

PSYCHOTEST AND INTERVIEW
PROCEDURES AND REGULATIONS FOR
PARTICIPANTS



UNIVERSITAS WIJAYA KUSUMA SURABAYA

2024

PROCEDURES AND REGULATIONS FOR THE IMPLEMENTATION OF ONLINE TESTS

PARTICIPANT TERMS:

1. Have the ability to operate a computer skillfully.
2. Able to provide devices according to the specified criteria.

EQUIPMENT THAT NEEDS TO BE PREPARED (MANDATORY):

1. Laptop with minimum specifications as follows:
 - a. Monitor screen size of at least 12" is prohibited from using a computer (Desktop),
 - b. Minimum 1GHz dual-core processor and 4GB RAM,
 - c. Windows operating system (minimum Windows 8 OS and can't use Mac OS/iOS)
 - d. There is a webcam audio and video feature that can function properly (required using headphones for the test),
 - e. Disable antivirus and Windows system automatic updates during implementation.
2. Smartphone with the Whatsapp (WA) application installed as media communication via Whatsapp Group with the committee and Zoom for conducting an online meeting conference during the test. The link is shared via WAG (Ensure the telephone/mobile number entered at registration can be contacted).
3. Provide sufficient internet quota (minimum 3GB) or access wifi from a smooth and stable service provider. (Minimum speed 4G/10Mbps)
4. Test room with minimum standards as follows:
 - a. Provide tables and chairs with a wall background (distance not more than 2 meters)
 - b. On the table, there is only a laptop and writing instruments.
 - c. The room is well-lit (Participants must be in a place that can clearly show the participant's face or does not block the light).
 - d. Make sure the laptop is connected to power during the test.
 - e. The laptop battery must be fully charged in case it dies electricity.

PARTICIPANT REQUIREMENTS WHEN IMPLEMENTATION:

1. Participants wear neat clothes and do not wear hats. Women-only hooded is recommended to use a brightly colored headscarf.
2. Participants occupy a table that meets the criteria during the test process and are not allowed to leave the table test.

IMPLEMENTATION RULES

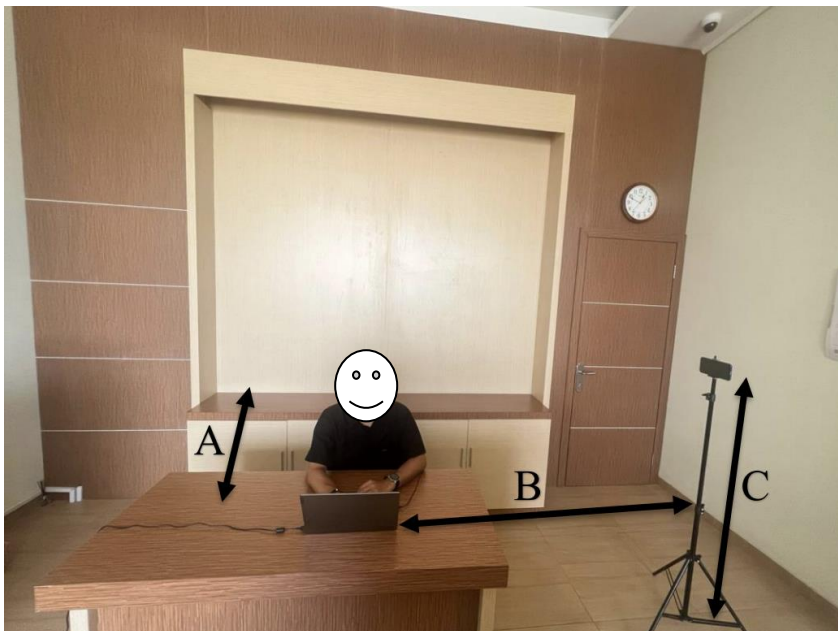
1. Participants must take the test independently and not be assisted by others.
2. Participants are not allowed to document the test questions.
3. During the test, participants are PROHIBITED from doing the following:
 - a. Asking, giving, or receiving answers to questions from anyone;
 - b. Cooperate with others;
 - c. Replacing or being replaced by another person; And
 - d. Committing other forms of fraud.
4. If you experience technical problems during the test, please contact the coordinator to be addressed/assisted immediately.
5. The supervisor can lock the participant's working status so that the participant cannot continue the test if the inspector detects suspicious behavior from the webcam or Zoom.
6. If it is proven to have committed fraud/jockeying, it will be processed by the party authorities, and the test result score will be canceled.
7. If you have finished working on the test before the time runs out, you have to wait until the coordinator gives the following instructions.
8. Participants' errors and omissions in reading and understanding the rules become the participant's responsibility.

