Placement Test Manual (for J and M Program Students)

At CJLC, we use the LMS (Learning Management System) called CLE to conduct placement tests. We have separate tests for grammar, kanji and essay writing skills. Please take all tests once within the time given. It is not possible to pause the kanji and grammar tests once you have started. Please prepare to spend 30 or 60 minutes straight for each test.

- **Kanji**: Kanji A (30 minutes), Kanji B (30 minutes), Kanji C (30 minutes)
- **Grammar**: Grammar A (30 minutes), Grammar B (60 minutes)
- **Essay**: Essay (no time limit)

To take the tests, please use **Google Chrome**, **Firefox** or **Safari**.

Google Chrome   Firefox   Safari

On the following pages, we will explain how to use the CLE system. You can find the table of contents below. If you still have questions after closely reading this manual, please contact your class advisor.
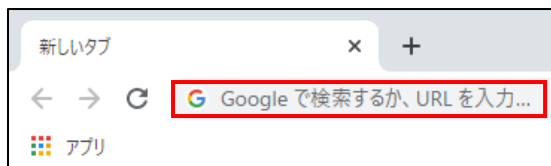
【Table of contents】

Ⅰ.　　How to log in

① Please enter the following URL into your browser and open the CLE login page as follows.
URL：https://www.cle.osaka-u.ac.jp/webapps/login/

(Example: Google Chrome)

(Example: Safari)

② Please click on "ログイン（大阪大学個人ID を持っている方）" (login (for those with a personal Osaka University ID)).

③ The following screen will appear. Enter your personal Osaka University ID (your KOAN ID, for example u123456a) and your password. After that, click the "ログイン" (login) button, indicated in red below.
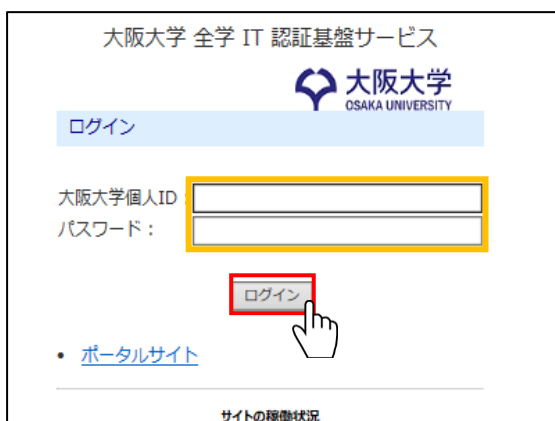
2．How to change the language settings to English

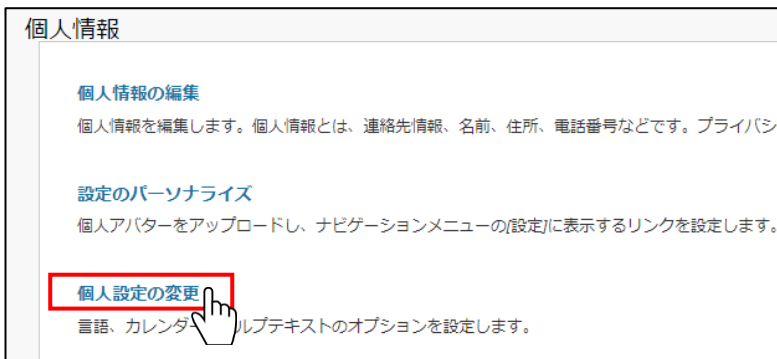① Click on the white triangle pointing downwards (∇) in the top right corner of the screen.
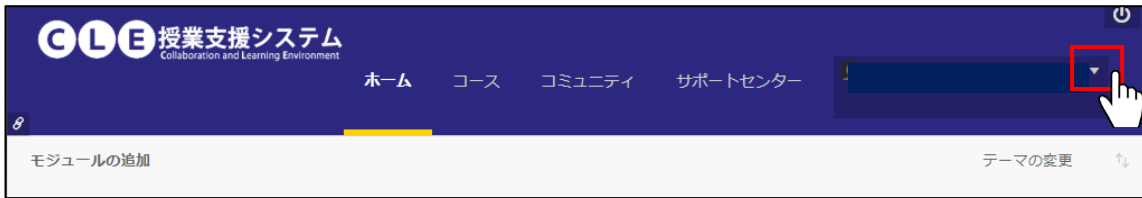
② A menu will appear. Please click on "設定" (settings).

