

Guidelines for online exams, quizzes and essays

1. Introduction

Since the beginning of this academic year, the University of Tokyo has been offering classes online while the country has been in a state of emergency. Even though the state of emergency has now been lifted and a gradual normalization is being attempted at the Komaba Campus, the exams for S semester/S2 term will be conducted online due to a variety of reasons. These reasons range from the arrival of the second wave of the new coronavirus infection continuing to be unpredictable; the likelihood of more than a few students living with the elderly or patients with underlying diseases, or that they have difficulty in coming to Tokyo which is far from the place where they are staying, or they have difficulty in setting up an online environment at home even after coming to Tokyo; there are not enough classrooms to conduct exams while keeping a safe “social distance” between seats, and delaying the schedule further being difficult due to the pressing schedule to determine the students’ advancement for their majors. Please read the following carefully so that you may prepare for the online exams. Section 1 is also applicable to essays and quizzes. Particularly, please make sure to prepare the necessary equipment (see “Required equipment and environment” (p. 8)). We appreciate your cooperation in ensuring a fair online testing environment.

We plan to provide an opportunity for consultation on equipment settings in the near future, so please pay attention to the information available on UTAS. In addition, as the method to be used for each course has not been decided yet, your instructors will inform you later.

2. Rules for online exams and essays

(1) The method of grading will vary depending on the class and the faculty in charge. Faculties have been allowed to deviate from the instructions in the syllabus for this semester only. Please follow the instructions of the relevant faculty for each class.

(2) With regards to the methods for preventing (monitoring) fraud during the regular exams held online, several methods will be used depending on the nature of the course as described below. Please prepare the necessary equipment as soon as possible, and carefully check the procedure for each course in advance. If you have any questions or problems, please contact your instructor in advance. Unlike previous occasions, the Academic Affairs Division may not collect information uniformly concerning the online examinations, so problems may not be solved even if you ask the Academic Affairs Division. Tablets, such as iPads, may be disadvantageous in certain exams, so please contact the Student Support Division for any device problems, including webcams. We also loan out computers. Quizzes may not be monitored as strictly as the regular exams, but the rules regarding fraud, such as the prohibition of consultations, are also applicable to the quizzes, and the answers to the quizzes will be scrutinized. Therefore, be sure to check the following points.

(3) Please take the online exams with correct authentication. You will need an ECCS Cloud mail account to

authenticate the Google Forms, so please make sure that you are able to use it in advance. (Please note that activation takes time, so please do not leave it just before the exam as you may not be able to get it done in time.) Please make sure that you do not mistake it for your personal Gmail account when accessing. Also, please note that you must use Chrome as your browser for the Google Forms (this is to prevent the answer being reset when the internet connection goes down). Zoom is also to be accessed through the account granted by the university, and unlike in class, please use only your Student ID number as the display name (on the computer version, you can edit your display name in the "Profile" on the page of the Zoom browser, and on the smartphone version, you can edit it from the "Display Name" through Profile in Settings). Please note that your grades may become invalid if you access the wrong account or enter your name or Student ID number incorrectly.

(4) As with face-to-face exams, if a fraud is confirmed during the online exams, the scores for all the courses that were taken in the current semester (include term courses) will become invalid, and those who assisted will also be severely punished. In the College of Arts and Sciences, the scores of the exams are directly related to the advancement to the majors. Please be aware that getting a score that exceeds your ability by unfair means is not only a despicable act in itself, but it also unfairly deprives other students of the opportunity to advance in the university. Specifically, unless otherwise instructed by instructors, the following four points will be regarded as fraud. Fraudulent acts will be determined carefully through investigations by multiple faculty and staff members and in accordance with the prescribed procedures. In some cases, the exam itself will be considered invalid and everyone may have to retake them. Please sit the exams with the awareness of being a student at the University of Tokyo.

i) With the exception of group exams, no one is allowed to rely on others (you are not allowed to consult with other examinees or get help from a third party). If the aider and abettors are members of the university, they will be subject to the same punishment as the person who committed the fraud. If the aider and abettors are not members of the university, they may be sued by the College or the faculty in charge as obstruction of business (this is because it takes a lot of time and effort to investigate and deal with each individual, and in a worst case scenario, everyone has to re-sit the exam).

