

Common to all A, B, C methods

Read through the following items and mark them off with a check (☑) when done before the exam date.

## Preparation / Confirmation before the exams

- Equipment preparation and setting : See the "Guidelines for online exams, quizzes and essays".
- The **Regular Exam timetable will NOT be used. Normal Class timetable will be used.** (For example, the first period starts at 8:30.)
- Log in to Google with your ECCS Cloud email account.** Since you will be automatically logged out 14 days after you first login, **make sure to log out immediately before logging in for the exams so that you will not be automatically logged out during the exam period.** See the special site ([https://utelecon.github.io/en/zoom/create\\_account.html](https://utelecon.github.io/en/zoom/create_account.html)) on how to create a Zoom account.
- If you want to enter Zoom **from your smartphone/tablet, make sure you install the dedicated app in advance.**
- At least 3 days before the exam, the URL and instructions for the exam will be announced on the **UTAS syllabus "Online Class Information"** and the **ITC-LMS "Information"**. **Check them at least 2 days in advance (preferably using UTAS) and save them on the terminal you will use for the exam.** If a password locked PDF file of the exam questions is to be distributed in advance (a few hours before), **download it to the terminal as soon as possible.** When asked for the password, you can save it to the terminal by pressing Ctrl/Command + S keys at the same time (or it can be left as it is. It is not always necessary to save it on the terminal). The report form (your attendance registration will be done from there) will be in the state where response acceptance is closed until just before the start. The exam questions form and password will be displayed once you have submitted the attendance registration.

- Become familiar with how to use Google form

Practice the steps below before the exam using the practice form and practice PDF file on the web page below:


- Select "Attendance Registration" and submit the form,
- Open the exam questions form in a new tab,
- Download the PDF file, and copy and paste the password displayed after attendance registration,
- **Upload multiple photos taken with a camera to the relevant upload site of the form within five minutes** (if there is an exam that requires the submission of handwritten answers).

During the actual exam, you will only be able to "submit" the exam questions/upload form once. If the message "Response accepted" appears, it means that the form was sent successfully. (The report form can be submitted as many times as you like, although the submission time is recorded. Please **do not submit the "Attendance Registration" more than once.**) In the actual exam, there may be a delay of several minutes (caused by congestion) when submitting the form. If there is a delay beyond the expectations of the faculty, the submission will be extended or remedied.

○Web page of online exam consultation (Only in Japanese):

<http://www.c.u-tokyo.ac.jp/zenki/news/kyoumu/all/2020/0706191000.html>

<The most efficient way to upload images from your smartphone/tablet to Google form>

**【smartphone/tablet】** Install the Google Drive app  → Open the Google Drive app, **sign in with your ECCS Cloud email account** → tap the + mark at the bottom right → "Use camera" → Take a photo → "Use photo" (automatically saved in "My Drive"; repeat this as many times as necessary) → From the three-point reader icon on the right side of the corresponding file in My Drive, select "Rename" to change the file name to your student ID number without a hyphen, and if there are multiple files, add a hyphen and add a number. (Ex. J1123456-1) → **【PC】** Click "Add File" in Google form (Question (3) in the practice exam questions form) → Select "My Drive" → Select the photo (Hold down the Ctrl/Command key when clicking if more than one) → Upload

※You can also change the file name by opening Google Drive on your PC and changing it there. (You cannot change it on Google form.)

※If it becomes confusing, you can also send images by email to the email address that you will be able to see easily on your PC.

※For how to use digital cameras and scanners, please refer to the relevant instruction manuals. For digital cameras, it is often easy to transfer files directly using the SD card (or equivalent memory card).

※**You can take pictures using webcams but the standard ones have poor image quality (and the left and right may be reversed)** and will likely to need to be retransmitted later with a scanner at a convenience store or similar. For the exam, the image quality must be such that "it can be identified as the same answer sheet later by comparing it with a clean answer sheet".

In Method A/C, to protect privacy between students, the **Zoom display name is to be changed as follows: [<First 2 letters of the family name in alphabet and the first 2 letters of first name in alphabet, total of 4 letters> + < Student ID number without a hyphen> \* use half-width letters, and capitalize only the first letter.]** (Ex. KOMABA Hiromi J1-234567 → KohiJ1234567, Ariel SMITH J2-345678 → SmarJ2345678). In addition to being able to change the name through "Profile" in the settings, you can also change the name in "Details" by hovering the mouse cursor over your account in the list that appears on clicking "Participants" after joining the meeting. **Reconfirm that your Student ID number is correct.**

- Be sure to use Chrome as your browser.** Install it in advance.
- Except for when taking the exam in a designated classroom, it is prohibited for multiple people to take the same exam in the same room.

