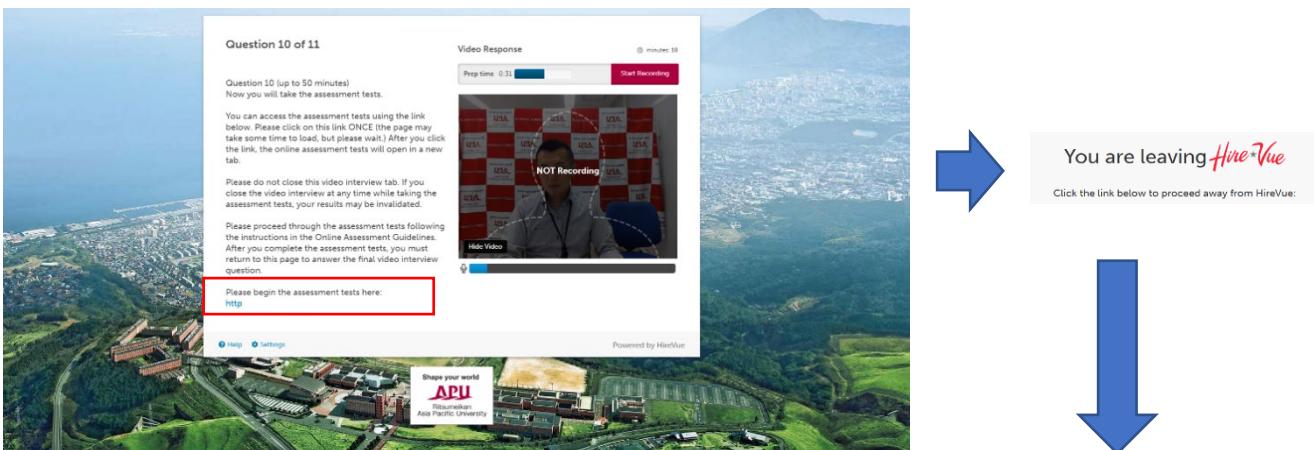
3. Read the instructions and begin the video-recorded assessment



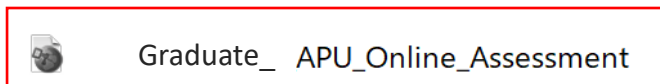
III. WGIII and CORE Assessment Tests

Within the video-recorded assessment, you will also complete two assessment tests, the **Watson-Glaser Critical Thinking Appraisal III (WGIII)**¹ test and the **Core Abilities Assessment (CORE)**². Together, these tests will take approximately 50 minutes to complete. Please follow instructions **1** through **6** on the following pages when taking the assessment tests.

1. One of the questions in the video-recorded assessment will contain a link to download the assessment tests file. After you click the link, the download page will open in a new tab. **Make sure you do not close the video-recorded assessment page.** Please click on the button to download the assessment tests file and open it. Opening this file will automatically launch Safe Exam Browser and start the assessment tests.



After you have downloaded the following file, please double click to open it in Safe Exam Browser:



2. Open the file in Safe Exam Browser and proceed through the assessment tests. (The page may take some time to load in Safe Exam Browser, but **please wait.**)

You will first be asked to enter information about yourself. Please enter the following:

- First Name: Please write your first name
- Last Name: Please write your last name
- Email Address: Please write your email address
- Username: **Please write APU and then your Online Application Reference Number as shown here: APU12345678. If the original session was not successfully**

completed due to a technical issue and this is your second try, please write APU2 + Online Application Reference Number, example: APU212345678. Do not use the same username as on the first try.

- Alternate ID: **Please leave blank**



Please enter the information below.

*First Name:

*Last Name:

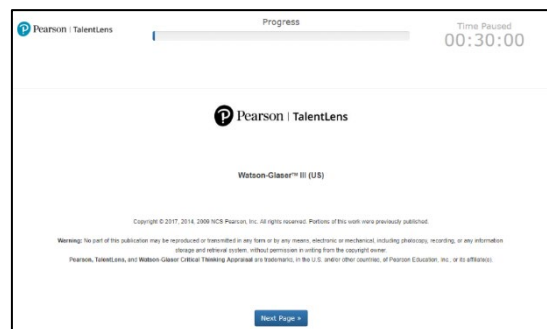
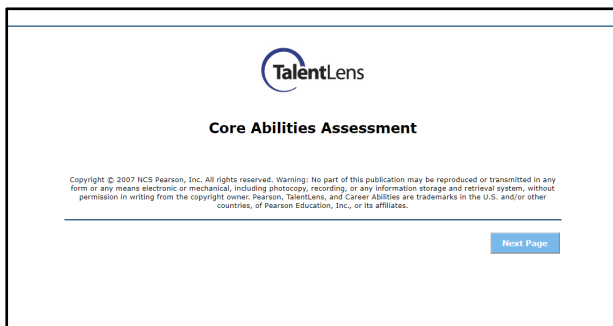
*E-mail Address:


