

Procedure Manual for Meiji University Japanese Language Web Test

1. Please access to the URL of Meiji University Japanese Language Web Test.

<https://e-edu.muc.meiji.jp/form.aspx>

The Web Test is composed of the following steps;

Login → **Name registration** → **Sample questions(2 questions)**
→ **Test**

2. On the screen,
 - 1) **Select the language (Japanese or English)**
 - 2) Enter your User ID and Password given by the university staff member
 - 3) Click **“Login”** .

明治大学
MEIJI UNIVERSITY

Japanese - English

User ID ①

Password ②

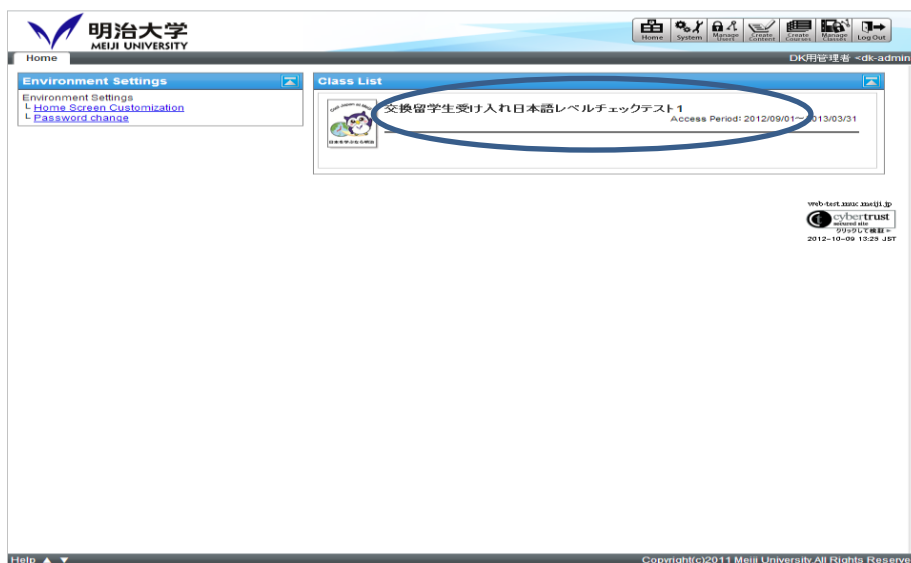
Save user ID in the browser

Login

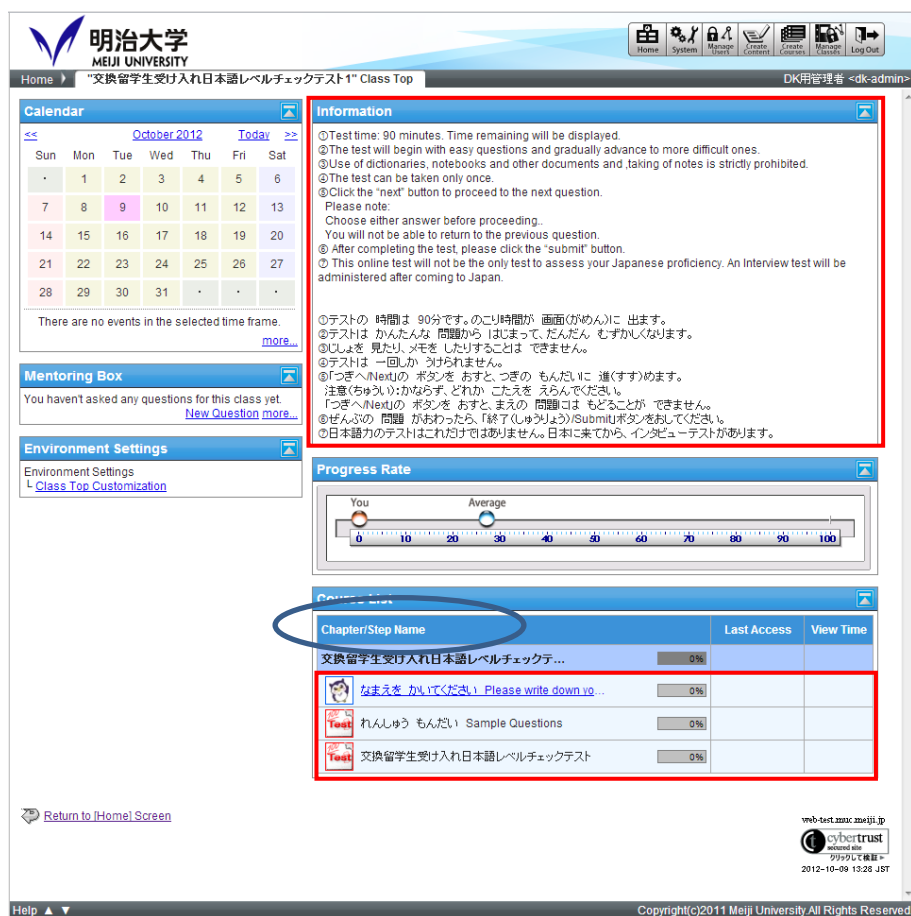
[Click here if you forgot your user ID or password](#)

