

2018.9

School of Political Science and Economics (SPSE), Waseda University

## **Web Interview System Guideline**

## **Web Interview System Guidelines Table of Contents**

|   |    |
|---|----|
| <b>1. Overview of Web Interview System</b> .....                            | 2  |
| (1) What is a Web Interview System .....                                    | 2  |
| (2) For what and for whom .....   | 2  |
| (3) About the Software .....  | 2  |
| (4) What to Prepare .....   | 2  |
| • Internet Connection .....   | 2  |
| • Compatible Operating Systems .....  | 2  |
| • Audio/Visual Equipment .....  | 2  |
| • Setting .....   | 3  |
| <b>2. Points of Caution</b> .....   | 3  |
| (1) During a Test call .....  | 3  |
| (2) On Internet connectivity, equipment, and setting .....                  | 3  |
| (3) Other .....   | 4  |
| <b>3. The Interview Process - How to use the Web Interview System</b> ..... | 5  |
| Step1: Application .....  | 5  |
| Step2: Confirmation of Availability .....                                   | 5  |
| Step 3: Test Call .....   | 7  |
| Step 4: Interview .....   | 10 |

## 1. Overview of Web Interview System

### ( 1 ) What is a Web Interview System

The web interview system is a system that allows applicants to undertake the interview online without having to travel all the way to Japan. However, since these interviews will be conducted via the web, a test call is required in order to check the applicant's internet connectivity, computer compatibility, and room setting. Therefore, on the day of the interview, the applicant will be responsible for preparing and guaranteeing a stable and appropriate environment for the interview to occur.

### ( 2 ) For what and for whom

This web interview system is for the SPSE English-based Degree Program Admission applicants (September Entry).

### ( 3 ) About the Software

We will be using Cisco WebEx's Online Meeting service to conduct all online interviews.

### ( 4 ) What to Prepare

All applicants are responsible for preparing a stable and appropriate environment for the online interview. We ask that all interviewees prepare the following in order to ensure that no errors or problems will occur on the day of the interview.

- Internet Connection

Interviewees are responsible for preparing a stable internet connection for the interview. It is highly advisable that a LAN line be used for the interview as opposed to a wireless network.

- Compatible Operating Systems

Interviewees are responsible for preparing devices that meet the system requirements of WebEx. Please check WebEx's website by yourself about OS and Web Browser requirements.

※The use of smartphones and tablet devices is not allowed on SPSE interview.

- Audio/Visual Equipment

Please prepare a camera and microphone for the interview.

When using the microphone that comes with the PC, please make sure to use earphones in order to reduce interference. We highly recommend that students use

a headset for the interview as any problems with the audio or video may result in the School of Political Science and Economics ending the interview and the applicant being considered absent for the interview.

• **Setting**

Along with the above listed conditions, please prepare a space or room where you can ensure that no third party will suddenly enter the room during the interview. Please note that depending on the time difference between Japan and the applicant's country of residence, there is a possibility that the interview may take place early in the morning or late at night. Therefore, please make sure that you can prepare a safe and secure location for the interview.

In order to verify the applicant's identity, during the test call or the interview, we may ask to see the applicant's personal identification which the applicant enveloped in the application documents. So please prepare such documents beforehand.

## **2. Points of Caution**

### **( 1 ) During a Test call**

All applicants are required to undertake a test call before the date of the interview. This test call is to check the applicant's internet connectivity, audio/visual equipment, etc. before the day of the interview. The interview will not be conducted at this time.

### **( 2 ) On Internet connectivity, equipment, and setting**

1. For the test call, it is the applicant's responsibility to prepare a suitable room, the necessary audio/visual equipment, and a stable internet connection.
2. Any fees that the applicant may incur in preparation for the test call and the interview will be borne by the applicant.
3. The School of Political Science and Economics is not responsible for any inconvenience, expenses, or personal harm that may occur when applicants are traveling to and from the place where the test call and the interview will occur.
4. During the test call and the interview, applicants are expected to prepare a quiet and appropriate space for the call or interview to be conducted. If during the interview, we judge that the interview location is inappropriate (ie. too much noise, the presence of other people etc.), the interview will be cancelled and the applicant will be considered as being absent for the interview.
5. Any difficulties that occur during the interview or test call due to unstable internet

connection (on both sides), faulty equipment, unsuitable environment, or other unforeseen circumstances will result in the student being considered absent for the interview.