③ A new menu will appear under "設定" (settings). Please click on "個人情報" (personal information).

④ Click on "個人設定の変更" (change personal settings).

⑤ Select "English" from the "ユーザの言語パック" (user language pack).

⑥ Click on the "送信" (send) button in the bottom right corner of the screen. You have now successfully changed the language settings. Start the tests following the directions on the next page.
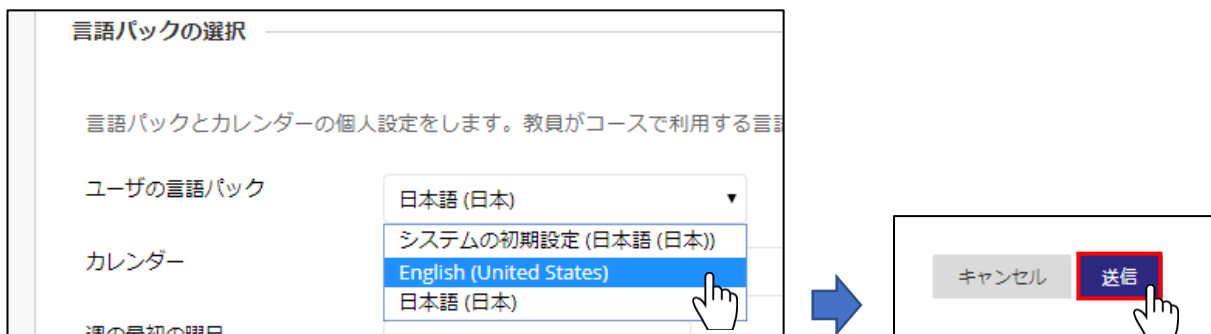
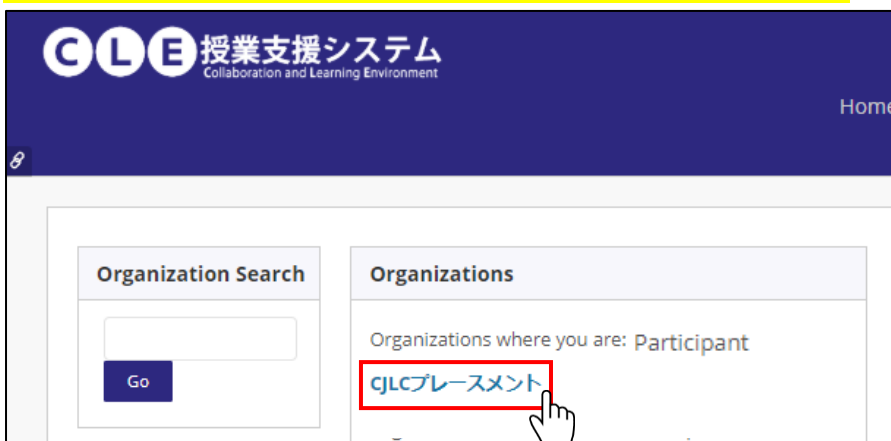**3.** Where to find the tests

① Click on "Community".

② Click on "CJLC プレースメント 2021 （Spring-Summer）".

③ A list of all the tests will appear on your screen. There are three kanji tests (A, B and C), two grammar tests (A and B) and one essay writing test. You need to take and submit all of these tests.

4. How to take the kanji tests

① Please choose "漢字A" (Kanji A) from the list of tests.

