

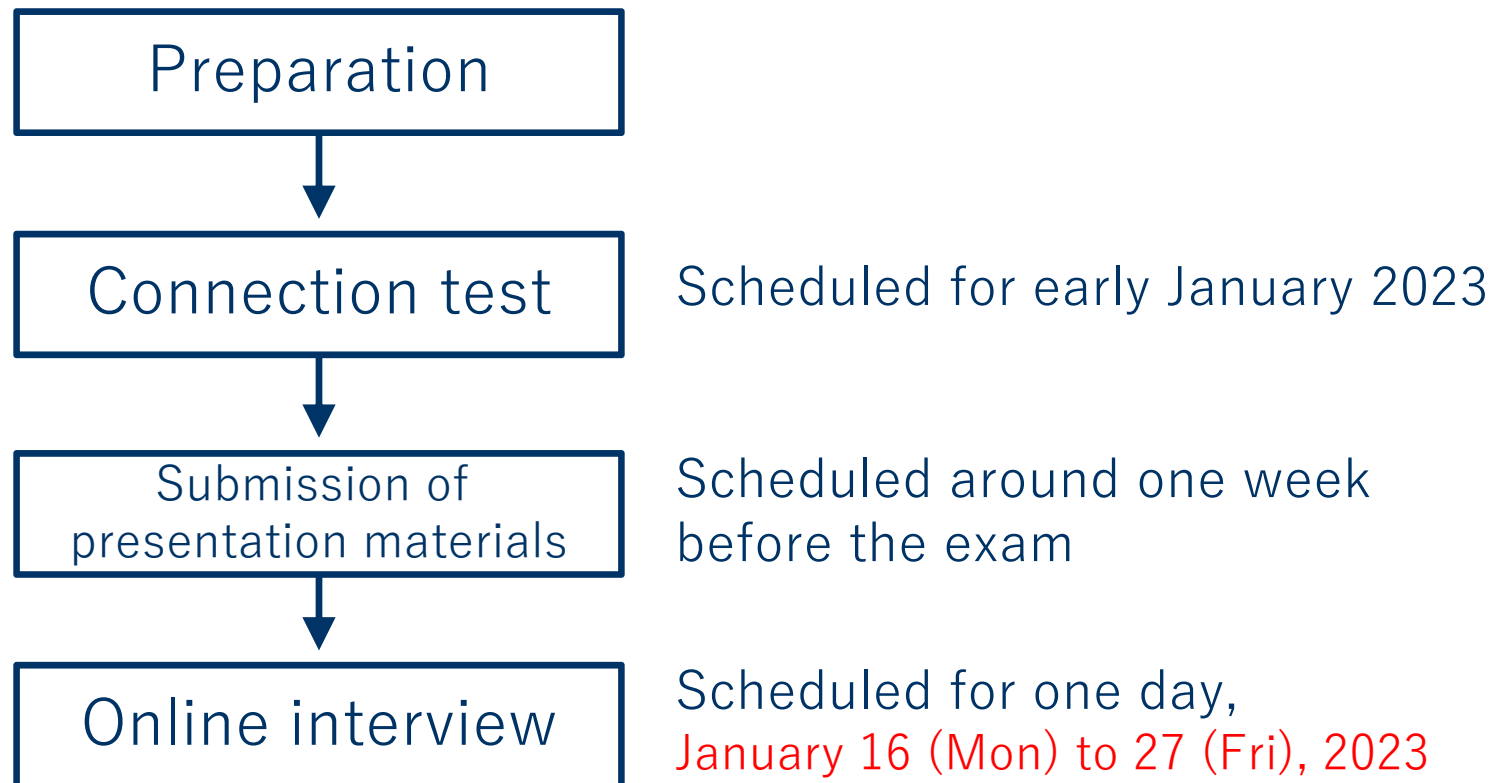
Admissions Interview Exam Procedure

Department of Informatics,
School of Multidisciplinary Sciences,
SOKENDAI



Changes to how the admission interview will be conducted

- ◆ The Department of Informatics will be conducting the Winter AY2022 round of admissions interview exam online. Note that there will be no face-to-face interviews for this round. The interview process will be as follows.



Preparation

- ◆ Candidates should prepare the following before the interview begins.
 - A location where the online interview can be conducted without interruption by other person
 - A laptop or a tablet with a camera and microphone, an internet connection, and a digital camera (or a smartphone) for taking a photo of your answer sheet
 - Online teleconferencing software (Zoom), <https://zoom.us/download>
 - Answer sheet for the interview (blank A4 sheet) and a writing implement
- ◆ Please contact the Department of Informatics with a contact number where you can be reached during the online interview.

Contact : Int'l Affairs and Education Support Team, NII

daigakuin@nii.ac.jp

How to conduct the network connection test (1)

- ◆ Ensure that the candidate is capable of sending and receiving video (of themselves), audio, and screen-sharing with the use of ZOOM software. After connecting to ZOOM, perform the following tasks in accordance with the instructions from the representative of the department.
 - Camera video ON/OFF
 - Microphone ON/OFF
 - Screen-sharing ON/OFF for the candidate's presentation materials (which do not need to be the same as on the day of the admissions interview exam itself)

How to conduct the network connection test (2)

- ◆ During the interview, the candidates may write some answers to exam questions on their answer sheet and show their written answer on the camera. Perform the following tasks in accordance with the instructions from the representative of the department.
- Adjust your laptop or tablet's camera to capture video of the top half of the candidate's body in ZOOM.
- Use the ZOOM (screen-sharing, whiteboard features, etc.) to share the candidate's screen (laptop or tablet).
- Write on your answer sheet as instructed by the representative of the department. At this time, adjust the camera to capture your hands.
- Show your answer sheet to your laptop or tablet's camera. The representative of the department will examine what you have written on your answer sheet. If your answer sheet cannot be seen sufficiently well on your camera, you may be asked to email a photo of your answer sheet taken with a digital camera or a smartphone.

Submitting presentation materials

- ◆ Submit the presentation materials that you will use on the day of the interview exam to the Department of Informatics.

How to submit: Email

Format: PowerPoint or PDF

※Number of pages of presentation materials

Five-year program: Maximum of 10 pages

Three-year program : Maximum of 20 pages

Destination: Int'l Affairs and Education Support Team, NII

daigakuin@nii.ac.jp

Due date : around one week before the exam

(Detailed date to be specified at a later date)

Day of the interview exam

- ◆ A Department of Informatics representative will contact the candidate to inform them of meeting URL for interview exam.
- ◆ Connect to ZOOM 15 minutes before your interview is scheduled to begin. After connecting, follow the instructions given by the representative of the department.
- ◆ The plan is to schedule a backup interview time to prepare for the possibility that network connection problems immediately before or during the interview may make it impossible to conduct the interview. If there are any problems immediately before or during the interview, calmly use the emergency contact information below to contact the department. Alternatively, a representative of the department may contact you.

Inquiries/Emergency contact information

- ◆ If you have any questions or concerns regarding how the interview will be conducted, or if you encounter any problems when conducting the preliminary connection test or when connecting to the online teleconferencing system on the day of the interview exam, use the contact information below.

Contact: Int'l Affairs and Education Support Team, NII

daigakuin@nii.ac.jp 03-4212-2108, 2110