6. In the case described in 5, if the applicant was later not accepted by our program, the screening fee will not be returned to the applicant.
7. If for whatever reasons it would be difficult for the applicant to prepare the above recommended equipment, environment, or internet connection, we recommend that the applicant consider coming to Tokyo to undertake the interview in person.

### (3) Other

1. All times and dates listed in the interview and test call notifications sent by the School of Political Science and Economics will be in Japan Standard Time.
2. All notifications will be sent to the e-mail that was designated by the applicant in his/her application form. The School of Political Science and Economics will not be held accountable if the applicant was unable to receive such notifications due to a system error or other related mailing errors on the applicant's part.
3. The following actions on the day of the test call or interview are strictly prohibited:
  - False impersonation, misrepresentation, cheating of any kind, participations by third parties or any conduct that results in the applicant having an unfair advantage over other applicants.
  - Any audio or video recording of the interview and its contents
4. If the applicant is found to have done any of the actions listed in 4 above, the following countermeasures will occur:
  - The applicant will be barred from continuing or taking any other entrance examination given by Waseda University during the year (screening fees will not be returned).
  - The results of all entrance examinations taken by you at Waseda University during the year may become invalid.
5. In the case described in 2, if the applicant was later not accepted by our program, the screening fee will not be returned to the applicant.

### 3. The Interview Process - How to use the Web Interview System

The interview process can be divided into 4 basic steps: (1) Application, (2) Confirmation of Availability, (3) Test Call, and (4) Interview. Please read and follow the below instructions for each step carefully.

#### Step1: Application

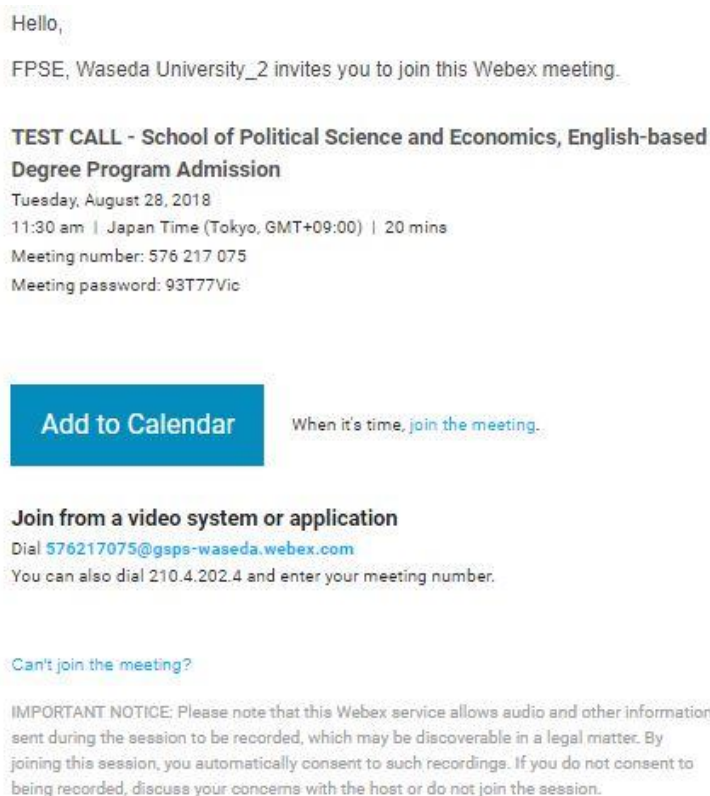
When filling out your online application form, please make sure to check the box for “Use of Web Interview System.”.