② Instructions on how to take the test will appear. You have 30 minutes to complete this test. Once 30 minutes have passed, the test will end automatically. It is not possible to stop the timer and take a break once you have started. When you are ready to begin, start the test by clicking on "Begin" in the bottom right corner.
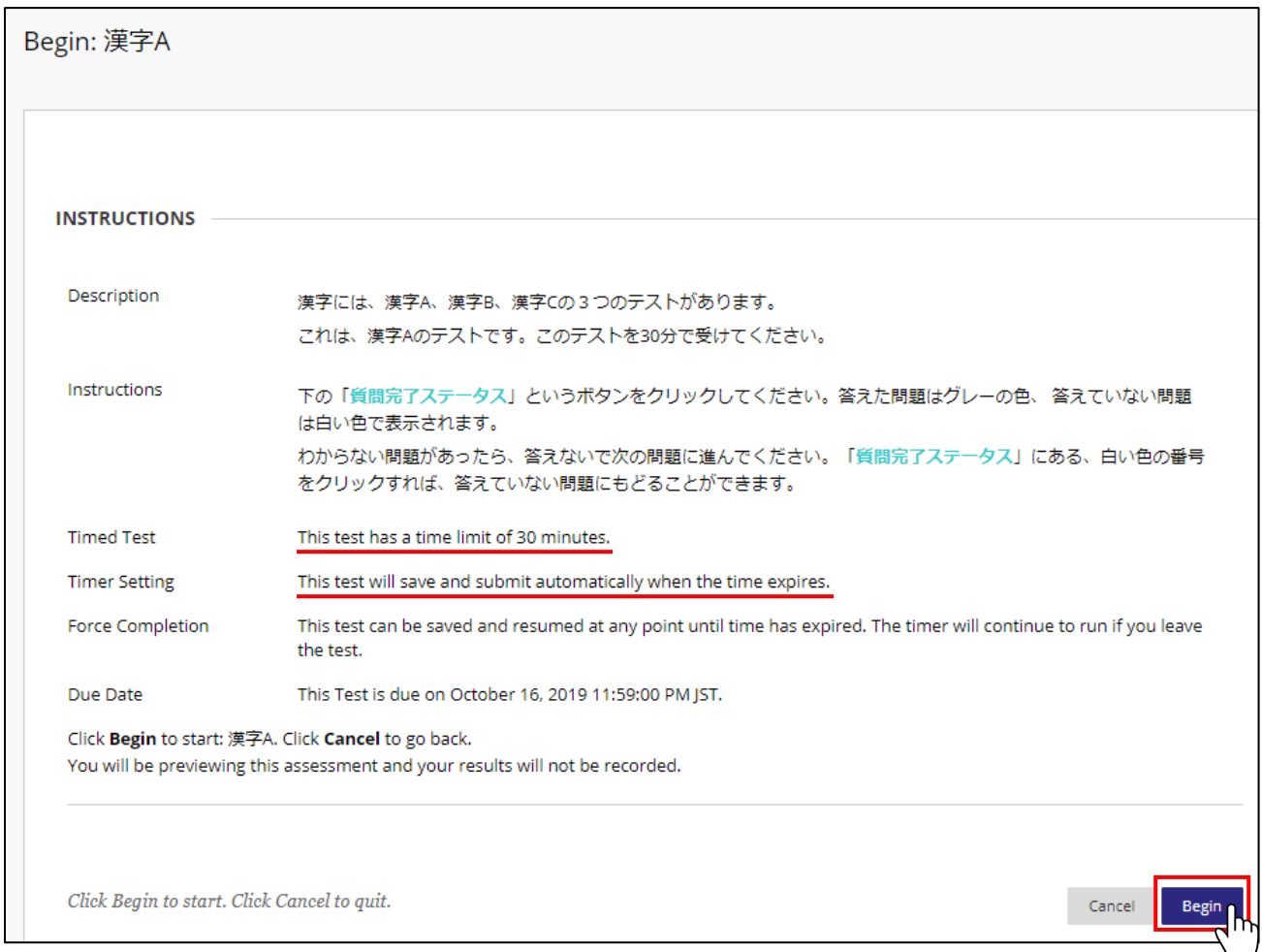
③ A screen with information on the test will appear. First, click on "Question Completion Status" to show your current status.

Instructions	下の「質問完了ステータス」というボタンをクリックしてください。答えた問題はグレーの色、答えていない問題は白い色で表示されます。
	わからない問題があったら、答えないで次の問題に進んでください。「質問完了ステータス」にある、白い色の番号をクリックすれば、答えていない問題にもどることができます。
Timed Test	This test has a time limit of 30 minutes.This test will save and submit automatically when the time expires.
	Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.*[The timer does not appear when previewing this test]*
Multiple Attempts	Not allowed. This test can only be taken once.
Force Completion	This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

≫ Question Completion Status:

≪ Question Completion Status:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

④ Underneath your question completion status, the questions will be shown. Click on the circle (○) next to the answer of your choice. When you move forward to the next question, your selected answer will automatically be saved. The screen will say "Saved" as indicated here in yellow.