*Username:

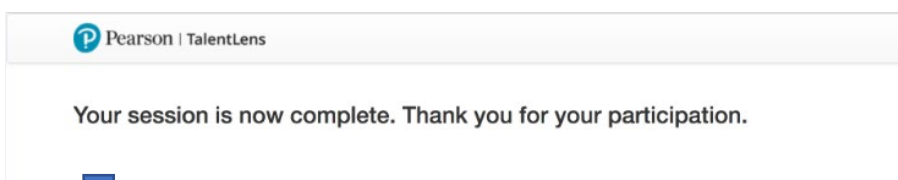
Alternate ID:

Please do not enter the above information more than once. Upon clicking Continue, your session will begin and an email will be sent to the email address above for re-entry information in the event your session is disrupted.

3. When you proceed to the next page, the assessment tests will begin one after another. First you will take the **CORE** test, then you will take the **WGIII** test. Before starting each test, you will see instructions and a set of example questions.



4. After you complete both assessment tests, please exit Safe Exam Browser using the  button at the bottom right of your computer screen and **return to the video-recorded assessment page.** Please answer the remaining video-recorded assessment questions and submit the video-recorded assessment. After you submit the video-recorded assessment, you will receive a confirmation email.



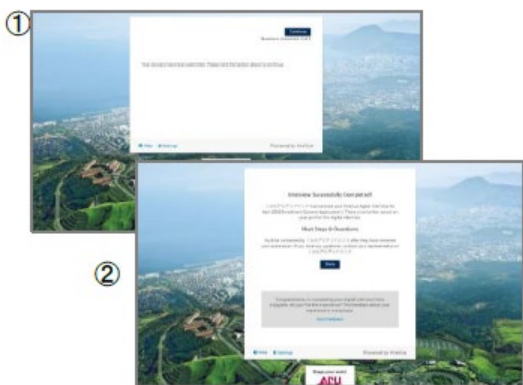


Click this button to end the assessment tests and return to finish the video-recorded assessment.



Assessment Tests Successfully Completed

– Submit the video-recorded assessment



Assessment Successfully Completed

– Receive the confirmation email



Notes:

- While taking the assessment tests, if you are unable to proceed for any reason, please contact the Admissions Office and explain the situation in detail. Afterwards, the Admissions Office will give you instructions for how to resume the assessment tests.
- After completing the online assessment, please delete the assessment tests file and uninstall Safe Exam Browser from your computer. After taking the assessment tests once, you will not be able to take them again.

Important:

The online assessment is a very important part of your application to APU. As such, please be sure to follow these points:

- Please complete the online assessment by the **application deadline**. You will not be able to access the online assessment after the deadline.
- You must take the online assessment using a computer with a camera and working microphone. **Do not attempt to take the online assessment using a smartphone or tablet.**
- **Calculators, smartphones, tablets, computers (other than the one you are using to take the assessment) and other electronic devices are NOT allowed to be used during the online assessment.** If you are found to have used any of these items, your online assessment results will be invalidated.
- The online assessment cannot be stopped halfway through, so make sure you will have enough time to complete the online assessment without interruption.

- The application fee is non-refundable even if you do not complete the online assessment.
- Be seated and record the assessment with a plain background behind you.
- Check the lighting in the room to ensure that your face is clearly visible in the recording.
- Speak loudly and clearly when you record your answers.
- There is no dress code for the online assessment.
- **We consider the following to be acts of dishonesty. If we discover that you have engaged in any of the following while taking the online assessment, your application will be failed.**
 - Opening another webpage or browsing another website
 - Using notes or any other materials
 - Using a mobile phone
 - Talking on the phone or to other people
 - Someone other than you takes any portion of the online assessment
 - Someone else is in the room while you are taking the online assessment
 - Other dishonest acts

System Requirements:

The system requirements for using the HireVue video-recorded assessment platform are as follows:

Operating System

- Windows 7 and above
- Mac OS X 10.11 and above

Web Browser

- Chrome (most recent update)
- Firefox (most recent update)
- Internet Explorer 11 and above

Please contact the Admissions Office if you have any questions or concerns.

¹Watson-Glaser III Critical Thinking Appraisal (WGIII) - 30 minutes

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

Watson-Glaser III Critical Thinking Appraisal [Demo Test](#) and [Explanation of the Appraisal document](#)

²Core Abilities Assessment (CORE) - 20 minutes

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information.

Sample Questions:

<http://r.apu.jp/ExCore>