#### Step2: Confirmation of Availability

- a) We will send an invitation e-mail to the mail address listed on the applicant’s application form to confirm availability.

Subject: Webex meeting invitation: Test Call - School of Political Science and Economics, English-based Degree Program Admission

Content: Please refer to the picture below



b) Please click on “When it’s time, join the meeting.”

Hello,

FPSE, Waseda University\_2 invites you to join this Webex meeting.

**TEST CALL - School of Political Science and Economics, English-based Degree Program Admission**

Tuesday, August 28, 2018  
11:30 am | Japan Time (Tokyo, GMT+09:00) | 20 mins  
Meeting number: 576 217 075  
Meeting password: 93T77Vic



**Join from a video system or application**  
Dial [576217075@gsp-waseda.webex.com](mailto:576217075@gsp-waseda.webex.com)  
You can also dial 210.4.202.4 and enter your meeting number.

[Can't join the meeting?](#)

**IMPORTANT NOTICE:** Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

c) Please check that the examinee number and name listed under “Agenda” is correct

TEST CALL - School of Political Science and Economics, English-based Degree Program Admission

Hosted by FPSE, Waseda University\_2  
● 11:30 am - 11:50 am | Tuesday, Aug 28 2018 | (UTC+09:00) Osaka, Sapporo, Tokyo

Your name

Your email address

Join Meeting

---

Meeting Information

Meeting link: <https://gsp-waseda.webex.com/gsp-waseda/j.php?MTID=m08c505b2b071155108b390e320f6bb19>

Meeting number: 576 217 075

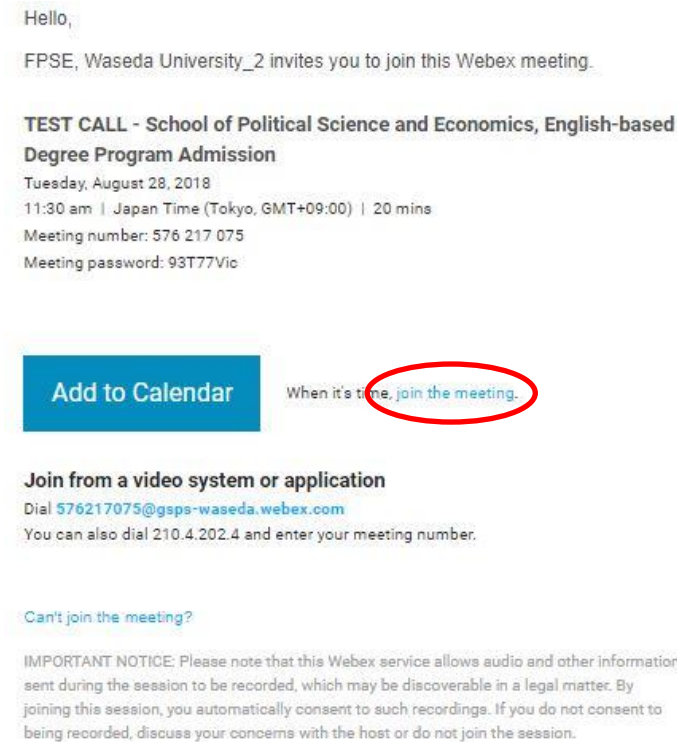
Password: 93T77Vic

Agenda: School of Political Science and Economics, English-based Degree Program Admission. Examinee Number: XXXXX Name: Doe, Jane Date: September 21, 2018 (Friday) Time: 11:30 am ~ 11:50 am \*All times and dates listed are in Japan Standard Time. \*Please join the meeting 10 minutes before the designated time.

### Step 3: Test Call

※ For the test call, please have your passport or the personal identification that you submitted with your application documents.

- a) About 10 minutes before the scheduled time, open the invitation link sent to you and click on “When it’s time, join the meeting.”



Hello,

FPSE, Waseda University\_2 invites you to join this Webex meeting.

