

## Institutional Program Operating Manual for Contact Person of the Participating Company/Organization

This operating manual sets out the procedures to be followed by participating companies/organizations when implementing the FASS Test Institutional Program. Your full understanding of the following matters would be very much appreciated.

### [Preliminary Procedures]

#### <1> Putting in place PCs and web environment for testing

You are kindly requested to set up a PC and the web environment for each examinee.

##### ➤ Preparation of PCs for testing under the LAN environment

- You need to set up a LAN environment under which the web-based testing can be implemented.
  
- The recommended environments are;
  - **Operating System : Windows XP, Vista, or 7**
  - **Web browser : Internet Explorer (IE) version 8.0 or above,**
  - **Adobe Flash Player version 11 or above**

##### ➤ Matters to be borne in mind when using the testing system

- As the examinees could activate/operate application software installed in the OS or use the standby/shutdown function of the PC even during the test, please make sure that they will not do so.

#### <2> Checking the system operation

You are kindly requested to check in advance whether the system is properly operated in the actual testing site (such as an office or meeting room) under the actual testing environment.

- The following is the URL for the testing system to which the examinee will get access through the web. You are encouraged to check in advance whether you can get access to the URL without any problem.

Japan) <https://www2.cbt-cloud.com/universal/login/jp>  
Philippines) <https://www2.cbt-cloud.com/universal/login/ph>  
China) <https://www2.cbt-cloud.com/universal/login/cn>  
Korea) <https://www2.cbt-cloud.com/universal/login/kr>  
Indonesia) <https://www2.cbt-cloud.com/universal/login/id>  
Vietnam) <https://www2.cbt-cloud.com/universal/login/vn>  
Thailand) <https://www2.cbt-cloud.com/universal/login/th>  
Singapore) <https://www2.cbt-cloud.com/universal/login/sg>  
Malaysia) <https://www2.cbt-cloud.com/universal/login/my>  
India) <https://www2.cbt-cloud.com/universal/login/in>  
HongKong) <https://www2.cbt-cloud.com/universal/login/hk>

- Contact the FASS Test Administration Office (at Japan Association for CFOs) when you experience any trouble in getting access to the above site.

#### <3> Assigning the Examinee ID and Password to each examinee and giving notice

After you have made application for the Institutional Program, the FASS Test Administration Office will send an email with a title like “**FASS Test/Notice of Completion of Examinee Registration**” to the address of the registered Contact Person of the participating company/organization.

Note : The announcement email above will be sent by the countries you registered.

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As you will find in the email the **Examinee IDs and Passwords**, the number of which is equal to the number of examinees you have applied for registration, you are kindly requested to assign one set of the Examinee ID and Password to each examinee and give notice to him/her before the exam date.

- \* Should you not receive any email with a title like **“FASS Test/Notice of Completion of Examinee Registration”** more than a week after you applied for the Institutional Program, contact the FASS Test Administration Office (at Japan Association for CFOs).

### <4> Explaining the testing taking procedures to the examinees

You are kindly requested to make sure that you distribute and explain to each examinee the Institutional Program Test Taking Manual.

Japanese) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Japanese.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Japanese.pdf)

English) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_English.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_English.pdf)

Chinese) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Chinese.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Chinese.pdf)

Korean) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Korean.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Korean.pdf)

Indonesian) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Indonesian.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Indonesian.pdf)

Vietnamese) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Vietnamese.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Vietnamese.pdf)

Thai) [http://www.cfo.jp/universal\\_fass/exam/pdf/Guideline\\_for\\_examinee\\_Thailand.pdf](http://www.cfo.jp/universal_fass/exam/pdf/Guideline_for_examinee_Thailand.pdf)

### [Exam Day Procedures]

#### <1> Testing period

Under the Institutional Program, you do not have to have all the registered examinees sit for the test at the same time on the same day. So your examinees can sit for the test at their convenient date and time as long as the tests are implemented within a designated testing window. You, as Contact Person of the participating company/organization, do not either have to make an advance registration for or submit a report on the exam date and time to the FASS Test Administration Office (at Japan Association for CFOs).

#### <2> Explaining the matter of importance during the test

When implementing the test to each examinee, you are kindly requested to explain to him/her the test taking procedures and the following matters of importance.

- **Personal belongings (except memo papers and writing instruments) are not allowed in the testing room.**  
Since the test is implemented through the PC, any personal belongings, except memo papers and writing instruments intended to be used during the test as well as the PC (if the examinee uses his or her own), are not allowed to be placed at hand.
- **Once the exam has started, it cannot be interrupted.**  
Once the exam has started, the testing system does not allow the examinee to interrupt it. Please also be noted that the system will automatically end the exam when the designated exam time is over.
- **When problems occur during the exam**  
When any problem of the testing system occurs during the exam and cannot be resolved, contact the FASS Test Administration Office.

#### <3> Taking the test

When taking the exam, the examinee needs to go into My Page by entering the assigned Examinee ID and Password on the login screen of the PC at the exam site.

The following are the specific steps to start taking the exam.

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- 1) Get access through the web to the FASS Test site you registered and open the login screen.
- 2) Enter the Examinee ID and Password, and press the Login button to go into the My Page screen.
- 3) Confirm that the correct Examinee ID is displayed on My Page, and then start running the programs displayed on My Page in order of Demonstration, Questionnaire, and then FASS Test.
- 4) Immediately after the exam ends, the following results will be displayed on the screen.
  - Score (Full mark: 800)
  - Level (A to E, which corresponds to the above score)
  - Achievement level (in terms of the correct answer percentage by testing area)The examinee can get access to the above results at any time by logging in the site.

### **[Inquiries]**

FASS Test Administration Office (at Japan Association for CFOs)

Contact person : SAKUMA, YAGUCHI

Tel : +81-3-3556-2334 / E-mail : info@cfo.jp