PROCEDURE AND PROVISIONS DURING IMPLEMENTATION:

1. Participants must enter the online meeting conference (Zoom) on time timetable. (Use your smartphones, and the camera must be active)
2. Smartphones are placed on the right / left side of the participant at a distance a minimum of 1 meter and a minimum height of 1.2 meters / parallel to the participant's head.
3. Make sure the smartphone/smartphone is connected to power during the test.
4. Whatever problems the participants face on the test day, please join Zoom beforehand to be handled by the test supervisor.
6. Participants are not allowed to take the test outside the predetermined schedule.
7. Participants are not allowed to take the test without instructions from the supervisor.
8. Participants are allowed to prepare a black pencil and a plain white sheet of paper for the purposes of drawing on the psychotest subtest. (paper is destroyed after the test is completed).
9. Participants are prohibited from using assistive devices during the test.
10. While working on the participants facing the monitor screen in the appropriate position rule (100 percent of face and shoulders shown on screen).
11. Participants must turn on the microphone while maintaining silence during the test.
12. If the internet connection is lost on the server, UWKS will repeat the process implementation of the test after the connection is connected.
13. If there is a disconnection on the internet, video (webcam), or audio (microphone and speaker) for the participant, UWKS will decide whether the participant is allowed to continue the test that has been carried out or not, based on information and data from supervisors and IT Admins.
14. Participants must be connected to UWKS via ZOOM from the verification process data until the completion of the test. Ensure audio and video on ZOOM running smoothly.
15. Participants who are absent at ZOOM and do not complete the data verification process are disqualified.
16. If the participant experiences technical problems when the test has started, then the participant cannot complete the test (outside of the UWKS error), then it is declared disqualified.

ROOM STANDARDS FOR TEST PARTICIPANTS

1. Minimum standard of the test room.



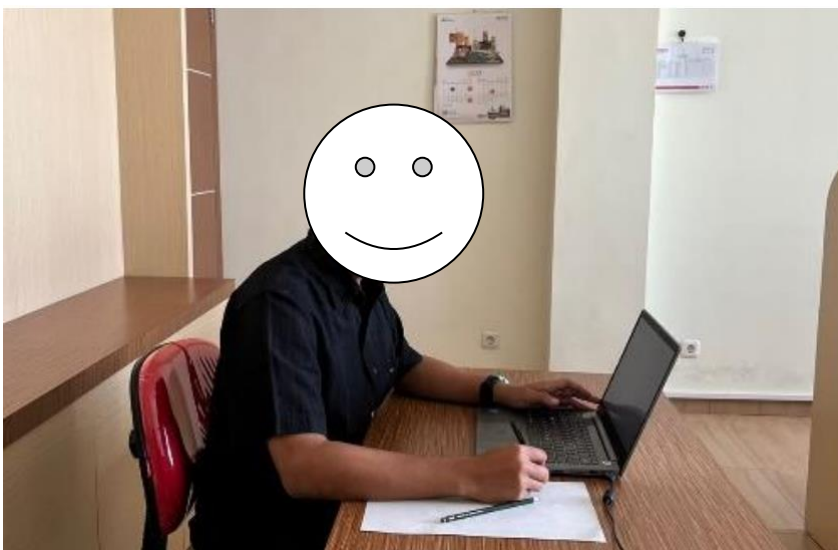
Information :

A : The distance between the seat and the background wall is no more than 2 meters.

B : The distance between the smartphone and the test taker is at least 1 meter. (smartphone is in good condition online zoom with supervisor)

C : The height of the smartphone is at least 1.2 meters or at the level of the participant's head height.

2. View of the participant on the smartphone/smartphone camera.



TUTORIAL TEST FOR PARTICIPANTS

1. Participants must have logged into the test system no later than 30 minutes before the exam starts.
2. Participants can go to the toilet before the test starts.
3. Participants are prohibited from leaving their laptop/camera during the test.
4. Participants access the test and login in with an Account (Username that has been shared in the mail)
5. Participants have to attend a technical meeting by online on 18 March 2024. The psychotest and interview will be held by online on 22 March 2024.
6. After you finish the psychotest, you must enter the main room to hear another instruction for the interview preparation.
7. When the reviewer has interviewed you, you can leave Zoom.