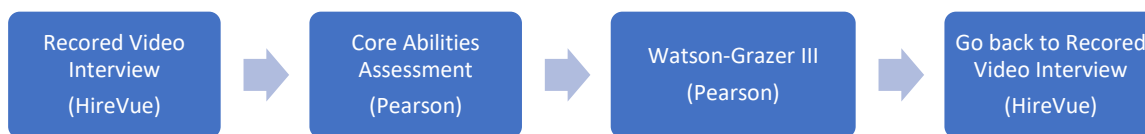


Online Assessment Guidelines for Graduate School Applicants

Quick Guide

The online assessment is composed of a video-recorded assessment, the Watson-Glaser Critical Thinking Appraisal III (WGIII) test, and the Core Abilities Assessment (CORE) test.

The entire online assessment will last approximately 90 minutes. 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.



Important:

- 1. Please be prepared and have your APU Online Application Reference Number with you before starting the online assessment. The note is the only material you can bring to the assessment.**
- 2. You must use a computer with a camera to complete the online assessment. Taking the online assessment using a smartphone or tablet is prohibited.**
- 3. During the interview, please keep your focus on your camera. If you are looking at anything other than the camera, it may be considered as cheating.**
- 4. Please make sure you are in a well-lit room ensuring your face, especially your eyes, are clearly visible during the recording.**
- 5. If you are unable to proceed the online assessment for any reason, please raise your hand to declare that a problem has occurred and pause the assessment, take a screen capture of your computer and email the image to us using the contact information provided at the bottom of this guidelines. Then, please close the browser used for the recorded video interview.**
- 6. If we discover that you have engaged in any of the following while taking the online assessment, your application will be failed. We consider the following to be acts of dishonesty:**
 - o Wearing earphones*
 - o Using notes, pen, paper to take memo, calculators, smartphones tablets, computers other than the one you are using to take the assessment or any other materials
 - o Opening another webpage or browsing another website
 - o Talking on the phone or to other people
 - o Someone other than you take any portion of the online assessment
 - o Having another person present in the room while you are taking the online assessment
 - o Other dishonest acts including covering your camera or reading from prepared notes

* In general, please use the built-in microphone on your computer. However, if it is broken and you need to use a headset with a built-in microphone, do not wear the headset, as the use of earphones headphones is prohibited. Instead, hold the headset in your hand and use the built-in microphone.

I. Register for the Online Assessment

Please visit the registration website and enter your full name, nationality and email address. In the last box, under “Email”, please enter “APU” and then your Online Application Reference Number. Please note this number will be used again when you register for CORE and WGIII.

A screenshot of the "APU ONLINE ASSESSMENT REGISTRATION" form is shown. The form is white with a light green border and is overlaid on a background image of the APU campus. The form contains the following fields: "Full name" (text input), "Nationality" (dropdown menu), "Email" (text input), and "APU + Online Application Reference Number" (text input). Below these fields is a red "Sign Up" button with a white checkmark icon. The background image shows a large, modern university building with a red facade and a green lawn in the foreground.

II. Recorded Video Interview

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

In the recorded video interview, you will be given several questions, and then asked to video record your answers. Each question will have a set time limit for responding. Before starting the recorded video interview, 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 time. Once you begin the recorded video interview, you will not be able to stop or rerecorded.

Steps to begin the recorded video interview:

Step 1: Review the Privacy Policy

Step 2: Answer a sample question

Step 3: Read the instructions and begin the recorded video interview.

III. CORE and WGIII Assessment Tests

Core Abilities Assessment (CORE) and Watson-Glaser Critical Thinking Appraisal III (WGIII) assessment tests will be conducted through a platform called Pearson.

Within the recorded video interview, you will be required to complete these assessment tests. Together, these tests will take approximately 45 minutes to complete. Please follow the instructions as follows:

Core Abilities Assessment (CORE) – Time required: 15 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 can be viewed from the following URL: <http://r.apu.jp/ExCore>.

Watson-Glaser III Critical Thinking Appraisal (WGIII) – Time required: 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.

Explanation of the appraisal document: <https://r.apu.jp/criticalthinkingtips>

Practice Test: https://r.apu.jp/WG_Trial

1. One of the questions in the recorded video interview will contain a link to take the online assessment. After you click the link, the test page will open in a new window / tab.

***Do not close the recorded video interview window / tab. Please see the example picture below**



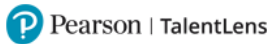
You are leaving HireVue

Click the link below to proceed away from HireVue:

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

2. Once the Pearson registration screen opens in a new window / tab, please enter your first name, last name and email address. For " **Username**", please enter "**APU**" and then your Online **Application Reference Number**.