### Precautions immediately before the start and during the exam

**Main flow of Exams:** Join Zoom → Confirm precautions → Fill in the "Attendance Registration" form → Submit it after the signal → Open the displayed URL of the exam questions/upload form in another tab → Switch to that tab after signal → Start answering after signal (If there is a pre-distributed PDF, the password will be displayed at the beginning of this form) → Manage the time yourself and stop answering when the end time is reached → When filling in the answers directly on the form, save them to PDF and confirm your connection before submitting. With handwritten answers, take clear pictures and send them (with camera monitoring, take pictures and send them after presenting the answer sheets to the camera and recording is completed) → Exit once the exam invigilator finishes their confirmation (→ If you lose your Zoom connection during the exam, re-enter Zoom and have an interview.)

- Be sure to connect your PC and smartphone/tablet** used as a camera to the power supply.
- Turn off your mobile phone or set it to airplane mode to turn off notifications so that it does not interfere with the exam.
- You can put a printout of this exam procedure manual, a blank notepad, writing utensils, beverages, tissues, remote controls for air conditioning, and other items that are not related to the exam on your desk.
- Open only allowed apps and tabs on the desktop screen, and close all other apps to reduce the load.
- Please note that **if you submit your attendance registration before instructed, it will be counted as flying.** All form submission times will be presented to the exam invigilator.
- Do not submit your attendance registration more than once.** If you want to see the screen displayed after submitting again, select "Others" and submit the form. (If you are unsure whether or not you were able to submit due to an error etc., select "Others" and enter the reason and submit.)
- For the Attendance Registration, enter the first four letters of your Zoom display name, student ID number, and name in separate fields.
- Enter **your student ID number without a hyphen.** If there is an alphabet, include it, but if the system is set to accept only numbers, enter only numbers.

For the sake of fairness with students who do not have a printer, **exam questions cannot be printed out**. Touch pens cannot be used either.

Be sure to **maximize the window size** and switch to view so that there is no unfairness in the size of the monitor.

For the same reason, **only one personal computer can be used as a terminal**, except for the one used as a camera. **Use of multiple monitors or other terminals is not permitted.**

*In Method A, do not look at the camera unless instructed to do so. Whether or not you are talking to another person is judged by the movement of your mouth and throat. In Method A/C, do not make any movements that may be suspected of prohibited operations or movements. It is okay if you just stretch your body a little or scratch an itch. Basically, you can take the exam in the same way as a face-to-face exam.*

*As a manner towards other students, after receiving the instruction to minimize the Zoom screen, do not watch the video of other students until the instruction to turn off the video after the exam is completed. (Before minimizing the Zoom screen, you may obscure it with tissue paper, etc.)*

If there are pre-distributed PDFs, the password will be displayed at the beginning of the exam questions/upload form. Copy and paste it without adding extra spaces. If you do not know how to copy and paste it, see "Troubleshooting".

**It is forbidden to submit your attendance registration and answers without joining Zoom.**

**If you have any questions**, ask using the microphone before the start of the answer time and after the end of the answer time. Ask questions using the report form during the answering period. **In principle the chat function cannot be used.**

**Take screenshots of each screen in case of trouble resetting the exam questions/upload form.** (→ See "Troubleshooting".)

Since the time it takes to send the answer is not included in the exam time, start the submission work as instructed after receiving the signal of "stop answering".

### How to submit the answers using Google form (Check the following on any site in Chrome in advance)

① Select "**Settings> Print> Save as PDF**" from the three-point reader icon or up arrow icon on the upper right of Chrome and save it on the desktop etc. ※If this operation freezes in advance confirmation, use a screenshot instead.

② Before clicking "Submit", open the Yahoo! site in another tab (this behavior is officially recognized), check your internet connection, and then "Submit".

※ **Click "Cancel" when the message "Do you want to leave this site?" appears.** (This message is displayed when you press the wrong button.) If the connection is disconnected and you press "Submit" and a white screen appears, reconnect and reload the form. (**Never click "Back ←" on your browser.**) If the message "Response accepted" appears, it means that the answer was sent successfully. (The instructor will collate with attendance registrations and check if there are any omissions.) "Submit" of the exam questions/upload form is limited to once, and if you reload it after submitting, the message "Already accepted" will be displayed.