ii) Textbooks, notebooks, and internet searches may be permitted in some cases, but in other cases they may not be allowed or limited in scope. In such cases, it is also illegal to refer to something that is not allowed.

iii) In the cases of essay questions, argumentative essay questions etc., when you transcribe a passage or a solution from some literature or the internet, and if you do not provide its source, it will be considered as an illegal act of "plagiarism."

iv) If you lend your Student ID card to someone else or let someone else use your account, not only will the owner of the account be punished but the person who also used the account will be subject to punishment as well.

(5) Grades may include essays. Please follow the instruction of the faculty for each class and write and submit the essay in a fair manner. As in the past, acts such as plagiarism are considered as fraud and subject to strict punishment. Plagiarism includes unannotated borrowing of information from the internet or copying from

notes made by friends. We check all essays with a plagiarism detection software. Any essays suspected of plagiarism will be contacted individually. If any misconduct is suspected, an investigation and hearing will be conducted on an individual basis, and if any misconduct is confirmed, severe punishment will be imposed, including on those who aided and abetted.

(6) During the online exams, there may be problems with equipment such as computers, internet connection, or servers. The College of Arts and Sciences will set guidelines on how to deal with any such trouble, so please check the emergency contact information for each exam after you have read and understood the guidelines in advance. Both the faculty and staff members look to avoid any advantages or disadvantages that may occur due to different environments.

(7) Exams and essays do not only check superficial understanding and knowledge of each class. In each field and area, the faculty will assign exams and essays in a way that will fairly assess how much academic methodology, critical thinking, and academic attitude you have acquired during the course of the semester. Exams are also a valuable opportunity to judge your aptitude, so please approach the exams with this in mind.

(8) Unlike face-to-face exams, many online exams are expected to allow various items to be “brought in” (able to be consulted). However, for example, a vocabulary list handed out in the class will not simply appear in the same order. In any course, you cannot expect to obtain a high score unless you have the knowledge systematically in your head. Even in a society with advanced information technology, if you need to look up basic information one by one, it is inefficient and easy to miss the variety of information running in front of you. The same is true for exams. Make sure you understand this when you are making your preparations.

Fraud during Online Exams

“IV. Regular Exams and the Evaluation of Grades (4) Fraud” in *Guide for Course Registration 2020* is applied as follows:

A person who is confirmed to have committed a fraud:

1. will have their scores of all courses taken during the semester (include term courses) made invalid and will not be eligible to take supplementary exams.
2. In addition to 1. above, if a person is confirmed to have committed a fraud in the second year, the eligibility to participate in the selection to advance to a major and its provisional offer will also be revoked. A person who cooperates in the fraud (in the case of an essay, the person who helped create the fraudulent essay) shall be treated in the same manner as a person who committed the fraud.

Failure to observe the following precautions may be treated as fraud.

(1) The timing differs depending on the examination method, but in either case, you must present your Student ID or an alternative (a screen or printout of the "Student Information" screen (photo, Student ID number, and name) of the UTAS, or the certificate for the second-stage entrance exam) when instructed. If a student provides only their answers or attendance essays without taking the prescribed procedures such as entering Zoom or presenting their Student ID, it will also be considered a fraud.

(2) In an exam with camera monitoring, do not place anything on the desk other than what is necessary for the exam or allowed to be brought in.

(3) Except for Method B, the setting of a virtual background will be taken as fraud.

(4) You must answer the exam questions on your own without anyone's help, unless authorized to do so by the faculty responsible. No person other than the examinees shall be permitted in the same room, except when taking the exams in a designated location on campus. If there are no other choice to do so due to circumstances at home or any other reasons, please inform the faculty responsible in advance and request the person in the same room to be silent and refrain from talking. Communication with others using communication devices during the exam is also prohibited. Turn off and do not use terminals other than those used to answer questions and those used to take images with the camera.

(5) Giving an answer by referring to materials or sites other than those permitted to be referred to will be considered fraud. Even in Method B which is unmonitored, an investigation may be conducted if fraud is suspected based on the content of the answers and the results of oral exams.