**TEST CALL - School of Political Science and Economics, English-based Degree Program Admission**

Tuesday, August 28, 2018  
11:30 am | Japan Time (Tokyo, GMT+09:00) | 20 mins  
Meeting number: 576 217 075  
Meeting password: 93T77Vic

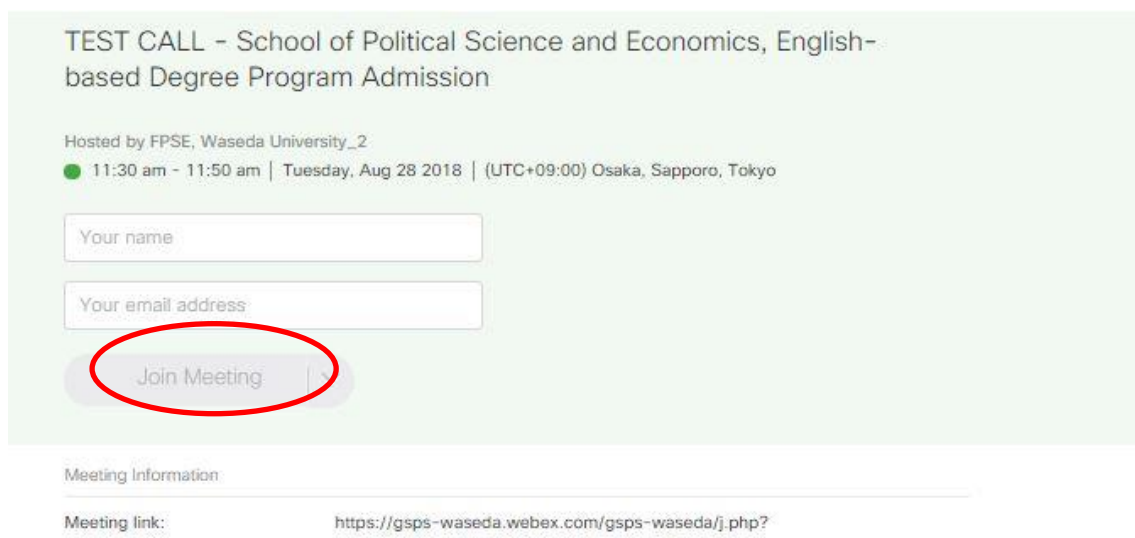
[Add to Calendar](#) When it's time, [join the meeting.](#)

**Join from a video system or application**  
Dial [576217075@gsp-waseda.webex.com](tel:576217075@gsp-waseda.webex.com)  
You can also dial 210.4.202.4 and enter your meeting number.

[Can't join the meeting?](#)

**IMPORTANT NOTICE:** Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

- b) Please enter your Name and E-mail address and click “Join Meeting.”



TEST CALL - School of Political Science and Economics, English-based Degree Program Admission

Hosted by FPSE, Waseda University\_2

● 11:30 am - 11:50 am | Tuesday, Aug 28 2018 | (UTC+09:00) Osaka, Sapporo, Tokyo

Your name

Your email address

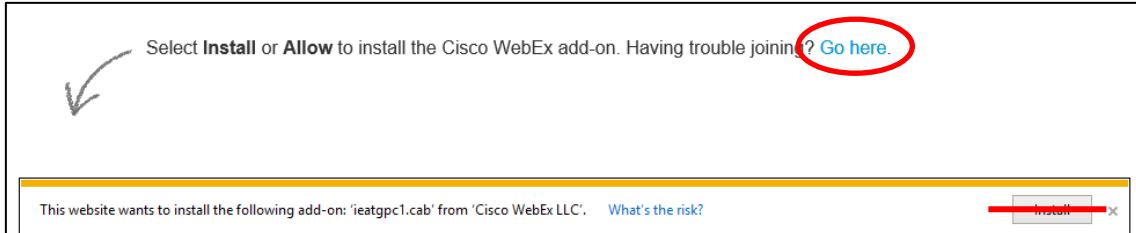
[Join Meeting](#)

