Preparing for Online Oral Exam (Computational Biology Group), Academic Year 2021 (Schedule B), Department of Computational Biology and Medical Sciences, Graduate School of Frontier Sciences, The University of Tokyo

Admission Committee (Computational Biology Group),
Department of Computational Biology and Medical Sciences

1．Introduction
This guide will explain the date and time of the examination, how to take the examination, and the preparations and equipment required for the Schedule A entrance examination for the Department of Computational Biology and Medical Sciences to be held on January 25-27, 2021. Jan 27 is a backup day.

2．Schedule of Connection Test and Oral Examination
The online oral exam will be conducted via the Internet using the video conferencing software Zoom. All examinees must take the online connection test in advance to ensure that they are ready for the online oral exam. **Examinees who do not show up for the online connection test will be disqualified from taking the online oral exam, so be sure to take the online connection exam during the period.** For an examinee who is familiar with how to use Zoom and has all the appropriate equipment and environment in place, the estimated time for the online connection test is about 15 minutes. The online connection test will be held in two days, and **you can choose to take the connection test at any time within the time allotted.** Please connect by Zoom to the URL sent by email in the time of your choice, and then follow instructions we give in Zoom session. If you have any troubles on the connection test, we might ask you to go through the connection test again.

Jan. 19	Online Connection test	
	11:00～11:30	Examinee Number: 410501-410503, 810501
	11:30～12:30	Examinee Number: 410504-410507
	13:30～14:30	Examinee Number: 410508-410511
	14:30～15:00	Examinee Number: 410512-410515
Jan. 20	Online Connection test	
	10:00～12:30	Anyone
	13:30～15:00	Anyone
Jan. 21	Online Connection test (backup day; we may not open this day)	
	10:00～12:30	Anyone
	13:30～15:00	Anyone

The online oral exam is held in three days. The time frame(s) at which you need to participate varies from examinee to examinee. Detailed information on the schedule of oral examinations will be sent by email by Jan 19; if you have not received the information

by that day, please let us know as soon as possible. Each examinee may have different time frame. Each examinee has to spend 1-2 hours including waiting time for Online Oral exam I, and "0.5-3 hours" x 2 times for Online Oral exam II. A backup day will be used in case the Online Oral exam II cannot be conducted as scheduled due to critical system failure.

> Jan. 25　　Online Oral exam I
> 　　　　　11:00～16:00 The exact time frame depends on examinee numbers.
> Jan. 26　　Online Oral exam II (first half)
> 　　　　　9:00～18:00 The exact time frame depends on examinee numbers.
> Jan. 27　　Online Oral exam II (backup day)
> 　　　　　9:00～15:00 The exact time frame depends on examinee numbers.

3．Where you can take the online oral exam
During the online oral exam, examinees must be in a quiet room for your exclusive use, and third parties must not enter the room. You must also have a stable internet connection available from the room you will use for the exam. We recommend that an examinee uses a room in their home to take the online oral exam, but they can also choose other options. For more information, see *Appendix: Examples of Places You Can Use for Online Oral Exams*. Examinees may attend t**he connection test** from a different room.Z

4．Equipments required to take the online oral exam
In order to take the online oral exam, you must have the following equipments

* Personal computer
A laptop computer or desktop computer. The specs must be compatible with Zoom. For more information on the specifications required by Zoom, see the following URL (https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux

* Smartphone
Zoom must be installed on a smartphone. The camera shall have the ability to photograph paper with a sufficient resolution for capturing texts and figures.

* Webcam (web camera)
The personal computer must have a webcam connected or built in. The webcam should be able to be rotated 360 degrees. For example, with the laptop's built-in camera, the laptop can be rotated 360 degrees to check its surroundings. The webcam must have a resolution of 720p or higher.

* Internet connection
The Internet connection must be stable during the exam. Audio/video must be smooth during the Zoom session. Although not strictly required, fiber optic or ADSL connections are recommended for stable and smooth connection. We also recommend using a wired LAN connection, although this is not required. If you lose

your connection during the online oral exam, you might be at a disadvantage depending on your situation, so please be prepared to minimize the chance of losing your Zoom connection. Also, try to avoid so-called mobile connections when possible, as they can be short on bandwidth.

* A desk, two sheets of paper (A4 size) and writing utensils (for the Computational Biology group only)
In the online oral exam for the Computational Biology group, an examinee might be asked to write texts and figures on paper and take pictures with a webcam. Please provide paper, writing materials and a desk for this purpose. Please bring a pencil and eraser or other writing materials that can be rewritten. In the online connection test of the Computational Biology group, an examinee is asked to take photos of texts and figures to make sure that the resolution of the webcam is sufficient.

5．Guidance on how to proceed with the online oral exam
The online oral exam will run in different ways and at different times depending on the groups and course. Detailed information for individual groups and course on the schedule of oral examinations will be sent soon after the first-stage screening.

6．Contact information (by 1/24)
[Regarding the online oral exam]
Kasahara, and Tomita
Admissions Committee,
Department of Computational Biology and Medical Sciences,
email: nyushi-cbms@edu.k.u-tokyo.ac.jp

[Documents to be submitted]
Student Affairs Team,
Graduate School of Frontier Sciences,
The University of Tokyo
email: k-kyomu@adm.k.u-tokyo.ac.jp

Appendix: Example places where you can take the online oral exam

Primary principle
Online oral exams will be held online by definition, giving you more flexibility in terms of where you can take them compared to traditional exams. However, in order to maintain fairness among the examinees and to facilitate the conversation between the examiners and the examinees, it is necessary for the examinees to prepare a place for the examination under certain conditions. For example, a room that is likely to be entered by a third party other than the examinee is inappropriate, and a store with background music is also likely to be inappropriate. Extremely small rooms and rooms with many obstructions and blind spots from the webcam should also be avoided as it is difficult to see if a third party person is not present.

It would be difficult to give an exhaustive list of all the places that are suitable or unsuitable for exams, but a few examples are given below. These are just examples, and there might be a case where a place indicated as "appropriate" here may be inappropriate in light of the above principle, depending on the actual situation. There can also be examples of places that are considered "inappropriate" that are indicated as appropriate in light of the above principle. If you are not sure about if the place you have in mind is appropriate, please contact the admission committee.

Examples of appropriate places (no one but the examinee may enter during the exams)
- Your room at home
- A business hotel room
- A rental meeting room
- Your room in a dormitory or shared house
- A studio for music practice

Examples of inappropriate places
- Outdoors, such as public parks
- Cafes, restaurants, and other buildings with the possibility of third party access during the exams
- A karaoke room
- Coworking space, or shared space
- Car
- Places where confirming that there are no third parties in the vicinity is extremely difficult, such as closets and small storage rooms