2 points   ✓ Saved

ただしい かんじを えらびなさい。Choose the correct KANJI for the underlined part.___おおきい___かばんを もっています。
　⦿ 大きい
　○ 太きい

【Caution!】

◆ Mind the time remaining. You can check the time above the "Question Completion Status" as shown under ③. (In the example below, the remaining time is 17 minutes and 19 seconds.)

◆ If you cannot solve a question, move forward to the next one. The questions you have already solved will be shown in grey and the questions you have not solved yet will be shown in white under your Question Completion Status. (In the example below, questions number 3 and 19 have not been solved yet.) By clicking on the question number, you can move to this question.
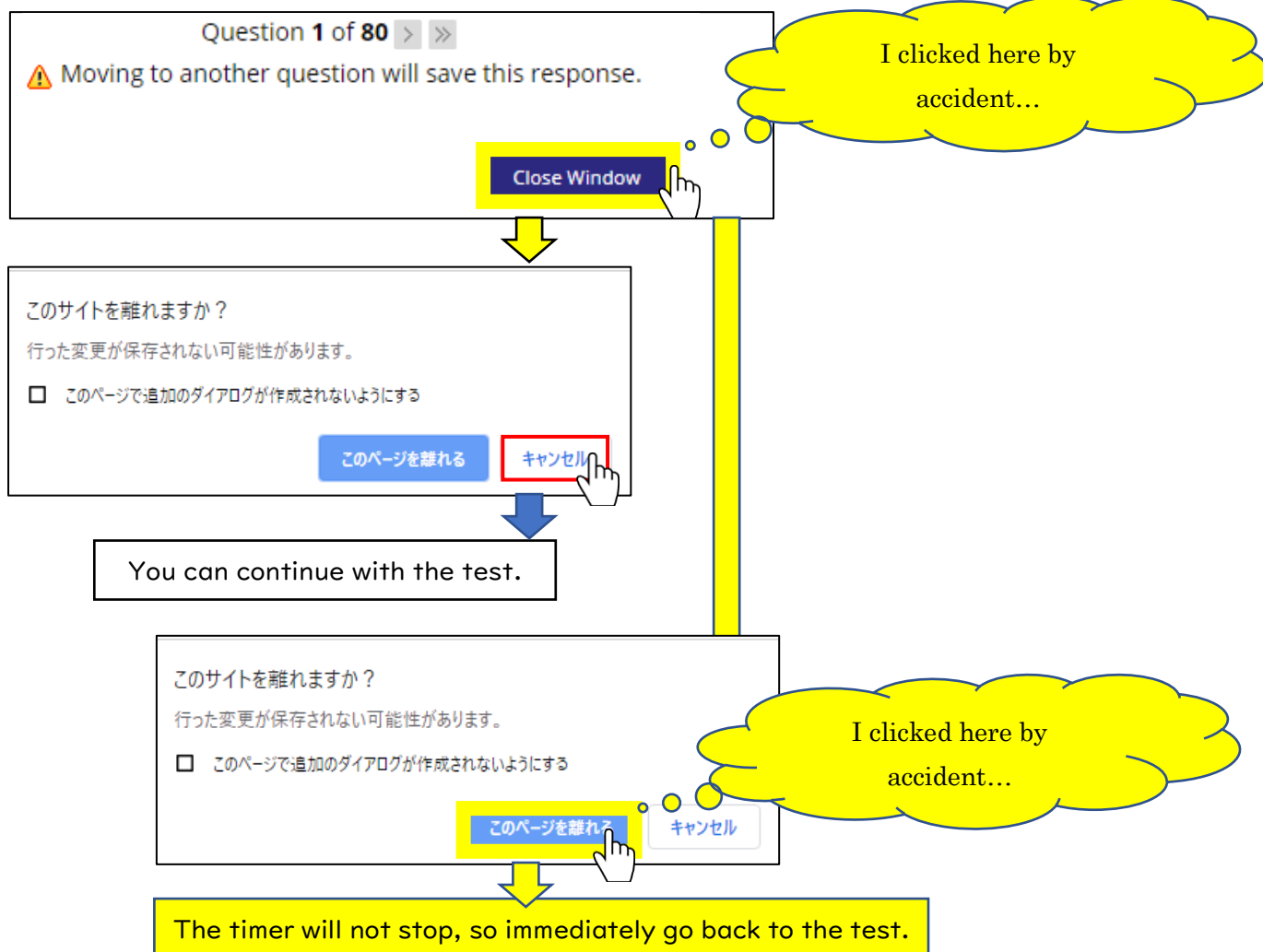
残り時間：17分19秒