Meeting Information

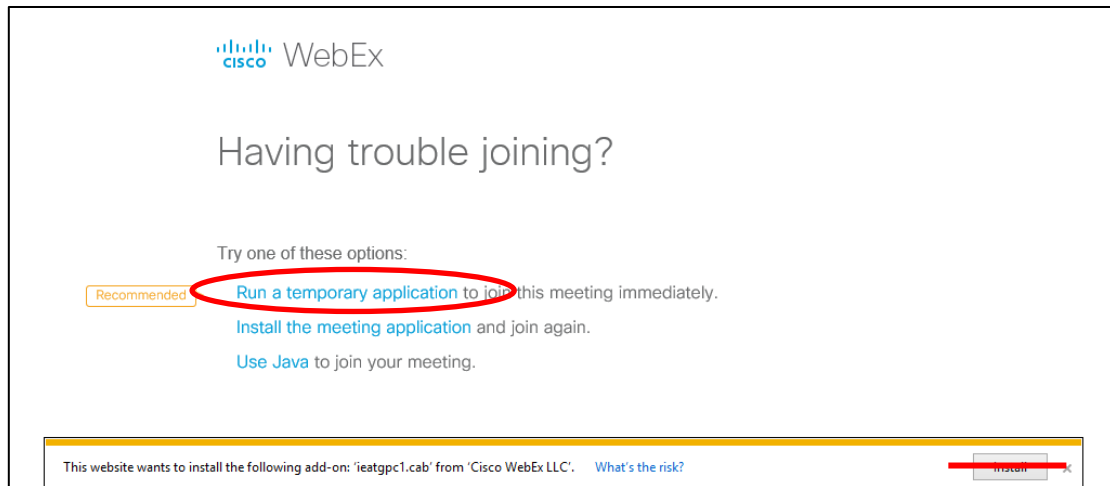
Meeting link: <https://gsp-waseda.webex.com/gsp-waseda/j.php?>



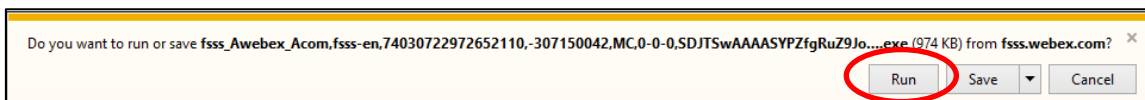
- c) The following will appear on the bottom of the screen, but do not download and install the add-on. Instead, please click on “Go here” found at the end of the sentence. (Please note that the following are all done on Internet Explorer. For other web browsers, the following steps might be a bit different.)



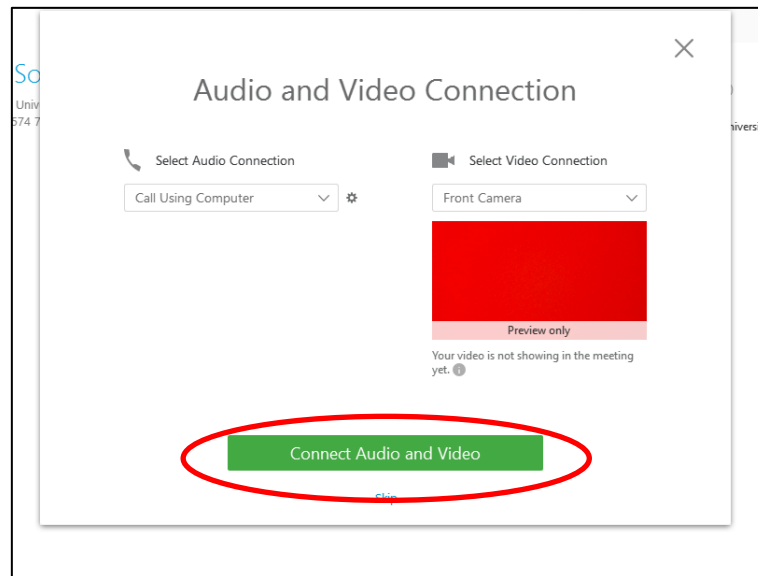
Then click on “Run a temporary application.”