(6) When using a smartphone as a camera, apps such as LINE should be closed to prevent notifications. If the smartphone has an access to Wi-Fi and does not have to be connected to the telephone network, it must be in the airplane mode to prevent calls from coming in, and if not possible, it must be set so that it does not ring or vibrate to distract you. Please be aware that it may be considered a fraud to operate a smartphone during the exam. Applications (software programs) not used in the exam should also be closed on the computers.

(7) If the exam is handwritten, the answers sent as images should be kept in envelopes until the results are confirmed.

(8) Follow the instruction of the exam invigilator from immediately before the start of the exam until the end of the exam until instructions to dismiss are given. Except in cases where the network communication has gone down, failure to follow the instructions may constitute fraud. In the cases of Methods A and C, it will also be taken as fraud if the prescribed procedures in the event of the connection going down is not taken.

(9) You may not take a lecture or an exam in place of others or ask others to take it in place of yourself.

(10) When leaving the room due to health problems such as going to the bathroom during the exam, the invigilator should be able to see the following. Method A: with a laptop, tilt the screen 45 degrees (do not close), and with a desktop computer, lean the keyboard against the screen. Method C: turn the answer sheet over and put your writing instrument on it. After the exam, oral tests may be conducted to confirm the answers. If you feel unwell or otherwise unable to return to the exam, inform the invigilator/faculty by email or contact the Academic Affairs Division as soon as possible.

(11) When quoting other sentences or data in your essay, the quotations must be clearly indicated in quotation marks and the source must be clearly indicated. You may not write an essay (including copying) with the help of others, except when permitted to do so by the relevant faculty.

3. Equipment for the online exams

*In principle, the faculties will give instructions during exams through Zoom. Be sure to check the required information and URL by the day before the exam and save it on the device you will be taking the exam on.

*Please use the latest version of the browser and OS and confirm in advance that each equipment can be used normally.

(1) Google Forms quiz function (Google Chrome should be used as the browser*)

(2) ITC-LMS ("quizzes" or "assignments") (you must log in early)

(3) ECCS cloud mail (you must have it activated at least a week before the exam)

*With browsers other than Chrome, the answers will be reset when students "send" their answers while not connected to the internet. In Chrome, if you press "Refresh" (F5/Command + R) after reconnecting, it will return to the last completed operation (do not press "Back"). This function is not available on tablets such as iPads and smartphones (it does not apply to Chromebook). If you only have a tablet, take the exam at the

Information Education Building or get a computer on loan from the Student Support Office.

4. Monitoring methods for the online examination

*The exams may be taken in the Information Education Building or designated classroom only if there is a shortage or anxiety about the examination environment at home. Please complete the prescribed procedure at least one week in advance. Please be aware that seats are limited, and you may not be able to enter should the situation caused by the pandemic worsen.

*The method may differ depending on the subject and the nature of the exam. Follow the relevant faculty's instructions.

*In each case, you will be required to show your Student ID when asked by the invigilator. If you do not have a Student ID, please show the "student information" screen (photograph, Student ID number, name) of UTAS directly, a printout of the UTAS screen, or the entrance examination admission ticket (please attach your Student ID number on a sticky note). It will be considered fraud if you submit only your answers without showing your Student ID.

*The use of virtual backgrounds is prohibited and considered fraud with the exception of Method B.

*The video monitoring will be recorded. It will be stored in a place where only the faculty member can see it (password protected), and if necessary, it will be checked again after the examination.

*In many tests, it is expected that you can refer to some items such as notebooks, textbooks, or handouts, but such exams will have its own rules on what can be used as reference.

*After the completion of exams, we will check the content of your answers, and if there are any suspicion concerning the breaking of rules (such as getting help from another person), it may be investigated and contact you even after the grades have been confirmed or after you have advanced to the Senior Division.

* In Method A/C, everyone will be in a state with the Zoom video turned on. If that state continues for 60 minutes, the data size may exceed 500 MB, so if there is an upper limit on the internet connection, pay attention to the number of exams that use Method A/C and your data limit per month (or 3 days depending on the contract).