≪ Question Completion Status:

| 1🗋 | 2🗋 | 3 | 4🗋 | 5🗋 | 6🗋 | 7🗋 | 8🗋 | 9🗋 | 10🗋 | 11🗋 |
| 12🗋 | 13🗋 | 14🗋 | | 16🗋 | 17🗋 | 18🗋 | 19 | 20🗋 | 21🗋 | 22🗋 |

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⑤ By clicking on the single arrowhead (>, indicated below with the letter A), you move forward to the next question. By clicking on the double arrowhead (>>, indicated below with the letter B), you move forward to the final question. If you click on the double arrowhead by accident, use the Question Completion Status as shown under ③ on page 6 to return to the question of your choice by clicking on it.
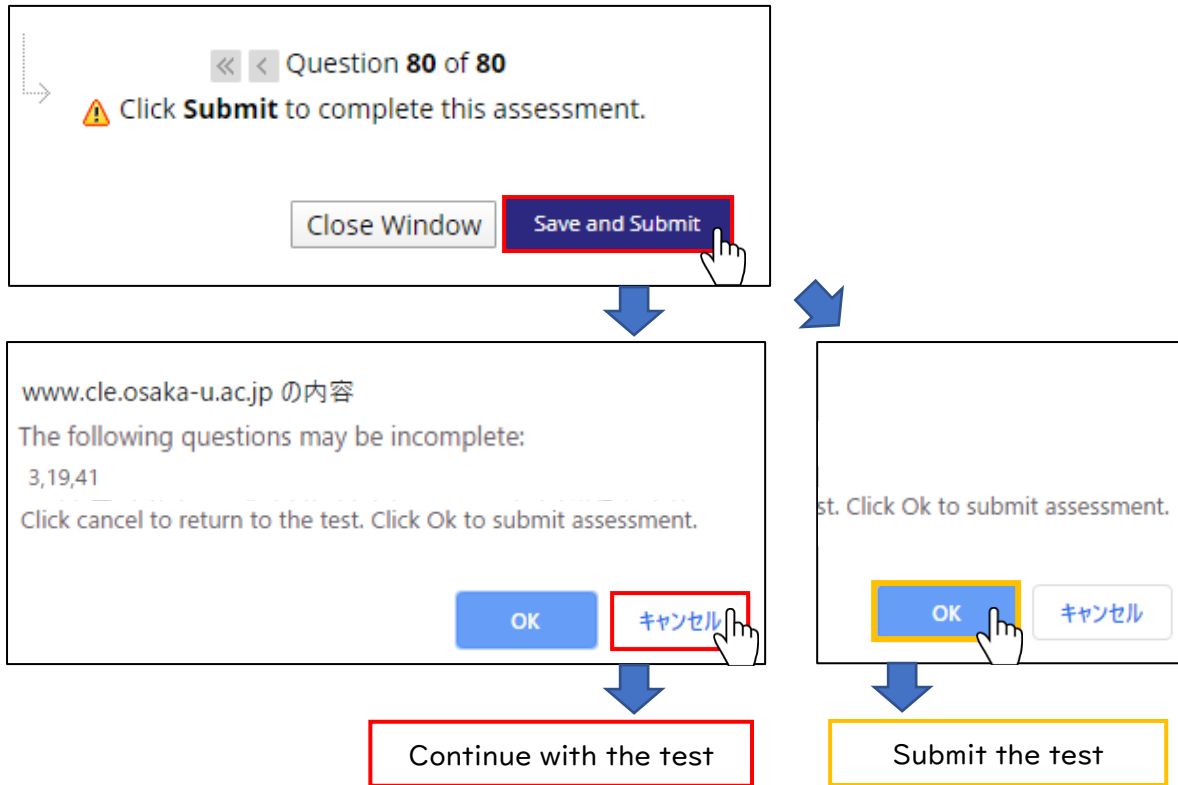
A
B

