

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 make a note of your APU Online Application Reference Number. Once the assessment starts, you will not be able to refer to the number. The note is the only material you can bring to the assessment.**
2. To take the assessment, the installation of **Safe Exam Browser** on your computer is mandatory. Do not attempt to take the online assessment using a smartphone or tablet.
3. During the interview, please keep looking at the web camera fixedly. If you are looking at anything other than the camera, it may be considered as cheating.
4. Check the lighting in the room, especially around your eyes, to ensure that your face is clearly visible in the recording.
5. While taking the assessment tests, if you are unable to proceed for any reason, please raise your hand to declare that a problem has occurred, and the assessment needs to be paused. After that, use your smartphone or other device to take a screenshot of the screen. Then, close the Safe Exam Browser and the browser used for the online recorded video interview. Please send consultation and the screenshot to grad-rec@apu.ac.jp.
6. 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.
 - Wearing earphones *
 - Opening another webpage or browsing another website
 - 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
 - Talking on the phone or to other people
 - Someone other than you taking any portion of the online assessment
 - Someone else is in the room while you are taking the online assessment
 - Other dishonest acts

* If your device comes with a set of earphones and a microphone, please use only the microphone. There will be no listening questions in this interview.

> 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.

Note: If you have an antivirus software running on your computer, Safe Exam Browser may not download or install properly. If you experience any problems, please turn off your antivirus software before downloading and installing Safe Exam Browser. Or, please use another computer.

Safe Exam Browser for Windows:

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

Safe Exam Browser for macOS:

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

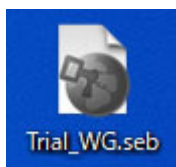
II. Test SEB installation

Please click link below URL to download the test file and open it. Opening this file will automatically launch Safe Exam Browser.

https://r.apu.jp/WG_Trial



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



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.**)

If Safe Exam Browser does not launch, please check if it is installed properly. If it still doesn't start, please try reinstalling it.

If you can open following page with Safe Exam Browser, your installation is successfully completed.

The screenshot shows the Pearson TalentLens website. At the top, there is a navigation bar with 'English', 'Test Platform', and 'Contact'. Below this is a search bar and a menu with 'Recruitment', 'Career Development', 'Career Readiness', and 'Services'. The main content area is titled 'Practice Critical Thinking Test' and 'Take a Free Critical Thinking Test'. It includes a paragraph explaining that this is a practice test for the Watson Glaser Critical Thinking test, followed by a paragraph about the test's purpose and a button labeled 'Complete a free practice Critical Thinking (Watson Glaser) test >'. To the right of the text is a photograph of two people working at a desk in a modern office setting.

*You can practice WGIII test from this page but **NOT** mandatory.

III. Register for the Online Assessment

Please visit the registration website and enter your name, nationality and email address. In the last column, please write “APU” and then your Online Application Reference Number as shown here: APU12345678. Please note this number will be used again when you start WGIII test.

The screenshot shows the 'APU ONLINE ASSESSMENT LOGIN' form. The form has fields for 'Full name', 'United States' (a dropdown menu), 'Email', and 'APU+Online Application Reference number'. There is a 'Sign Up' button with a checkmark icon. The background of the page is a large photograph of the APU campus, featuring several large buildings and greenery. In the top right corner, there is a small APU logo with the text 'Shape your mind' and 'APU'.

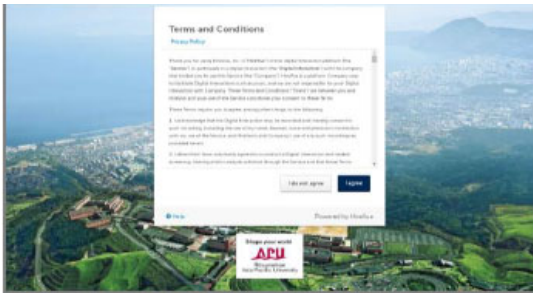
IV. Video-Recorded Assessment

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

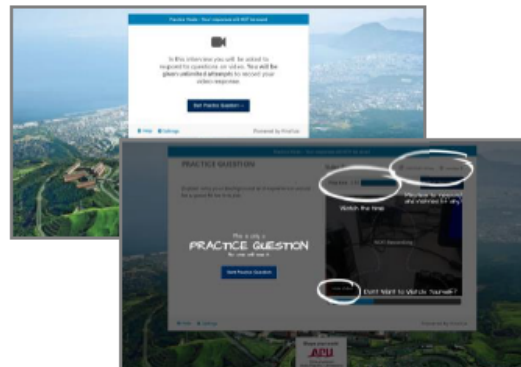
In the video-recorded assessment, you will be given a number of questions, and you will record your answers to them. Each question will have a set time limit for responding. Before starting the video-recorded assessment, you will be given time to test the quality of your camera and microphone. You will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