web-test.muc.meiji.jp
cybertrust
secured site
2012-10-10 14:01 JST

3. Once you have logged in, click “Meiji Japanese Language Web Test”



4. Click “Chapter/Step Name”



5. Scroll down the page and click “Please write down your name”.

The screenshot shows the Meiji University online test interface. The page is titled "交換留学生受け入れ日本語レベルチェックテスト1" Class Top. The user is logged in as "DK用管理者 <dk-admin>".

Calendar: Shows a calendar for October 2012. The 9th is highlighted.

Information: Contains test rules and instructions in Japanese and English. The English text includes:

- ① Test time: 90 minutes. Time remaining will be displayed.
- ② The test will begin with easy questions and gradually advance to more difficult ones.
- ③ Use of dictionaries, notebooks and other documents and taking of notes is strictly prohibited.
- ④ The test can be taken only once.
- ⑤ Click the "next" button to proceed to the next question.

Progress Rate: A progress bar showing "You" at approximately 10% and "Average" at approximately 30%.

Course List: A table with columns "Chapter/Step Name", "Last Access", and "View Time". The first row is circled in blue and contains the text "なまえを 書いてください。 Please write down your name.".

Chapter/Step Name	Last Access	View Time
交換留学生受け入れ日本語レベルチェックテスト1	0%	
なまえを 書いてください。 Please write down your name.	0%	
れんしゅう もんだい Sample Questions	0%	
交換留学生受け入れ日本語レベルチェックテスト	0%	

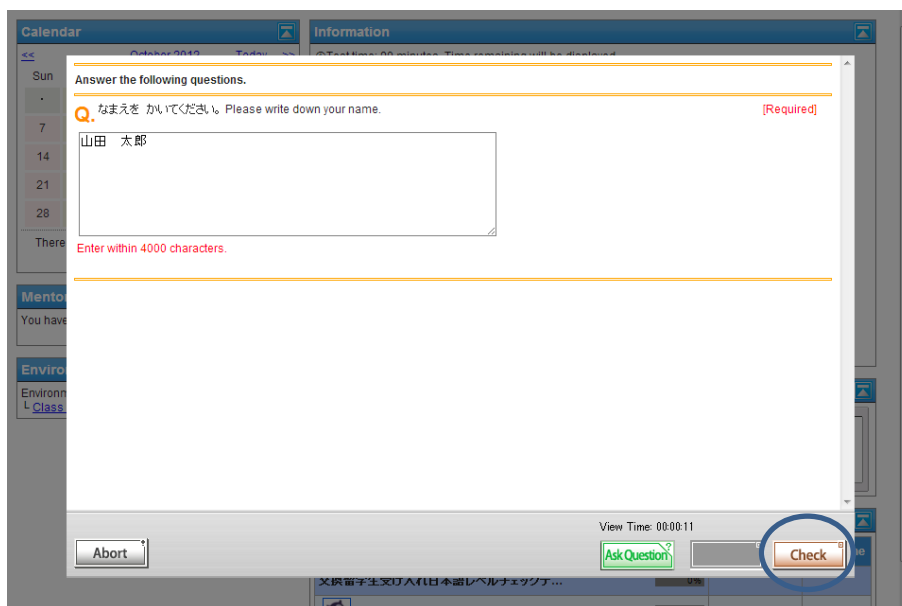
6. Click “Start”.

