

Online Assessment Guidelines (2024 Enrollment)

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

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

The entire online assessment will last approximately 60-80 minutes for applicants who applied for the APU Tuition Reduction Scholarship and approximately 70-90 minutes for applicants who did not apply for the APU Tuition Reduction Scholarship. Once you start the online assessment, **you will not be able to stop halfway through**. Please take the online assessment when you are sure you will have enough time to complete it.

In addition, please be aware that if you engage in any acts of dishonesty while taking the online assessment, your application may be voided. Please also carefully review the important notes on **page 6** for more details.

I. Download and Install Safe Exam Browser

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

Safe Exam Browser for Windows:

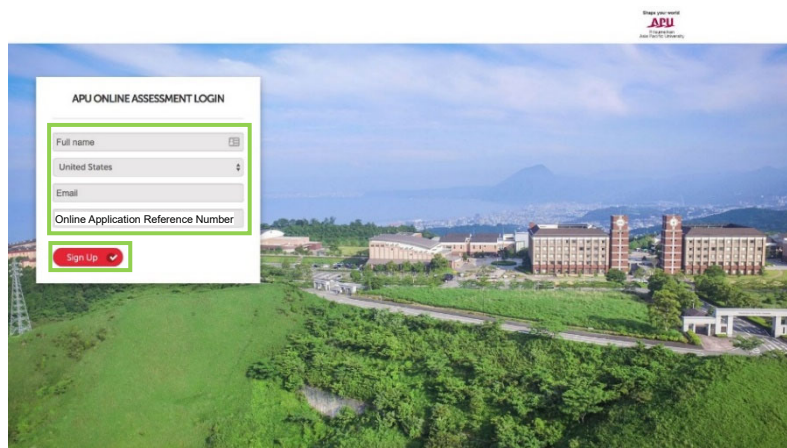
https://safeexambrowser.org/download_en.html#Windows

Safe Exam Browser for macOS:

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

II. Register for the Online Assessment

Please visit the registration website and enter your name, nationality, email address (same as the one entered on your application), and Online Application Reference Number to receive the invitation email to the online assessment.



III. Video-Recorded Assessment

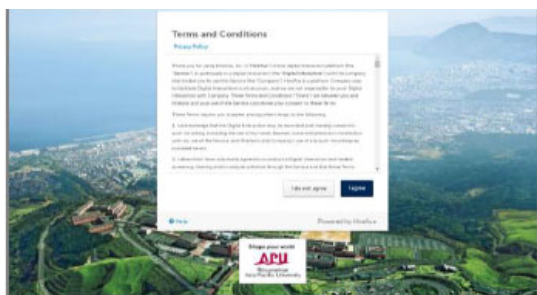
In the invitation email, you can click on “Learn more about the online assessment” to watch a video that explains how the online assessment will be conducted. If you are ready, click on “Go to your online assessment” to get started.

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

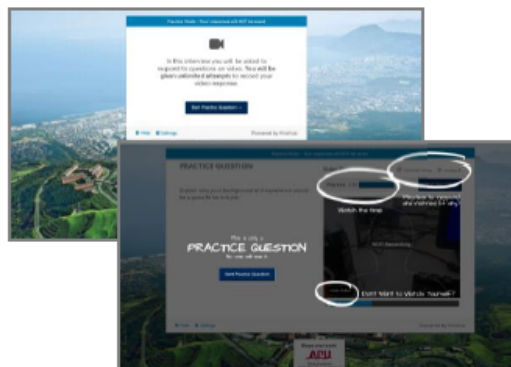
In the video-recorded assessment, you will be given a number of questions, and you will record your answers to them. Each question will have a set time limit for responding. Before starting the video-recorded assessment, you will be given time to test the quality of your camera and microphone. You will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

Steps to begin the video-recorded assessment:

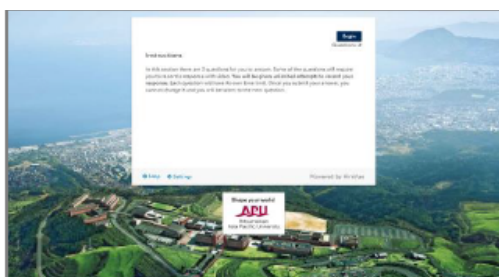
1. Review the Privacy Policy



2. Take a practice question



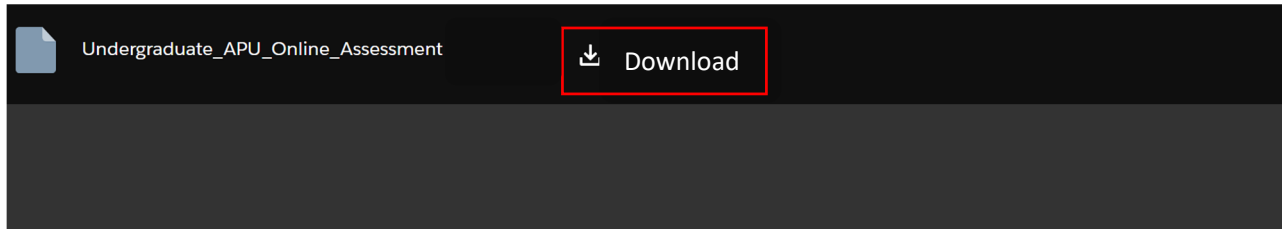
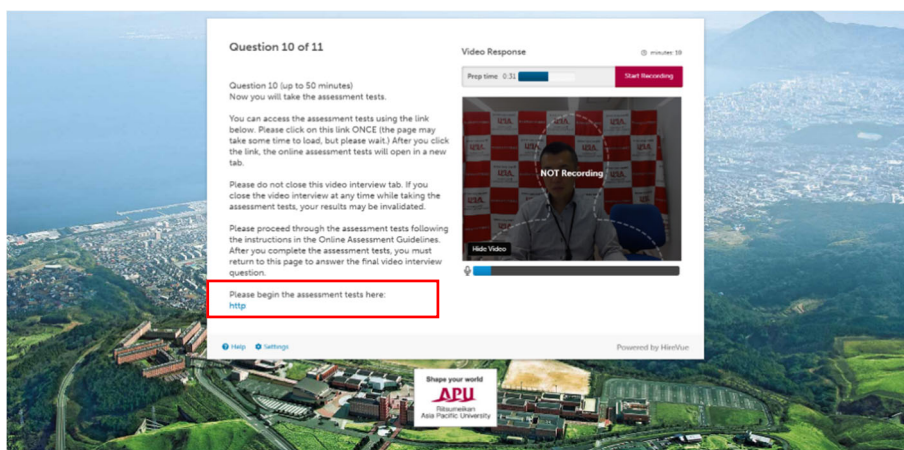
3. Read the instructions and begin the video-recorded assessment



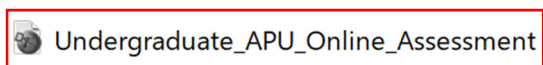
III. CORE and WGIII Assessment Tests

Within the video-recorded assessment, you will also complete two assessment tests, the Core Abilities Assessment (CORE)¹ and the Watson-Glaser Critical Thinking Appraisal III (WGIII)² test. Together, these tests will take approximately 50 minutes to complete. Please follow instructions **1** through **5** 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:



If you are unable to download the file using the above method, please download the file from the second link. The download page of the second link is in Japanese only. Click the blue button that shows 一括ダウンロード to download the file.



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 (same as the one entered on your application)
- Username: **Please write your Online Application Reference Number as shown in the following example: eg. APU000000000**
*You can find your 9-digit Online Application Reference Number on your Application Status Page
- Alternate ID: **Please leave blank**



Please enter the information below.

