

7. Important Points to bear in Mind for the Day of the Test

(1) Notes for Reception

- 1) If you do not bring the required items on the day of the test, you will not be allowed to take the test.

(2) Important Points to bear in Mind before Entering the Test Room

- 1) We will take a photo of your face before you enter the test room. Your photo will be used on your test result notification.
- 2) You may not bring any items other than your identification documents into the test room. Please place all personal belongings, including smartphones, writing utensils, watches, and calculators, but excluding identification documents, in a locker.
- 3) We will conduct a security check to ensure you are not attempting to bring in items such as smartphones. Please follow the staff's instructions.
- 4) If it is discovered that you are attempting to bring in a smartphone or similar device, you will not be permitted to take the test. Please follow the staff's instructions.
- 5) To prevent problems, the reception area and lockers are monitored by cameras.

(3) Important Points to Bear in Mind during the Test

- 1) During the test, you will use a computer mouse to answer the questions. To click an action button on the computer screen, move the mouse to position the on-screen arrow over the required button, then click the left mouse button once. Click the mouse button only once; do not click it more than once.
- 2) Anyone who writes letters or numbers on their body or clothing before or during a test will be considered to be cheating and will be asked to leave the test room and will not be allowed to take the test. Please refrain from writing letters or numbers on your body or clothing.
- 3) During the test, we cannot answer any questions regarding the test format or content. If you have any questions or encounter any problems with the computer, please raise your hand (or press the call button) immediately to summon a staff member. It will not be possible to accommodate requests made after the test has ended.
- 4) Examinees who finish the test early may leave the test room.
- 5) We will distribute notepaper and writing utensils (or electronic pads) for use in the test room. You may also use the calculator built into your computer.
- 6) Please refrain from any form of cheating during the test. The test room is under video surveillance to prevent misconduct. Staff will walk around the test room.

7) If you engage in any form of cheating, your test will be immediately terminated and you will be asked to leave.

(4) Precautions when leaving the Test room after the test ends

- 1) When the test is over, please leave the test room.
- 2) Retrieve any belongings you have left in your locker.
- 3) Please be sure to return your locker key to reception. If you take it home by mistake, you will be charged for the cost of replacing the locker key.

(5) Other Notes

- 1) If you engage in behavior that disrupts other examinees or staff, or if you harm or attempt to harm them, you will be barred from taking the test.
- 2) Photography, video recording, and audio recording are not permitted in the test venue (including the reception area).
- 3) Please smoke only in designated areas.
- 4) Only examinees are permitted in the test room. (No chaperones are allowed.)
- 5) Staff members cannot answer any questions regarding test results or scores.

8. Prohibition of Academic Dishonesty and Revocation of Grades and

Other Results

(1) The following acts constitute misconduct.

- 1) Any act that undermines the Organization's commitment to providing fair access to test opportunities, including the submission of false information on My Page or duplicate applications, or any attempt to take a test through fraudulent means
- 2) Acts that undermine the Organization's ability to assess examinees' abilities fairly and appropriately, or acts that interfere with the proper administration of tests
- 3) Any act that compromises the confidentiality of test questions, such as requesting or receiving information regarding confidential matters, including test questions, from individuals associated with the test
- 4) Falsification of test result notifications
- 5) In addition, any conduct that interferes with the fair, impartial, and proper administration of the test

(2) The following actions within the test room are considered misconduct; if discovered, the test will be terminated immediately.

- 1) Someone other than a registered examinee taking the test

- 2) Acts of cheating, such as talking to others in the test room or peeking at other examinees' screens
- 3) Bringing information into the test room, taking information out of the test room, or any similar acts
- 4) Bringing in or using items other than those permitted, or engaging in any similar acts (*)
- 5) Writing on anything other than the notepaper or electronic pads provided at the test venue, or entering the test room with writing on your body (*)

* Bringing items into or out of the test room, or writing anything down, will be considered cheating, regardless of whether or not the information is related to the test.

(3) Handling of Cases Involving Misconduct

- 1) Examinees who have taken or attempted to take the test by fraudulent means will not be graded.
- 2) OTAFF assumes no responsibility or liability for any difficulties examinees may encounter as a result of engaging in misconduct. We will not refund the application fee.
- 3) If there is anything written on your body or equipment, we will document the items (including taking photographs).
- 4) If misconduct is discovered after the test result notifications have been issued, the grading results, such as passing grades, will be revoked. Any revocation of test results, such as passing grades, will be reported to the Immigration Services Agency of Japan through the Ministry of Agriculture, Forestry and Fisheries. We will notify the person concerned of the revocation of their passing grade or other test results, and delete the data for the test result notification uploaded to their My Page.
- 5) If you commit an act of misconduct, you may be barred from taking the test for up to five years.