Method A: Three-point monitoring

A smartphone or a web camera is set on the left or right side to monitor the hands, the screen and the face. So long as the three points are visible to the invigilator the angling of the camera can be flexible. For example, if you set the camera in a high position, more of the top of your desk will be shown and the visible amount your room will be reduced. You can cover what you do not want others to see with curtains or sheets. The microphone is to be muted. Turn on the speakers or use earphones so you can hear the invigilator's instructions. The camera may be blocked before the exam begins. Once the exam starts, you are to minimize the Zoom window on a personal computer. If you move your mouth unnecessarily, if you look away from your computer or reference materials, if you look at the camera without instruction, or if your hand is out of shot for any length of time it may be a considered fraud (if there are reasons to do so, consult your instructor in advance). Google Meet may be used for a small number of students who normally have a tendency to be cut off during Zoom or have been cut during the introduction part of the exam before the start (at the discretion of the relevant faculty). If the Zoom connection (or other connection) is lost during the exam, continue with

the exam until the prescribed time limit, and then re-enter Zoom again after you have finished sending in your answers. Show your Student ID as instructed as soon as you are allowed to enter Zoom from the waiting room. The content of your answers sent may be confirmed in the manner similar to Method B below at the discretion of the invigilator.

Required equipment: (1) Computer (2) Smartphone/tablet or a webcam that can be placed separately from the computer by 1 to 1.5 m.

- If you are unable to go to the Information Education Building and cannot cope with this system due to equipment, internet environment, room environment, or any other reasons, you should notify the relevant faculty in advance (preferably by the previous week) so that you may take the exam with Method B.

Image of Method A and alternative method for a smartphone stand (see also 5 “Required environment” below)

- With an iPhone, for example, place it either on the left or right side of the desk, about 1 m from your hand, and at height of 20 cm or more to obtain the necessary image while watching "Video" in "Settings" of Zoom in advance. Keep a record of the distance from your own device.

- For webcams, the angle may differ depending on the model, make the adjustments accordingly. Please use chairs, bookshelves, boxes, etc. as necessary. Make sure you also have enough space for your reference material.

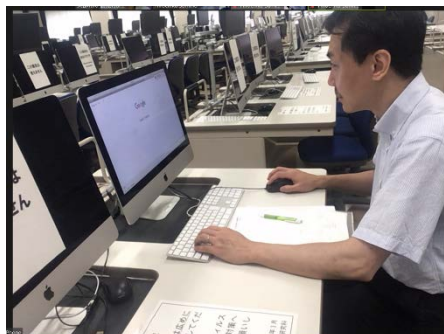
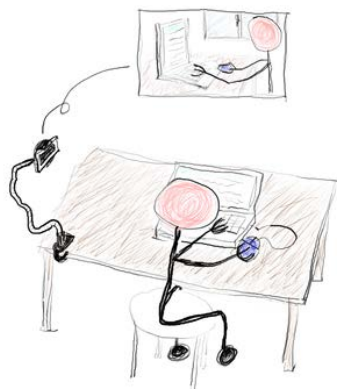
- The point is to set the angle so that the following three points are always transmitted to the invigilator.

(1) The four corners of the computer screen so that what software is being used can be seen (the text on the screen do not need to be distinguishable). Please use curtains and/or tilt the monitor so that the screen will not be obscured by light reflection.

(2) The movement of your hands. It is necessary to film from a certain height (20 to 30 cm) so that one hand does not hide the other hand or the space between the hands. Do not place anything other than keyboard, mouse, and reference materials on the desk. Do not use any device other than the computer (do not touch the smartphone/tablet during the exam).

(3) Make sure that the profile of your face, including the back and the movement of your eyes and mouths, are visible to the invigilator. It is okay if the top of your head is out of the video.

* Use the default video settings, and do not use HD which uses a large data capacity.



Privacy policy

With the methods presented here, especially with Method A, part of your room will be on display, so many of you may have concerns about privacy. After carefully discussing these point within the College and referring to the opinions of our lawyer, we have decided the following.