Question **1** of **80** > >>
⚠ Moving to another question will save this response.
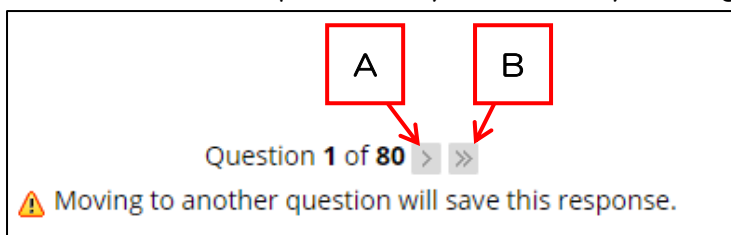
【Caution!】
◆ Do not click on the "Close Window" button. If you click on this button by accident, a prompt will be displayed asking you if you truly want to leave the page. (It will say このサイトを離れますか？) Please click "キャンセル" (cancel) to continue with the test.

◆ If you have clicked "このページを離れる" (leave this page) by accident, the test will be shut down part-way through. The timer will not stop, so immediately go back to the test as explained on page 5 under ①. Use the "Question Completion Status" to continue the test where you left off.

Question **1** of **80** > >>
⚠ Moving to another question will save this response.

I clicked here by accident…

Close Window

このサイトを離れますか？
行った変更が保存されない可能性があります。
☐ このページで追加のダイアログが作成されないようにする

このページを離れる　キャンセル

You can continue with the test.

このサイトを離れますか？
行った変更が保存されない可能性があります。
☐ このページで追加のダイアログが作成されないようにする

I clicked here by accident…

このページを離れる　キャンセル

The timer will not stop, so immediately go back to the test.

⑥ When you have solved all questions, click "Save and Submit". If you have any remaining unsolved questions, the following message will appear. **If you want to continue with the test, click "キャンセル" (cancel)** and continue with the test. **If you are certain you are ready to submit the test, click "OK".**


```
    «  < Question 80 of 80
    ⚠ Click Submit to complete this assessment.


           Close Window      Save and Submit
```

```
www.cle.osaka-u.ac.jp の内容
The following questions may be incomplete:
3,19,41
Click cancel to return to the test. Click Ok to submit assessment.

                                    OK        キャンセル
```

```
                                    st. Click Ok to submit assessment.

                                    OK        キャンセル
```

| Continue with the test | Submit the test |

⑦ Check the information under "Test Submitted" and click OK to end the test.

Test Submitted: 漢字A

Test saved and submitted.

Student:
Test: 漢字A
Organization: CJLCプレースメント (com-2019-0001)
Started: 1/30/20 5:00 PM LATE
Submitted: 1/30/20 5:00 PM LATE
Due Date: 10/16/19 11:59 PM
Time Used: 0 minute out of 30 minutes

Click **OK** to review results.
Thursday, January 30, 2020 5:00:41 PM JST

← OK

⑧ To return to the list with all the tests, choose "テスト／Tests" from the menu bar on the left side of the screen. By clicking here, the screen shown under ③ on page 4 (a list of all the tests) will appear.