Steps to begin the video-recorded assessment:

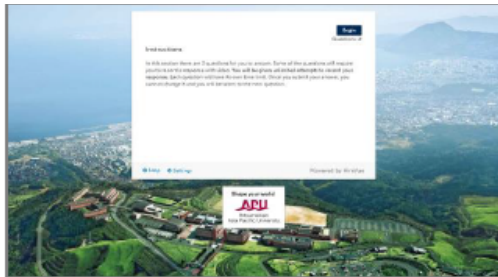
1. Review the Privacy Policy



2. Take a practice question



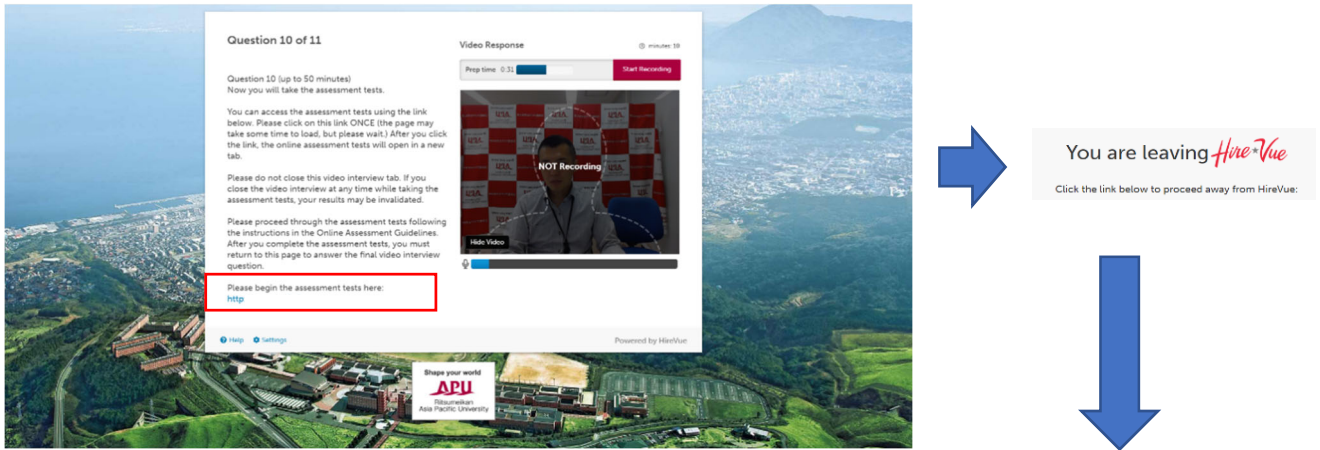
3. Read the instructions and begin the video-recorded assessment



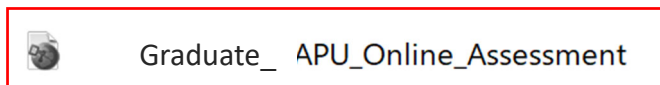
V. WGIII and CORE Assessment Tests

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:

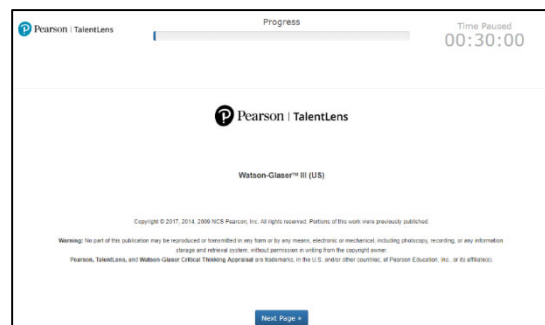
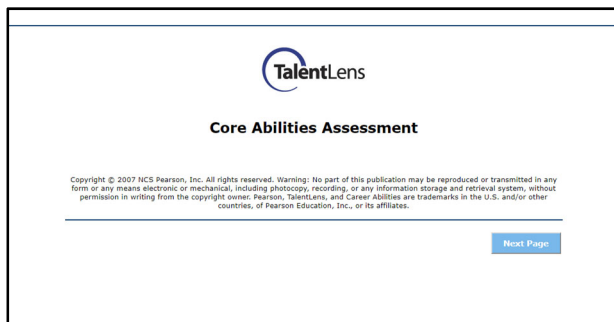
*E-mail Address:


*Username:

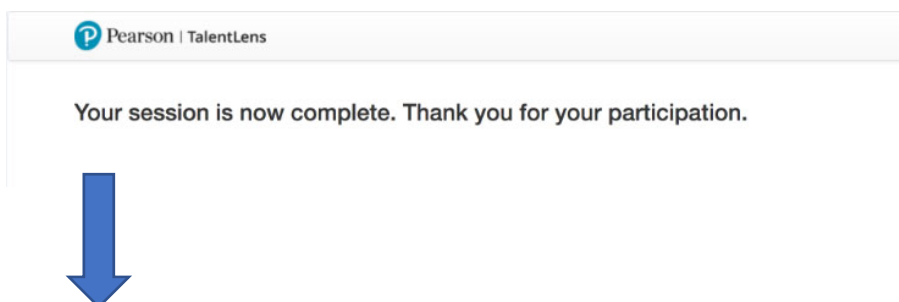
Alternate ID:

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.

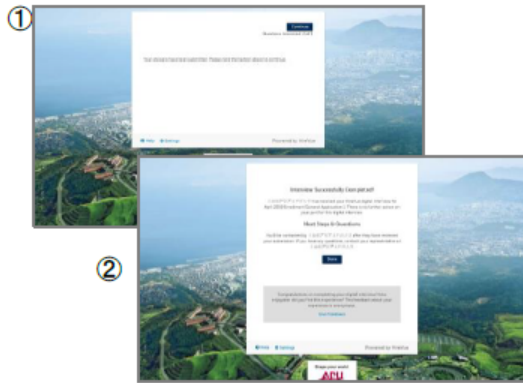


Click this button to end the assessment tests and return to finish the video-recorded assessment.



Assessment Tests Successfully Completed

– Submit the video-recorded assessment



Assessment Successfully Completed

– Receive the confirmation email



VI. Other Important note:

1. Please complete the online assessment by the **application deadline**.
2. The application fee is non-refundable even if you do not complete the online assessment.
3. Speak loudly and clearly when you record your answers.
4. There is no dress code for the online assessment.
5. After completing the online assessment, please delete the assessment tests file and uninstall Safe Exam Browser from your computer.
6. After taking the assessment tests once, you will not be able to take them again.

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 10.12 and above

Web Browser

- Latest version of Google Chrome (preferred)
- Firefox (latest version)
- Safari (version 11 or higher)
- Microsoft Edge (version 16 or higher)

Please contact the Office of International Admissions 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>

FAQ

Q1: I cannot proceed due to an error. What should I do?

A1: You may encounter an error in the following situations:

- You have opened the online assessment link in two or more tabs/windows.
→ Close your browser, then reopen the link only once and try again.
- You are using two or more monitors.
→ Turn off or disconnect the additional monitor(s) and try again with only one monitor.
- You are using an antivirus software.
→ Temporarily disable your antivirus software and try again.
- You have installed programs of unknown origin, search toolbars, P2P filesharing programs, or certain VPNs on your computer.
→ These programs may cause Safe Exam Browser to fail to authenticate. Please uninstall these programs or try using another computer which does not have these programs installed.
- Problem cannot be solved even if you tried everything above.
→ Please use another computer and another internet connection.

Q2: I cannot log in to HireVue.

A2: 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 tell us the email address that you used, your name, and your Online Application Reference Number by sending an email to grad-rec@apu.ac.jp on the same day that you complete your online assessment.

Q3: I cannot log in to Pearson.

A3: 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, example: APU212345678. Do not use the same username as on the first try. If you are still unable to proceed, please contact the Office of International Admissions by sending an email to grad-rec@apu.ac.jp