- The right to privacy means “the right not to publicly disclose personal life or personal information more than necessary”, so even if it seems to violate your privacy, it is not considered illegal unless it is “more than necessary”. In other words, it is not illegal if there is social justification such as the purpose being just and the means being the minimum necessary. For the following reasons, the College considers that the monitoring through the use of cameras is for the legitimate purpose of conducting a fair examination, and that the means to realize that purpose are also the minimum necessary.
- Firstly, the video will not be shown to students in other classes or to outsiders. Furthermore, Method A does not allow other examinees to see the state of other students during the examination. You may block the camera before the exam starts. Therefore, your video will only be shown to the minimum number of invigilators. With other methods, only your face (Method B) or the desk and your hands (Method C) will be visible. Even with Method A, the degree of flexibility of angles is relatively high, and you can exclude objects that you do not want seen by the invigilators in advance.
- Camera monitoring is indispensable for maintaining the fairness of the exam depending on the subject and the nature of the exam, therefore, it is considered that there is sufficient justification for monitoring. The specific monitoring method is also the minimum required as described above.
- Similar to putting referees in sports games, constant monitoring is in the interest of everyone who has the right to take a fair exam. The main purpose of monitoring is to ensure that cheating does not happen since it will violate the rights of those who respect fair exams.
- For the above reasons, the College believes that using camera monitoring rather than not will benefit the students, and have made the decision to introduce this measure.

Method B: Online exam without camera/oral test set with camera (maybe oral exam only)

After taking the exam online within the set time limit (turning off the video and microphone during this time), enter the Zoom waiting room. Once you are let into Zoom, turn on the camera and microphone, and take an oral exam which will last about 1-2 minutes (as only the face is to be visible, the virtual background may be used, or you can move in to be in front of a curtain or wall after the online exam). The evaluation is judged comprehensively on both the online exam and the oral exam. If there is a large discrepancy between the results of the online exam and the oral exam, the faculty may conduct further or another oral exam.

Required equipment: (1) Online exam: computer (2) Oral exam: computer with (built-in) webcam that captures the front of your face. Alternatively, a smartphone/tablet may be used.

Method C: Monitoring handwriting

Questions provided through Zoom, PDF files, or other means are answered by writing the answers on a A4-size copy paper by hand while only the area around your hands is shown using a smartphone or web camera and Zoom (it is not necessary to show your face or room). It can be from either the left, right, front or above. The microphone is to be muted. Speakers are to be on or use earphones so that the invigilator's instructions can be heard. The answer sheet should take up about 1/6 and 1/8 of the screen (6 to 8 equal parts vertically and horizontally to roughly determine the angle). If your hand is out of the picture for any length of time, it may be considered as a fraud (please notify in advance if there can be reasons for that). Identification is mainly done by handwriting. After the completion, put your Student ID on the margin of the answer sheet,

take a picture with a smartphone, digital camera, webcam, etc. and send it in time by the specified method. Additionally, at the request of the faculty in charge, you may be required to scan your answer sheet with a scanner (at a convenience store if you do not have one), or convert it to text and submit it later. Depending on the subject, camera monitoring may not be required. If Zoom is easily cut off, or if its connection is lost before the exam starts, Google Meet may be prepared for you (at the discretion of the instructor). If you lose the Zoom connection during the exam, continue your exam without trying to reconnect. At the end of the exam time, send your answer sheet as instructed before the start of the exam and rejoin the Zoom meeting. When you are allowed to enter from the waiting room, follow the instruction and show your Student ID. At the discretion of the invigilator/faculty, the contents of the transmitted answer may be confirmed similar to Method B.

Required equipment: Same as Method A.

- If you are unable to go to the Information Education Building and cannot cope with this system due to equipment, internet environment, room environment, or some other reasons, you should notify the relevant faculty in advance (preferably by the previous week) so that you may take the exam with Method B.

Image of Method C and alternative method for smartphone stand (see also 5 "Required environment" below)

- With an iPhone, for example, place it either on the left or right side of the desk, about 1 m from your hand, and at height of 20 cm or more to obtain the necessary image while watching "Video" in "Settings" of Zoom in advance. Keep a record of the distance from your own device.