⑨ Take and submit tests "Kanji B" and "Kanji C", in the same way as "Kanji A".
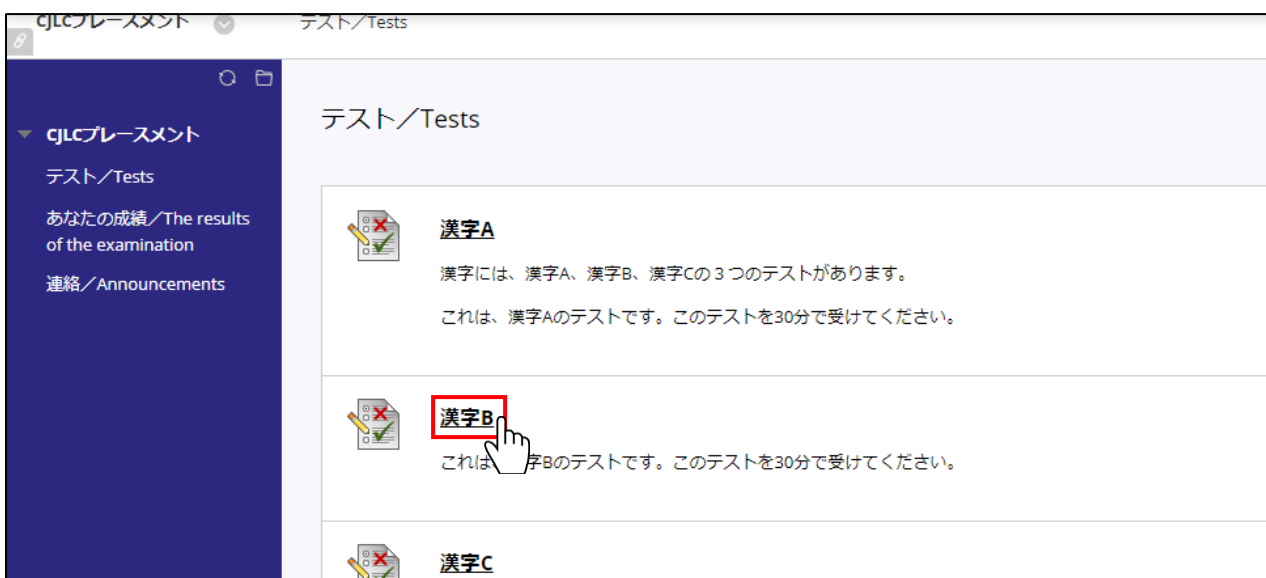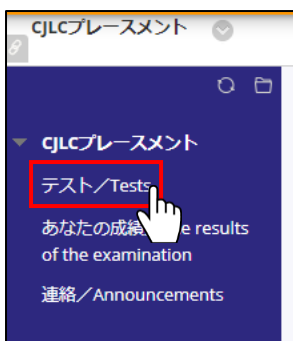
５．　　How to take the grammar tests

① Take the grammar tests in the same way you took the kanji tests and submit them.

② You have 30 minutes to complete the test called Grammar A, and 60 minutes to complete the test called Grammar B.