Troubleshooting → page 8

## Method A

◆Three points (PC screen, your hands and profile) are monitoring with camera. In some subjects, images of handwritten answers must be sent.

### Pre-setting and confirmation

Camera settings

Enter Zoom and make your own settings so that **the invigilator can always check the following three points. Avoid backlight.** If you have a peep prevention film on your PC screen, point the screen toward the camera. The camera can be diagonally behind you, but your hands must not be hidden by your back and must always be visible. Fix the camera so that it does not shift during the exam. If you set "Camera" in the Zoom setting to "Original size", the top and bottom will be wide-angle. Do not set the resolution to HD, **do not use virtual background.** For smartphones, etc., **allow image**

rotation to take a horizontally long image.

(1) Status of apps and tabs on your PC screen (In case of backlight, use a curtain to block the light and point the screen toward the camera as much as possible.)

(2) Movement of your both hands (3) Profile (your line of sight and mouth)

※The invigilator checks two points: whether you are referring to something other than what you are allowed to refer to, and whether or not you are interacting with others. If there is one anomalous behavior, the proctor will watch, but it will not be fraudulent. Even if one invigilator decides that you are suspicious, they will always check the recording with other invigilators after the exam and compare your answer and score with the record to make a comprehensive conclusion fairly carefully. Therefore, if you **take the exam in the same way as a face-to-face exam**, you do not have to worry about any "miscarriage". There is no problem if you just look away for a short time in the direction of the camera, yawn, stretch, blow your nose, or scratch an itchy area. In addition, you may leave your seat for a very short time to operate the air conditioning and lighting. **If you leave your seat to go to the bathroom**, please report using the report form and then place this exam procedure manual on the keyboard to signal. You may be interviewed after the exam.

Audio check: If a problem occurs or you have an interview, you will use the microphone.

Desk

Do not place anything related to the exam on the desk (camera imaging range = range within your reach) except for permitted ones (remote controls for air conditioning, beverages, tissues, etc. are acceptable). Set your mobile phone so that you will not be distracted when you receive a call or LINE. If you use Zoom from your smartphone, the video will be cut off temporarily when you receive a call, so if you notice it, report it after the exam.

### Main flow during exam time

① A few minutes before the start (= **same as class time**), join the Zoom meeting **only with the terminal used by the camera**. There is a "waiting room".

② Microphone is to be off unless you need it. Video is also to be off until instructed.

③ To reduce the load, close all unnecessary apps on your both PC and smartphone.

④ Open only the report form on your browser. Close all other tabs and apps unless you are allowed to search materials on your PC and the internet. Be sure to **maximize all windows and switch between them (do not display them side by side)**.

⑤ Turn on the video when instructed. (You may obscure it using a light object such as tissue paper until step ⑦.)

⑥ When instructed, minimize the Zoom window if you connect to Zoom on your PC. (Also minimize the small video window by clicking the up arrow in the lower left corner.) You can leave the screen of your smartphone/tablet on when you connect to Zoom, but you are not permitted to look at the device after this step.

⑦ Slowly remove material obscuring the camera. Follow the instructions, turn the front of your face toward the camera, and wait until the invigilator finishes recording.

⑧ If the Zoom connection becomes lost by this step, re-enter the Zoom meeting. If you cannot enter, start from step ⑨ as soon as the report form can be accepted, and manage the time yourself.

⑨ When instructed, **submit your attendance registration from the report form**. (Don't fly (send too early) as your account and send time will be recorded.)

⑩ **The URL of the exam questions/upload form will be displayed on the screen immediately after submitting the attendance registration**. Open the URL **in a new tab** and wait for the start instruction.

⑪ The exam will usually start immediately after step ⑩. After starting the exam, **manage the time limit yourself**. **Even if you notice that Zoom connection has been lost, leave it as it is** and stop answering when the time limit comes. When submitting the form, save it, confirm the connection and submit it as described in page 3 within one minute after the answer time ends. When submitting the handwritten answers, follow the main flow after ⑨ in Method C (page 7).

⑫ If Zoom is connected to the end, exit the meeting after instructions from the invigilator. This is the end of the exam. **(If you are late for the exam, you will need to have an interview**. If you do not take the interview for no specific reason, your actions may be considered to be fraudulent.)

⑬ **If you lose your Zoom connection during the exam, be sure to manage your time, re-enter the Zoom meeting** after submitting your answer and wait for permission to enter it. If the next exam is about to begin, report it on the report

form and check an email from the instructor in charge as soon as the next exam is over.