The screenshot shows a confirmation dialog box overlaid on the test interface. The dialog box contains the following information:

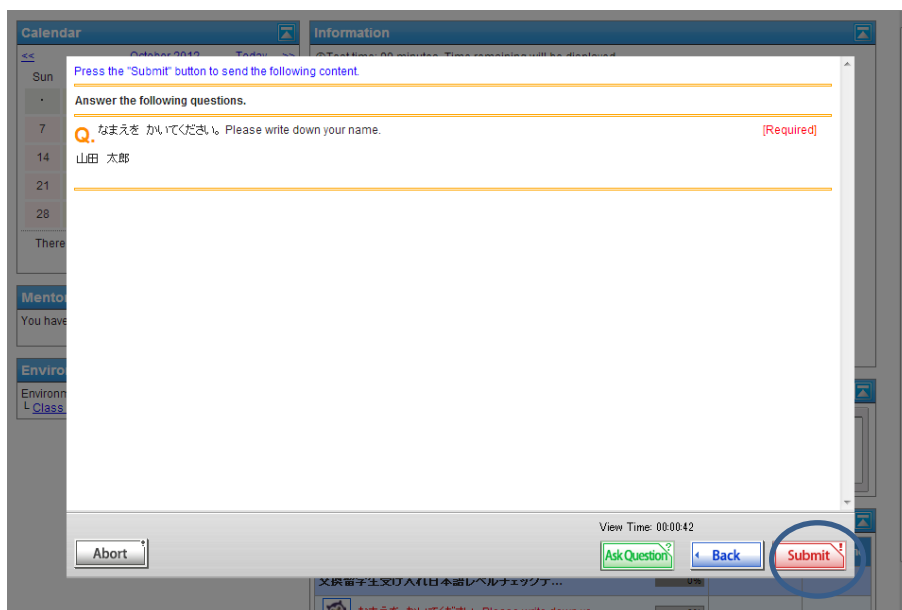
- Course Name:** 交換留学生受け入れ日本語レベルチェックテスト1
- Chapter Name:** 交換留学生受け入れ日本語レベルチェックテスト
- Step Name:** なまえを 書いてください。 Please write down your name.

A large blue button labeled "Start" is circled in blue. Below the button, there is a section titled "Times of execution" with the text "There is no history of attending a lecture yet".

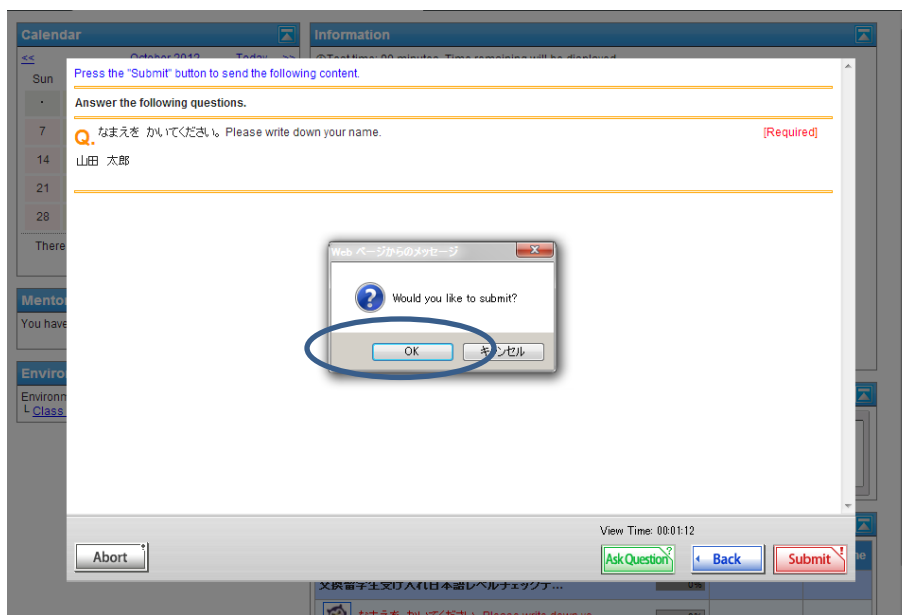
7. Please write down your name and click “**check**”.