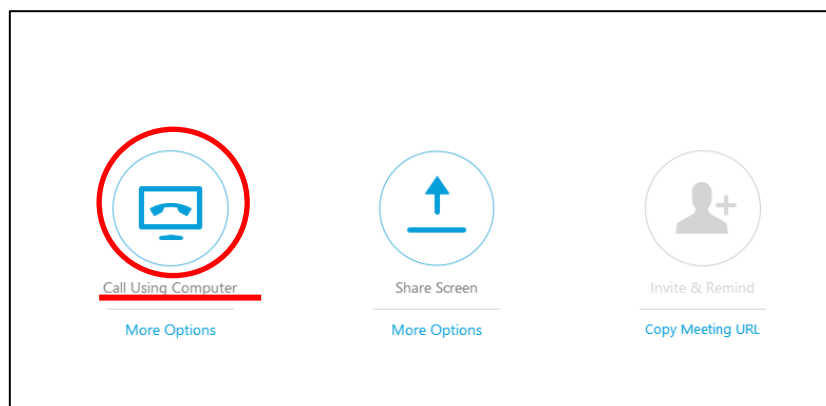
When the following banner appears, click on “Run” to start the temporary app.

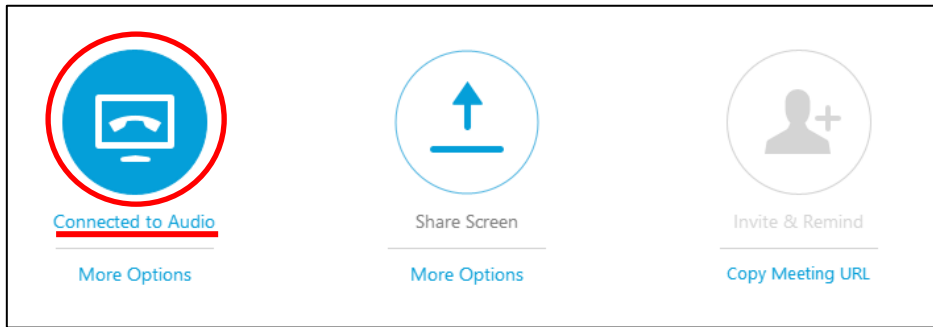



- d) When you click “Run” you will be taken to the following screen. Please click on “Connect Audio and Video.”



- e) If for some reasons the above screen does not appear, click on “Call Using Computer” which can be found on the left side of the screen. Once audio is enabled the logo will change to “Connected to Audio.”  
✘It may take some time for the logo to change. Please wait patiently and avoid selecting or clicking on anything not mentioned in this guide.





f) To enable video, click on the  icon on the right hand side.

※If you can hear the audio and see video images of the host and the applicant (you) in windows on the screen, the connection is complete.

#### Step 4: Interview

If the test call goes smoothly, the applicant will be sent an invitation e-mail containing the date and time of the interview.

Subject: Webex meeting invitation: INTERVIEW - School of Political Science and Economics, English-based Degree Program Admission

Please note the date of the interview and then carry out the instructions listed above (Step 2 to 3). Please make sure that you have opened the correct invitation as the test call link will not be usable.

- ※ All dates and times listed in the invitation mail will be in Japan Standard Time.
- ※ For the interview, please have your passport or the personal identification that you submitted with your application documents.
- ※ In the case that any difficulties occur during the interview due to unforeseen circumstances, the interview might be conducted via international phone call as an alternative arrangement. We will use the phone number that you registered in your application form. If there is any change in your phone number, please contact us via e-mail before the day of interview.

Contact:

Office of the School of Political Science and Economics

Waseda University

[spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp)

+81-3-3202-8353