## Method B

◆ Oral exam will be conducted with video-on monitoring after the online exam without monitoring (in some subjects, oral exam only)

Unlike other methods, camera monitoring is not performed while answering the online exam, but unless you answer by yourself, there is a possibility that contradictions will be exposed in the oral exam and points will be deducted, so you need to take the exam responsibly for each of your answers. (Of course, it is assumed that some answers may be answered with "intuition".) In the case of a "brought in" (can refer to the materials) exam, the oral exam is conducted on the premise that the questions have been solved by referring to the materials that are allowed to be referred to. Do not worry if you follow the conditions and answer the online exam. The standard oral exam is about one to two minutes, but in the following cases, it may take longer or the schedule may be adjusted separately: - when it is judged that further confirmation is necessary for the answer contents, - when it takes time to confirm the answers, - when only the oral exam is conducted for the subject, etc.

○ **If you take the exam in method B instead of method A/C**, you need to enter the same Zoom meeting as the exam takers in method A/C. Turn off the video, listen to the instructions, solve the same exam questions, and start and end at the same timing. (However, if the basic method is A for the subject, front of your face is not recorded at the same timing as method A examinees, and you (method B examinee) need to start the exam immediately after submitting the attendance registration. **Since the submission time of each form is recorded in the system, you should manage the time limit yourself** and submit it one step ahead of the method A examinees.) After that, follow the instructions to exit and re-enter the Zoom meeting, and as soon as you are allowed to enter the meeting from the waiting room, take the oral examination after the front of your face has been recorded, just like the examinees who lost their connection to Zoom.

### Pre-setting and confirmation

Video and Audio check

• Unlike other methods, the camera on the front of your PC is sufficient. If your PC does not have a camera, you may take the oral exam from your smartphone or tablet. If you do not have a camera device such as a smartphone, consult the Student Support Division.

• Check the video and audio again in Zoom's Settings just before the examination.

• You can use a virtual background but you need to turn off the virtual background setting when you take an exam in other methods. You may move to another place after the online exam. (But please note that the oral exam will start soon.)

### Main flow during exam time

○ Online exam (if the basic method of the exam is method A/C, you will need to check the main flow for method A/C also.)

① A few minutes before the start (= **same as class time**), join the Zoom meeting. There is a "waiting room" unlike regular classes.

② Microphone is to be off unless you need it.

③ When instructed, submit your attendance registration from the report form. (Your account and send time will be recorded.) Open the URL of the exam questions/upload form, etc. in another tab. Unless otherwise instructed, **start the time limit countdown from the time you send your attendance registration**.

④ Because you may not notice that Zoom connection has been lost during the exam, **manage the time limit yourself and submit the answer within the time limit**. (A delay of about 30 seconds is acceptable.) Even if you lose the connection to Zoom, leave it as it is. (However, you should report this during the oral exam and make sure that you did not miss anything during the exam.) When the time limit comes, stop answering and submit the answer even if you do not hear the instruction. **When submitting the Google form, save it, confirm the connection first and submit**

it as described in page 3.

⑤ Once you have successfully submitted your answer, leave Zoom once.

※ You may leave your seat to go to the bathroom, etc., but there is a possibility that exam question corrections will occur during that time, so please report that fact using the report form.

○ Oral exam (in the case of oral exam only, perform the following steps after ① shown above.)

※ If you submit only the answers to the online exam and miss the oral exam without permission, it may be considered to be fraudulent. **If you cannot join the oral examination and cannot email due to problems such as connection**, call the Academic Affairs Division and email the instructor in charge as soon as connection has been restored.

① Join the same Zoom meeting again. You will be allowed to enter the meeting in order from the waiting room, turn on the microphone and video. Turn the front of your face toward the camera and wait until the invigilator finishes recording.

② Answer the invigilator's questions, remembering your own answers to the exam you answered earlier. Unless it is "oral exam only", it will take about one minute, so **answer as briefly as possible**. Unless you have been told that there is a second round, the exam will end as soon as you are allowed to leave. Do not contact other examinees until everyone's exams have been completed. If there is a second round, enter again the same Zoom meeting and wait in the waiting room.

Inquiries may come from the instructor in charge during the exam period or for about a week after the exam, so please check your @g.ecc.u-tokyo.ac.jp email once a day (or set it up forwarding to the address you use frequently).