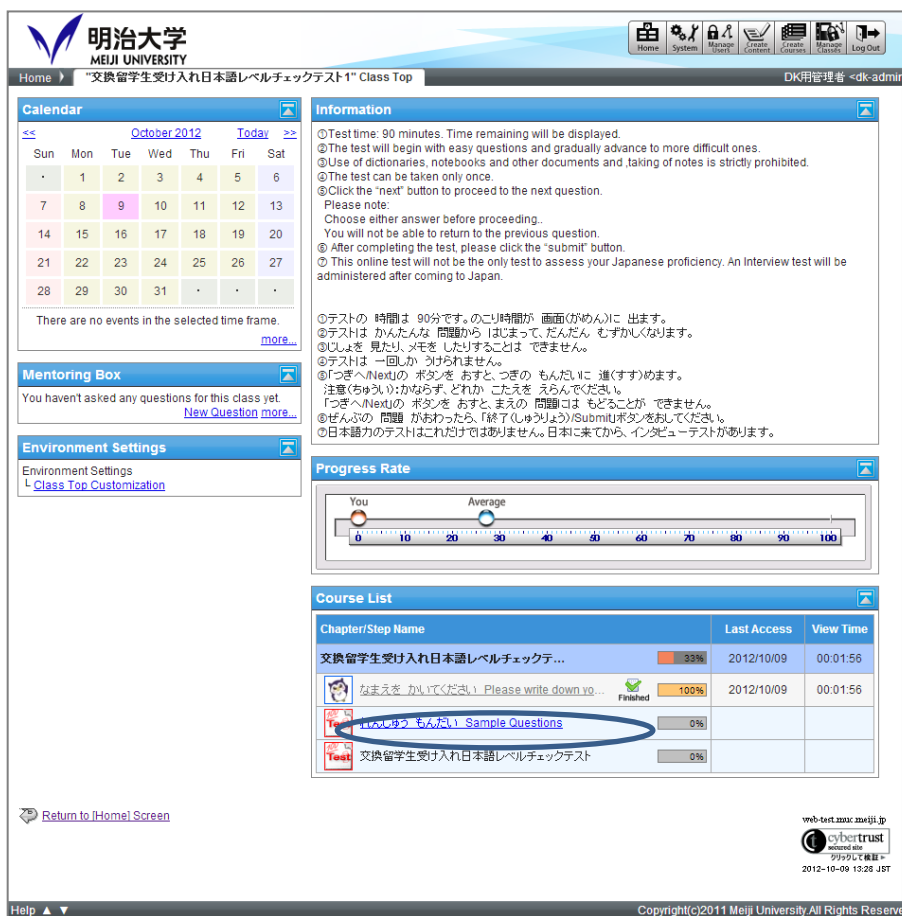
8. After writing your name, Click “**submit**” or “**Finish**”



9. Click "OK"



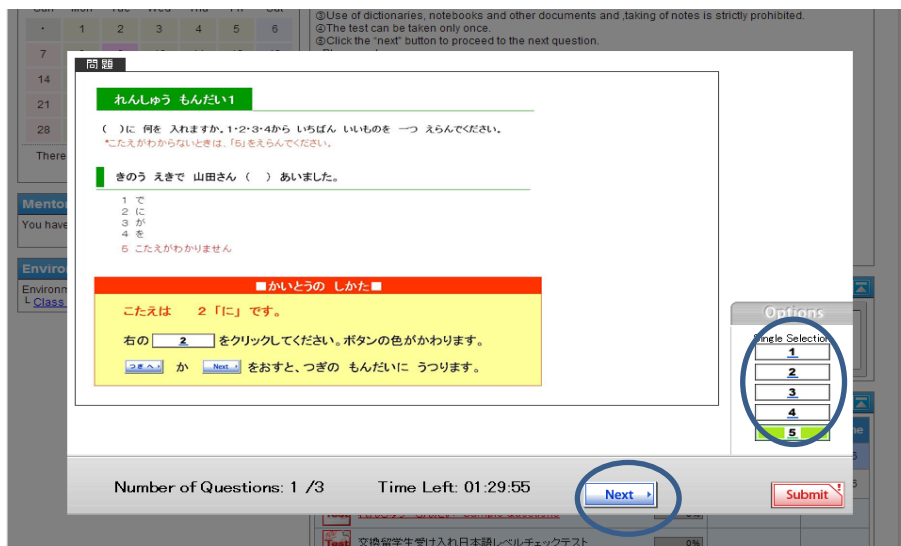
10. Click "Sample Questions"



