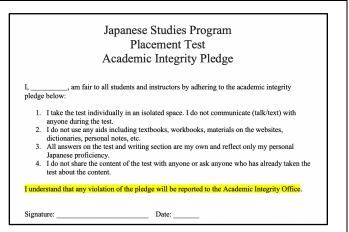# UC San Diego
Instructions for Taking a Placement Test for Japanese Classes

updated: 11/2/2020

Academic Integrity

The purpose of taking the placement test is to ensure that you are placed in an appropriate level of class based on your Japanese proficiency. Be aware that you will be reported to the Academic Integrity Office for any suspicious actions.

Japanese Studies Program
Placement Test
Academic Integrity Pledge

I, _____, am fair to all students and instructors by adhering to the academic integrity pledge below:

1. I take the test individually in an isolated space. I do not communicate (talk/text) with anyone during the test.
2. I do not use any aids including textbooks, workbooks, materials on the websites, dictionaries, personal notes, etc.
3. All answers on the test and writing section are my own and reflect only my personal Japanese proficiency.
4. I do not share the content of the test with anyone or ask anyone who has already taken the test about the content.

I understand that any violation of the pledge will be reported to the Academic Integrity Office.

Signature: _____ Date: _____

You will sign this form electronically in Step 10.

Step 1: Application

1. Go to https://ttbj.cegloc.tsukuba.ac.jp/p1.html
   Note: Use **Google Chrome** to take this test.

2. Click "Individual Test Takers."

Detailed explanation about the test questions are only available in Japanese on this site. However, you will get instructions in English when you start answering questions.   Ex)

Step 2: User Policy

Read the User policy and check "Agree", and then click 受験を申し込む (apply for the test).

Step 3: Test Selection

Choose SPOT 90+Grammar90+漢字 SPOT50 for "Selection of test to be taken."
Then Click 次へ (next).

Step 4: Check the system requirements

Click 音声を確認する (Checking audio) to do the audio test. Make sure to listen until the end.

Then, answer Yes or No.
(It does not highlight after pressing.)

You won't be able to take the test if you have NG in this table. If you have NG and don't know what to do, ask your computer-wiz friend for help ☺

After you pass the system requirement check, go to the next page.

Step 5: Your Information

Follow the instructions and enter your name and email address in the boxes. After you confirm that you entered your name and email address correctly on the following page, you can apply for the test.

Step 6: Receiving Notification

After you submit the application, you will receive 【TTBJ】受験手続き完了メール from TTBJ プロジェクトチーム. [ttbj-notify@ttbj.jp]. If you don't receive an e-mail within five minutes, check your junk mail folder or "spam.ucsd.edu".

Step 7: Log-in and Take a Test

Go to http://ttbj1.cegloc.tsukuba.ac.jp/ and take the test using log-in ID (ログインID) and password (パスワード) given in the e-mail.

Step 8: Receiving Results

After taking the test, you will receive 【TTBJ】受験手完了メール from TTBJ プロジェクトチーム [ttbj-notify@ttbj.jp] and can check your results. If you don't receive an e-mail, check your junk mail folder.

Step 9: Downloading and Changing the File Name

Download your test results and change the file name.
Please DO NOT FORGET to do this.

The file name that you receive is "Score_report.pdf." Add your last name and first name to the file name, and change the file name to "Your last name_Your first name_Score_report.pdf."
(e.g.Smith_John_Score_report.pdf)

Step 10: Submit your Test Results through Google Form

You must fill out the Google Form below.
UCSD Japanese Studies Placement: Student Information for Fall '20 ~ Spring "21

- On the Google Form, you will sign the Academic Pledge on Step 1.
- You will submit your score report by attaching the PDF file on Step 7.
- Also, you will get instructions for **writing a composition (handwritten)** on Step 12 and upload it on Step 13.

If you lack any of these steps, your status on the placement test will be incomplete and will not be reviewed by lecturers.

Once you submit your test scores and score report on Google Form, you are all set.
One of the Japanese lecturers will contact you. If you do not hear back for more than one week, please contact the Japanese Studies program coordinator, Ms. Kumi Obayashi-Ward at japan@ucsd.edu