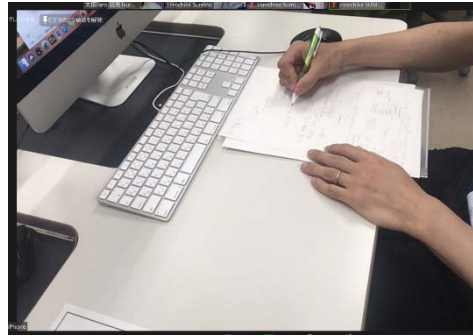
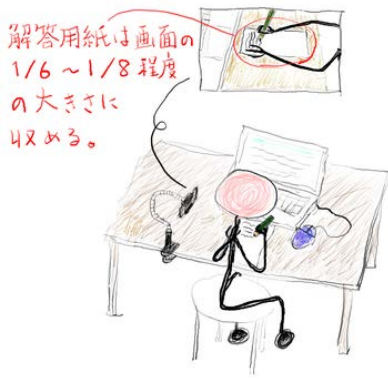
- For webcams, the angle may differ depending on the model, make the adjustments accordingly. Please use chairs, bookshelves, boxes, etc. as necessary. Make sure you also have enough space for your reference material.

- The following two points are the key.

(1) Make sure that the A4 answer sheet takes up about 1/6 to 1/8 of the screen (in the image below it is about 1/6). There is no problem so long as the paper takes up one square when the screen is divided vertically and horizontally into 3 to 4 parts. This is because, unlike Method A, other students will be able to see the image of other students and it is necessary to avoid showing them the answer sheet in a size that is readable. Do not write the answer using large letters that can be read by the others, in which case, you may be suspected of fraud.

(2) Make sure that the invigilator can see the movement of your hands. It is necessary to project from a certain height (30 cm) so that one hand does not obscure the other hand or the space between the hands. Do not place anything other than writing instruments, keyboards, mice, and other reference materials in the area visible in the video.

* Use the default video settings, and do not use HD which uses a large data capacity.



The answer sheet should be within 1/6-1/8 of the entire image.

Other methods

Depending on the nature of the subject, there are some exams that are conducted using methods different from the above three. For details, pay attention to the guidance from the relevant faculty. These methods do not require any further environment or equipment other than the ones indicated above.

5. Required equipment and environment

Taking at home

(1) Computer connected to the Internet

Update/reboot at least the day before the exam so that unnecessary applications are not launched. Be careful so that automatic inspection of antivirus software and OS update do not overlap with the test. Also, make sure that you know how to stop it if it starts. On smartphones/tablets, Google forms may be reset when the internet is cut off, so in principle use a computer (Win, Mac, Chromebook). If you are worried about the device or internet connection, you can either borrow a computer or router (limited number) from the Student Support Office, or take the exam at a designated place on campus during the stage where entry is permitted.

(2) Any one of the following: a USB-connected camera (external computer camera); a smartphone/tablet connected to the Internet; a second computer with camera (to support Methods A&C)

If you join Zoom from a smartphone or tablet, install the application in advance. Be sure to check the operation of Zoom before the exam (try it in class etc.). Also, be sure to install the Google Meet app as a backup and try it out. Having the video on consumes battery, so pay attention to the remaining charge of the device and in principle, keep the charging cable connected. If you have a B-type test, you can use the camera built into your computer. See also "Recommended methods for using smartphones" below.

(3) Microphone

Be sure to confirm the operation with the Zoom settings before the test. Not required when using Zoom on a smartphone or tablet. Even in Method A/C, it may be necessary to communicate verbally.

(4) Always connected to the Internet (while streaming video on Zoom)

If you are worried about the internet speed or the upper limit of usage, consider the same procedure as in (1).

(5) For Methods A&C: A flexible stand that can fix the camera or smartphone at a height of about 30 cm. It is

possible to substitute by stacking books and a combination of tissue box and rubber bands, or fixing to a bookshelf next to the desk with tape etc. With Method C, you only need to show part of the desk around your hands, so fix the camera should face downwards.