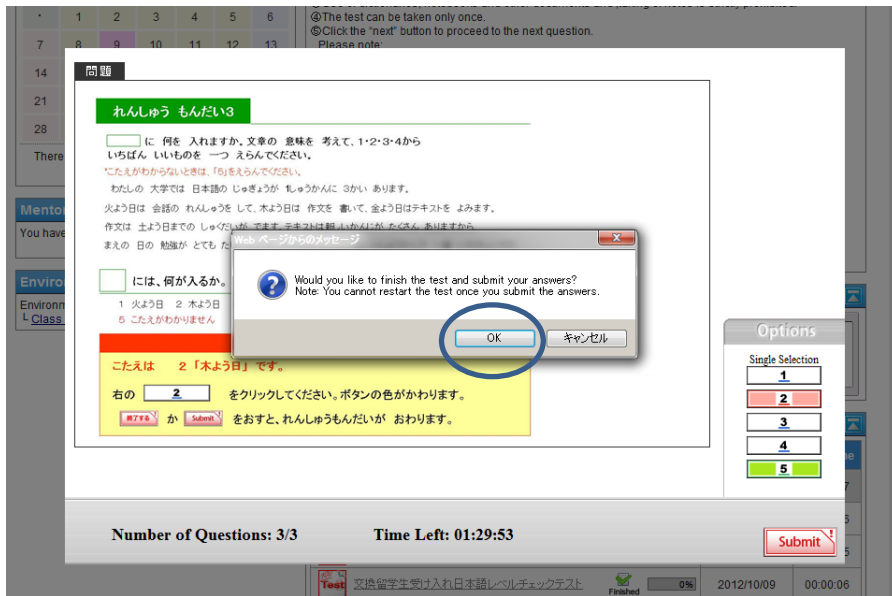
11. Click **“Start”**. Answering sample questions is not included in the limit time (90 minutes) of the Online Test.



12. Answer the question by clicking the number button on the lower right.
Then click **“Next”**



13. There are 2 sample questions. After answering all the question, click **“Submit”** or **“Finish”** . The message will show up, so please click **“OK”** .



14. Click **“Back”**
15. Click **“Close”** ⇒ Sample question finishes.
Click **“Start”** ⇒ Sample question starts again.

16. Finally, Japanese Web Test starts!

Click **“Meiji Japanese Web Test”**.

Proceed to the next question⇒Click **“Next”**

To finish the Online Test⇒Click **“Submit”**

The screenshot displays the Meiji University Japanese Web Test interface. At the top, there is a navigation bar with the Meiji University logo and the text 'Meiji University'. Below this, there is a header area with 'Home' and '交換留学生受け入れ日本語レベルチェックテスト" Class Top'.

The main content area is divided into several sections:

- Calendar:** A calendar for October 2012. The date '9' is highlighted in pink.
- Information:** A section containing test rules and instructions in Japanese. It includes points such as 'Test time: 90 minutes', 'The test will begin with easy questions and gradually advance to more difficult ones', and 'Use of dictionaries, notebooks and other documents and taking of notes is strictly prohibited'.
- Mentoring Box:** A section with the text 'You haven't asked any questions for this class yet' and a link 'New Question more...'.
- Environment Settings:** A section with the text 'Environment Settings' and a link 'Class Top Customization'.
- Progress Rate:** A section with a slider showing 'You' and 'Average' progress. The 'You' progress is at 0% and the 'Average' progress is at approximately 30%.
- Course List:** A table listing courses and their completion status. The table has columns for 'Chapter/Step Name', 'Last Access', and 'View Time'. The entry '交換留学生受け入れ日本語レベルチェックテスト...' is highlighted with a blue circle and shows 0% completion. Other entries include 'なまえを かいください Please write down yo...' (100% completed), 'れんしゅう もんだい Sample Questions' (100% completed), and another 'Test' entry (0% completed).

At the bottom of the page, there is a footer with 'Return to Home Screen' and 'Copyright(c)2011 Meiji University All Rights Reserved.'

17. After clicking **“submit”**, the message will show up.

To finish the test, click **“OK”**.

18. Click **“Back”**.

19. Click **“Close”**

20. Click **“Log Out”**.

The Japanese Language Web Test is finished!