**Caution: There have been reports of apps that use smartphones as webcams, at least EpocCam and iV Cam, that freeze during Zoom with a large number of connections. Please use them only after trying them for about 30 minutes in regular class etc.**

## Method C

◆ Only your hands are monitored with the camera and images of the handwritten answers must be sent. (In some subjects, there are no monitoring)

### Pre-setting and confirmation

Camera settings (When monitoring with camera)

Enter Zoom and adjust your own settings. There is no set angle as long as **the following three points are satisfied**. Do not set the resolution to HD, **do not use virtual background**. For smartphones, etc., allow image rotation to take a horizontally long image.

(1) The invigilator can see how you write your answers on the answer sheet and what your hands are doing.

(2) The size of the paper you plan to use (see below) fits in 1/6-1/8 of the screen.

(3) You can shoot from the front, but if you use the camera attached to your PC, it will be difficult to see the screen, which is a disadvantage.

※ The invigilator checks two points: whether you are operating your computer more than necessary, and whether you are operating other terminals. If there is one anomalous behavior, the invigilator will watch, but it will not be fraudulent. Even if one invigilator decides that you are suspicious, they will always check the recording with other invigilators after the exam and compare your answer and score with the recording to make a comprehensive conclusion fairly carefully. Therefore, if you **take the exam in the same way as a face-to-face exam**, you do not have to worry about any "miscarriage". There will be no problem if you just stretch, touch your face, blow your nose, or scratch an itchy area. In addition, you may leave your seat for a very short time to operate the air conditioning and lighting. **If you leave your seat to go to the bathroom**, please place the writing utensils on the back of the answer sheet and then report using the report form. You may be interviewed after the exam.

Audio check: if a problem occurs or you have an interview, you will use the microphone.

Desk

Do not place anything related to the exam on the desk (camera imaging range = range within your reach) except for permitted ones (remote controls for air conditioning, beverages, tissues, etc. are acceptable). Set your mobile phone so that you will not be distracted when you receive a call or LINE. If you use Zoom from your smartphone, the video will be cut off temporarily when you receive a call, so if you notice it, report it after the exam.

Prepare about three sheets of **A4 to B5 size white paper** (with ruled lines or part of the notebook) **as answer sheets**. Use only one side. **Be sure to practice taking (scanning) and sending photos by the method specified by the instructor in advance.** In particular, check how to send image files from your smartphone to your PC and in which folder they are stored.

**Set the time until the screen goes dark and sleep without operating the computer to two hours or more.** It may not be possible to set it on a Chromebook, but the action to wake up the Chromebook when it goes to sleep is allowed.

Main flow during exam time (Assuming monitoring with camera. If no monitoring, you can omit up to ⑨. Pay attention to the notice posted by the instructor.)

① A few minutes before the start (= **same as class time**), join the Zoom meeting **only with the terminal used by the camera**. There is a "waiting room".

② Microphone is to be off unless you need it. Video is also to be off until instructed.

③ To reduce the load, close all unnecessary apps on your both PC and smartphone.

④ Turn on the video when instructed. (When monitoring with camera)

⑤ **If the Zoom connection has been lost by this step, re-enter the Zoom meeting.**

⑥ **In many cases, instructions regarding the exam questions will appear on the screen immediately after submitting the attendance registration.**

⑦ After starting the exam, **manage the time limit yourself. Even if you notice that the Zoom connection has been lost, leave it as it is and continue answering until the time limit comes.**

⑧ Write your name, stream, grade, and student ID number at the top of the answer sheets, and answer with a black or blue writing utensils.

⑨ When the answering time ends, follow the instructions and present the front side of the answer sheets all together to the camera. (They will be recorded by the invigilator.)

⑩ After that, if any answer is modified, it will be illegal. You can turn off the video as instructed. Place your student ID card in the margin of the first answer sheet and take a picture one by one. **Change the file name to your student ID number without a hyphen**, and if there are multiple files, add a hyphen and add a number. (Ex. J1123456-1) and submit them as much as possible within five minutes. If you can adjust the brightness, set it so that it does not get dark. Keep the answer sheets as they are until the grade is confirmed.

⑪ Submit the image data of the answer sheets within five minutes as much as possible. **(You can only submit once, so make sure you have uploaded all the answers.)** If you cannot submit them, compress them to a total of 20MB and send them by e-mail.

⑫ If your Zoom is still connected at the end, exit the meeting after instructions from the invigilator. This is the end of the exam. **(If you are late for an exam with camera monitoring, you will need to have an interview.** If you do not take the interview for no specific reason, you may be considered fraudulent.) It may be required to submit a file in which the answer sheets are neatly scanned by a scanner at a convenience store or elsewhere, or a file converted into text using Word within two days.