About the camera

- If you do not have a smartphone/tablet/another laptop computer, and you do not have a web camera that can be separated from the computer (one that can be used for Methods A&C), you will need to arrange for one. Any webcam with low performance and resolution will work as long as you can obtain the necessary distance from the computer (you can use USB extension cables). Currently, it is possible to purchase web cameras from around JPY 2000 on the Internet, so please consider purchasing it as much as possible, especially when you consider that it will only be the equivalent to the train fares during the exam period. They tends to have better image than one built-in cameras in laptops even if the resolutions are the same (and there is the possibility that the A semester exams may be online again depending on the infection situation).
- Some digital single-lens reflex cameras can be used as webcams by connecting to the USB only after installing free application.
- If any of the options above is difficult for you, please feel free to take exams in the Information Education Building (webcam prepared). Also, if you live far away from Tokyo or have health risk, please contact the Student Support Office as soon as possible, who will be able to loan and send one to you by mail (return fee will be borne by you), although the number for rental is limited.

Recommended use of smartphone

As smartphones are more likely to drop out of Zoom than computers, it will be more stable to join Zoom on a computer and use an external webcam. However, there are some free apps that allow you to connect your smartphone and use it as a webcam for your computer so you do not have to buy a webcam,. It depends on the combination of smartphone (iPhone or Android) and OS (Win or Mac, etc.), but there are many patterns that can be supported. Search the internet using “smartphone webcam” etc. as keywords. In addition, since the necessary cable length is often 1.2 m or so for Method A, USB extension cables may be required. If you are not sure, you can connect to Zoom from your smartphone. Even if the connection is lost, there will be no disadvantage in the marking, except that you have to reconnect to Zoom and present your Student ID after the test, etc.

When taking the exams on campus (Stage Orange to Green only)

*Since there are limited seats and there is a risk of infection when going to and from school, it is advisable to take the exams from home. Faculty members have been asked by the College so that no advantages or disadvantages occur due to differences in the environment.

*If you need to take an exam on campus, you need register as a member from the designated site and make a reservation at least one week in advance.

*Before entering the room, wash your hands and wear a mask. In addition, please refrain from speaking even at times other than the exam. After leaving the campus, be careful not to get caught in crowds on station etc.

*An invigilator may be stationed in the room to keep the room quiet and to ensure that each person can take

the exam quietly.

*Be sure to bring your own headset (earphone/headphone and microphone). If you want to take the exams using Methods A/C, bring a camera or smartphone and a flexible stand ((5) above) as much as possible. If you cannot prepare a camera etc., please inform us at the time of booking and make sure that you can obtain one.

(1) Examination from a computer in the Information Education Building

You will be able to take the exams in a well-ventilated room. You are required to clean the keyboard and mouse with an alcohol tissue before using them. Each personal computer has a camera, but since it is fixed to the monitor, it cannot support Methods A and C. Webcams and stands can be loaned out from the Information Education Building, but as the numbers are limited, you are advised to prepare your own cameras, smartphones, or stands (or an alternative) as much as possible.

(2) Taking the test in a designated classroom with decent Wi-Fi

Bring your own laptop to a designated room and connect to the campus Wi-Fi (which is more powerful than before, but still not perfect) to take the exam. Do not forget to prepare a headset, camera, smartphone stand (or an alternative). You are not allowed to take the exams in a room other than the one designated to you.

6. Other problems

- Examination cannot be taken if you exceed the permitted late arrival limit (the standard is 30 minutes, but may differ depending on the subject. Please make sure in advance). Unless there are unavoidable circumstances, there are no extension to the test times. If you have an unavoidable circumstance, you can ask for a special dispensation. Please provide documentation or information that can prove this. The exam time for this semester will be the same as the lecture time. Note that it differs from the S1 term and last year.
- Early exit will not be permitted with the online exams. Even you send in your answers early, follow the prescribed rules and wait until everyone finishes.
- In the case of large-scale disasters or communication failures in and outside Tokyo, as a general rule, exams that are not started will be postponed. However, if they have started, exams may continue for students who are not affected by such irregular incidents. If you cannot take the exam due to such problems, you will be provided by an alternative so make sure to prioritize your personal safety. Contact the university as soon as possible when you become able to do so.