

## 7. Notes on Taking an Examination

(For the Graduate School of Life and Medical Sciences, the Graduate School of Global Studies and the Graduate School of Brain Science)

- (1) Applicants must take the examination in the venue designated by each graduate school. The venue will be informed by the graduate school to which the applicants have applied.
- (2) Applicants must keep the numbered exam admission cards at all times during examination. If applicants lose or forget to bring the exam admission cards, immediately notify the graduate school to which applicants have applied.
- (3) For the interview or the oral examination, applicants must be present and seated in the room prior to the time designated by each graduate school. Applicants arriving more than 15 minutes late for the meeting time are not permitted to attend the interview or the oral examination.
- (4) Applicants who take the written examination must be present and seated in the examination room at least 15 minutes prior to the start of the written examination. Applicants arriving more than 15 minutes late are not permitted to take the written examination.
- (5) Applicants must be seated according to the number on their exam admission cards. The exam admission cards must be placed in front of the number sheet on each desk during the examination.
- (6) Only black pencils (color pencils are not permitted), an eraser, a compass, a ruler, an underlay pad (permission by the proctor is required) or other items permitted under specific circumstances can be used during the examination. Other items must be left at a place where the proctor instructs before the examination begins.
- (7) Using a calculator, an electronic dictionary or any other similar devices, including a pen or a watch with a function for calculation or translation, is not permitted.
- (8) Mobile phones, smart phones or any other electronic devices are not permitted. Turn off and put them into your bag while in the examination room.
- (9) Examination will be fully conducted under the proctor's instructions. Applicants may be ordered to leave the examination room under the following circumstances:
  - a. When applicants do not follow the proctor's instructions.
  - b. When applicants conduct any wrongful acts.
- (10) After the examination starts, applicants are not allowed to leave the seat until instructed by the proctor.
- (11) If applicants become sick during the examination, notify the proctor.

### In Case of Unavoidable Circumstances

The University may take necessary procedures such as delaying the start of the examination or rescheduling the examination to a later date in the event of natural disasters, including, but not limited to, a heavy snowfall, earthquake, tsunami, typhoon or flood, or on the occurrence of fire or power outage, or infectious diseases such as new influenza, or any accidents and disruptions of public transportation which result from circumstances beyond the reasonable control of applicants; provided, however, that the University shall not be liable for any inconveniences, expenses or any other personal losses which may be incurred by such unavoidable circumstances.

### For Applicants with Disabilities

Any applicants with disabilities that might require arrangements for the examination method or school attendance after admission should notify the graduate school to which they wish to apply at least 2 weeks prior to the application deadline.

### About Infectious Diseases

Applicants who are affected with an infectious disease for which the School Health and Safety Act designates that the infected person must be suspended from school (influenza, measles, rubella etc.) and have not been cured on the day of the examination may be refused to attend the examination in order to prevent other examinees and invigilators from being infected. Please therefore pay attention to keeping yourself in good health until the day of examination. However, the above shall not apply if the school physician or other medical practitioner judges from the medical condition that there is no risk of transmission. The university shall not offer alternative measures such as a makeup examination nor refund the application fee to applicants who were refused to take the examination for the above reason.