If ⑬ **If you lose your Zoom connection during the exam with camera monitoring, after submitting your answer, re-enter the Zoom meeting and wait for permission to enter it.** (If you skip this procedure for no specific reason, you may be considered fraudulent.)

# Troubleshooting

## If you can't enter the Zoom meeting room for the exam

Check the "News" in the **Junior Division website of the Academic Affairs Division** to see if it is your own problem or if it is happening to all the examinees due to a Zoom malfunction. **In case of a Zoom malfunction, follow the instructions and get an alternative exam room URL in the exam-related information section of the relevant class in UTAS and ITC-LMS.** If it is your own problem, first send an email to the instructor (although the instructor will most likely be not be able to check the email during the exam). If you do not receive a reply after a while, contact the Academic Affairs Division and ask them to contact the instructor in charge instead of you. Depending on the time, you may be allowed to take the exam in method B as it is. (If that is not possible, other alternatives will be suggested.) You will need to enter Zoom and have an interview, but if you cannot, you will be interviewed elsewhere.

## If the connection to Zoom is broken and cannot be reconnected or when the instructions of the invigilator are interrupted and cannot be heard

As soon as you refresh the browser and the report form is ready to enter, fill in the status in the free answer field and register for attendance. Start answering using that time as the start time and manage the time yourself. When the end time comes, submit the answer according to the procedures for each method. The time it takes to send the answer is not included in the exam time but when submitting the form, submit within one minute, and when submitting the handwritten answers, submit within five minutes as much as possible. After submitting your answer, re-enter the Zoom meeting and wait for permission to have an interview. If you cannot enter the Zoom meeting, report that fact using the report form and wait for an email from the instructor in charge. (If you skip this procedure, it will be considered a fraudulent act because you took the exam without the oral exam in Method B.)

## If the Google Forms says "Permissions are required"

Log in with your ECCS Cloud email account. You cannot answer with your personal Gmail account.

## If the PDF file does not open (password does not enter properly)

Make sure you have not copied (Ctrl/Command + C keys) the password with an extra space before and/or after the password and you pasted (Ctrl/Command + V keys) it. (The system may not accept the right mouse click/secondary button click.) If it still does not open, select "Others" on the report form, enter "Password", submit it, and wait for the invigilator's instructions. You will be instructed to download a file containing a simple password that can be given orally from a folder that has been given in advance. In this case, the time when the password is transmitted will be the start time. Make a note of the time and manage the time yourself.

## In case the answers you filled out in the Google form is reset

The selected options and the entered text may be reset due to the internet being cut off or an operation error. In preparation for that, do one of the following: (2) is recommended when the amount of description is large.)

1) When the question numbers and selection symbols are clear → Make a note of the answers in the memo pad at hand, and then select and fill them out in the form.

2) **Take screenshots** for each screen (so that all answers are included). For Windows, press the Windows key + Print Screen (Prt Scr) key to save in the "Pictures" folder. For Chromebook, press Ctrl + window switch keys to save in the "Download" folder. For Mac, press Command + Shift + 3 keys to save on your desktop.

◆ **When it has been actually reset:**

If you try to restore it without reporting anything and submit it halfway, it will be difficult to remedy, so **calm down and follow the steps below.** First, report that fact selecting "Others" on the report form, then concisely report the situation with a microphone and ask for instructions. Normally, if there is a memo in 1) above, take a picture of it, and send it to the instructor by e-mail promptly. In the case of 2), send the saved files in the same way. In addition, fill out and submit the form with additional time allowed. (Do the latter first depending on the time. If you cannot submit the



form due to a problem, just send one of the above records by email.)

#### If Zoom connection is lost during the exam

Do not try to reconnect during the exam. After submitting your answer, re-enter the Zoom meeting and have an interview. Questions will be asked according to your answer contents. You may be asked carefully to distinguish it from the case of intentionally disconnecting (= cheating), but since it is done uniformly, if there is nothing wrong with it, you can answer plainly. Even if there is one strange behavior, it will not be fraudulent.

#### If your computer freezes or you cannot connect to the Internet

Report that fact, and after the exam is completed, re-enter the Zoom meeting as in the case of Zoom disconnection and consult with the instructor about it. If you cannot report, call the Academic Affairs Division (Junior Division: 03-5454-6043, 6044, PEAK: 03-5465-8237, 8219) and email the instructor in charge as soon as the connection is restored. Remedies will always be taken, so wait for a reply.

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