Due to the settings of Pearson system, registering duplicate "**Email Address**" and "**Username**" will result in an error. Applicants who have registered for the same test in the past, please register another email address and username. For example, if you are taking the test for the second time, please enter "**APU2 + Online Application Reference Number**" for your "**Username**".

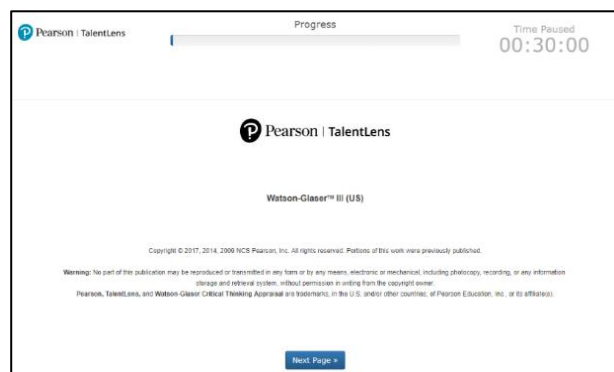
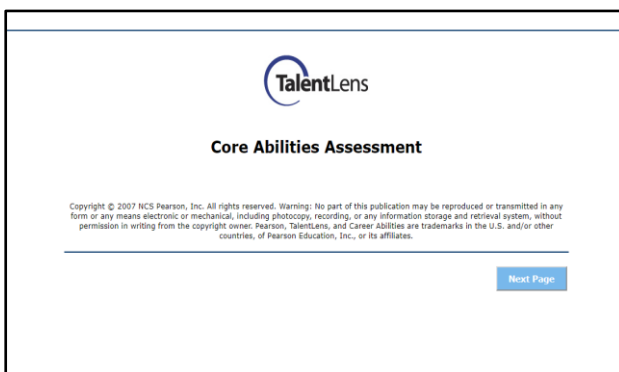


Please enter the information below.

*First Name:	<input type="text" value="First name"/>
*Last Name:	<input type="text" value="Last name"/>
*E-mail Address:	<input type="text" value="Email address entered in your online application"/>
*Username:	<input type="text" value="APU + Online Application Reference Number"/>
Alternate ID:	<input type="text" value="Please leave blank"/>

Please do not enter the above information more than once. Upon clicking Continue, your session will begin.

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 CORE and WGIII tests, please **return to the recorded video interview page**. Please answer the remaining questions of recorded video interview and submit it. After you submit your online assessment, you will receive a confirmation email.

If there are any problems with your submission, the Office of International Admissions will send you a separate email. If you receive this email from us, please make sure to follow the instructions given in the email.

VI. Other Important note:

- 1. Please complete the online assessment by the application deadline. You will not be able to access the online assessment after the deadline.**
- 2. The application fee is non-refundable even if you do not complete the online assessment.**
- 3. Be seated and record the assessment with a plain background behind you.**
- 4. Speak loudly clearly when you record your answers.**
- 5. There is no dress code for the online assessment.**
- 6. After taking the assessment tests once, you will not be able to take them again.**

The system requirements for using the HireVue and Pearson platforms are as follows:

Operating System	Web Browser
<ul style="list-style-type: none">▪ Windows 10 or above▪ Mac OS X 10.12 or above	<ul style="list-style-type: none">▪ Google Chrome (latest version) * preferred▪ Firefox (latest version)▪ Safari (version 15 or above)▪ Microsoft Edge (version 16 or above)

FAQ

Q1: I cannot register for the online assessment.

A1: If you have submitted an online assessment in the past, you may not be able to register with your previous email address and “Username” (Pearson). Please register using a different email address and “Username” (Pearson) and inform us using the contact information provided below.

Q2: I entered the wrong Online Application Reference Number when registering for the online assessment.

A2: If you have entered the wrong online application number, please contact us after the completion of your test by using the contact information provided below.

Q3: I have completed the online assessment, but my Application Status has not changed.

A3: As noted on the Application Status page, the Application Status will be updated 2-3 business days after the submission of your online assessment.

Q4: I cannot log in to HireVue.

A4: Please confirm that you have entered your information correctly as outlined in the guideline. If you still cannot log in after confirming that you have entered everything correctly, try **using a different email address**. In that case, please contact us and share us the email address that you used, your name, and your Online Application Reference Number on the same day that you complete your online assessment.

Q5: I cannot log in to Pearson.

A5: Please confirm that you have entered your information correctly as outlined in the guideline. 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. Do not use the same username as on the first try. If you are still unable to proceed, please contact us after the completion of your test by using the contact information provided below.

If you have any questions, please contact the Office of International Admissions.

Graduate: grad-rec@apu.ac.jp