*First Name:

*Last Name:

*E-mail Address:

*Username:

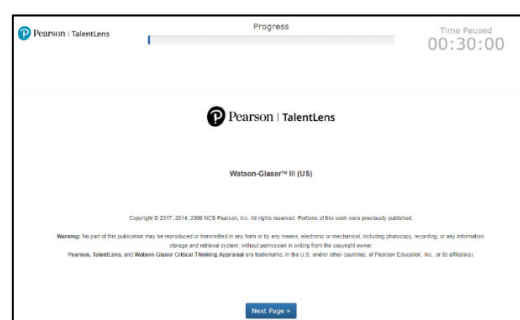
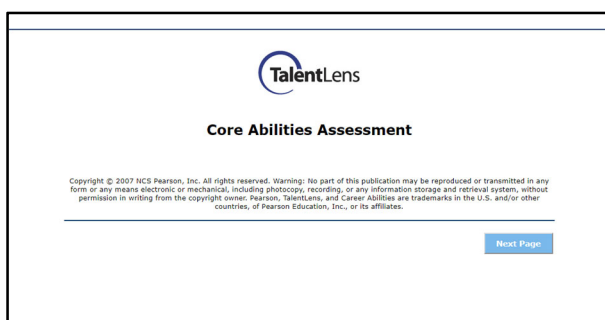
Alternate ID:

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.

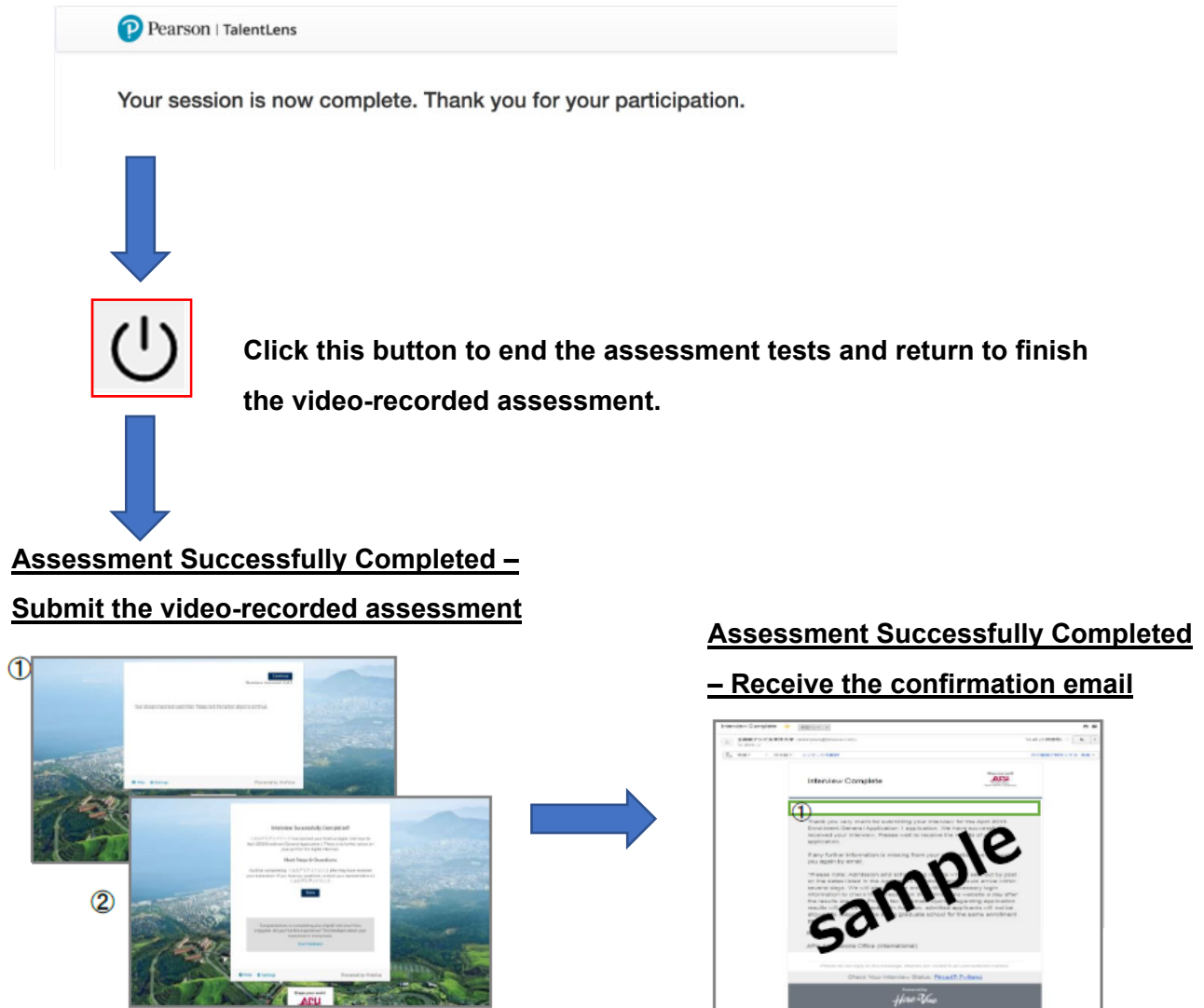
3. You will be prompted to enter the following Personal Information:

- Current or Most Recent Job Title: Please write "student," "N/A," or your current job title
- Current or Most Recent Position Type: Please select "Not applicable," or your position type
- Current of Most Recent Industry: Please select "Not applicable," or your industry
- Current or Most Recent Occupation: Please select "Student", "Not applicable," or your occupation

4. 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.



5. 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.



Notes:

- While taking the assessment tests, if you are unable to proceed for any reason, please contact the Admissions Office by sending an email to applied@apu.ac.jp and explain the situation in detail. If possible, please also include screenshots of the problem that you are experiencing. Afterwards, the Admissions Office will give you instructions on how to resume the assessment tests.
- After completing the online assessment, please delete the assessment tests file and uninstall Safe Exam Browser from your computer. After taking the assessment tests once, you will not be able to take them again.
- After you submit the video-recorded assessment, you will receive a confirmation email from HireVue saying that the online assessment is complete. If there are any problems with your submission, the Admissions Office will send you a separate email. If you receive this email from us, please make sure to follow the instructions given in the email.

Important:

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

- Please complete the online assessment by the **application deadline**. You will not be able to access the online assessment after the deadline.
- You must take the online assessment using a computer with a camera and working microphone. **Do not attempt to take the online assessment using a smartphone or tablet.**
- **The use of notes, calculators, smartphones, tablets, computers (other than the one you are using to take the assessment) and other electronic devices are NOT allowed during the online assessment.** If you are found to have used any of these items, your online assessment results may be invalidated.
- The online assessment cannot be stopped halfway through, so make sure you will have enough time to complete the online assessment without interruption.
- The application fee is non-refundable even if you do not complete the online assessment.
- Be seated and record the assessment with a plain background behind you.
- Check the lighting in the room to ensure that your face is clearly visible in the recording.
- Speak loudly and clearly when you record your answers.
- There is no dress code for the online assessment.
- **We consider the following to be acts of dishonesty. If we discover that you have engaged in any of the following while taking the online assessment, your application may be voided.**
 - Opening another webpage or browsing another website
 - Using notes or any other materials
 - Using a mobile phone
 - Talking on the phone or to other people
 - Someone other than you taking any portion of the online assessment
 - Someone else is in the room while you are taking the online assessment
 - Other dishonest acts

System Requirements:

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

Operating System

- Windows 10 or higher
- Mac OS X 10.12 or higher

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 Admissions Office if you have any questions or concerns.

¹Core 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>

²Watson-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](#)

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.

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 applied@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 you still cannot log in after confirming that you have entered everything correctly, try entering your username as eg. 0000000000APU instead of APU0000000000 (**Please use your actual Online Application Reference Number and not 000000000 as shown here**). If you are still unable to proceed, please contact the Admissions Office by sending an email to applied@apu.ac.jp