６． How to take the essay writing test

① Go to the list of tests and click on the Word file "作文" (Essay) to download it.
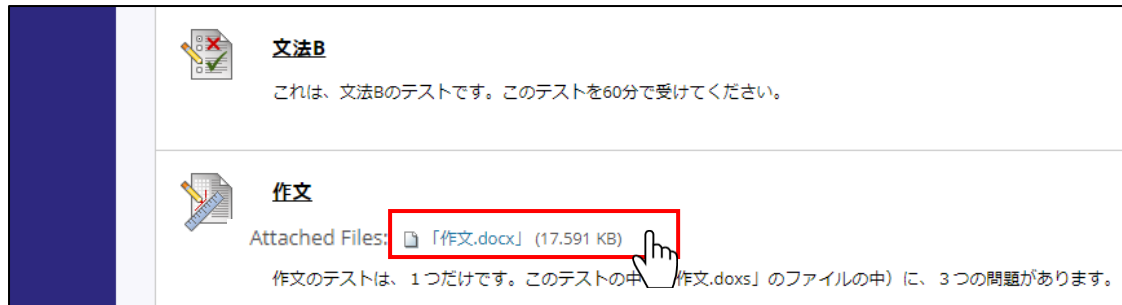
② Save the downloaded Word file on your computer.
③ Please answer the three questions in this Word file and save the file.
④ Make sure to close the Word file before you click on "作文" (essay).
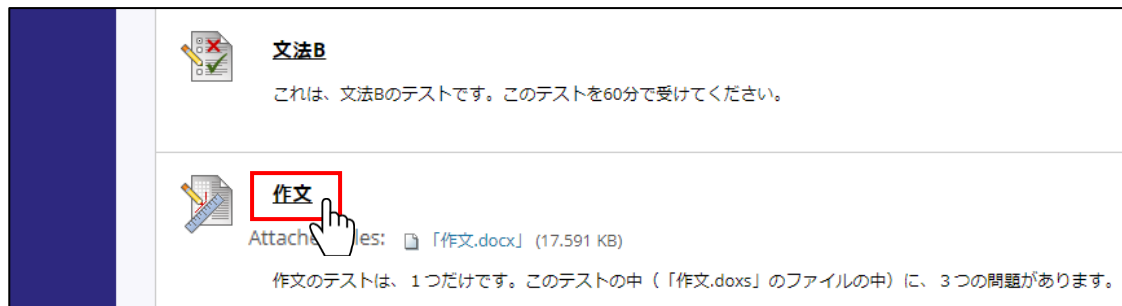
⑤ A screen entitled "ASSIGNMENT SUBMISSION" will appear. Here you can submit the Word file with your essay by either <Method A> or <Method B>. You only need to submit 1 file. You are free to choose which method you use.
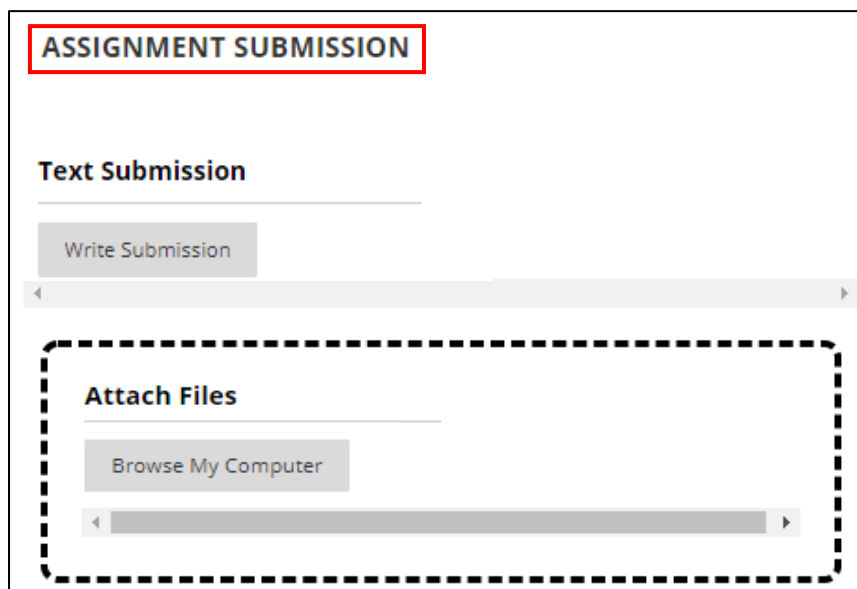
<Method A> Drag and drop the Word file with your essay into the ☐ box as shown on the bottom of p.11. Drop the file after the ☐ box turns yellow.
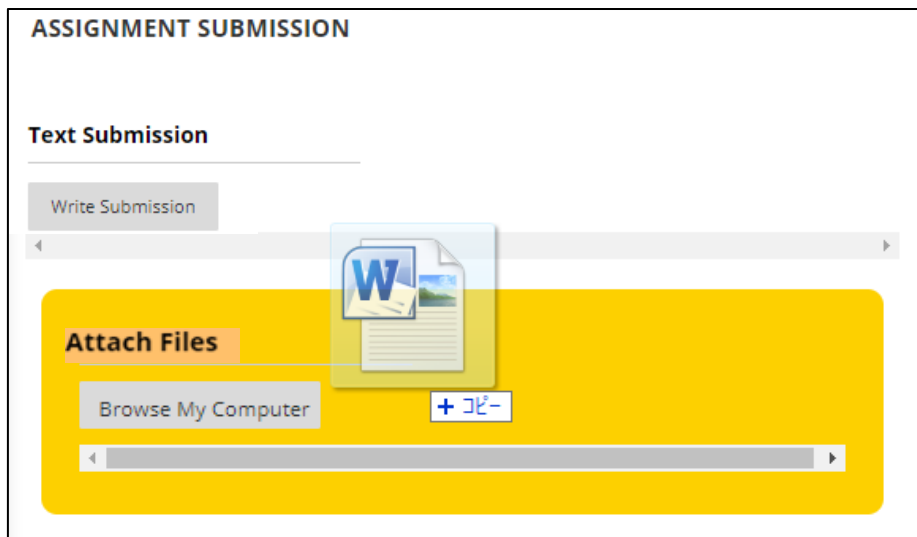
<Method B> Or, click on "Browse My Computer" within the ☐ box, choose the Word file with your essay from your computer and click "開く" (Open).
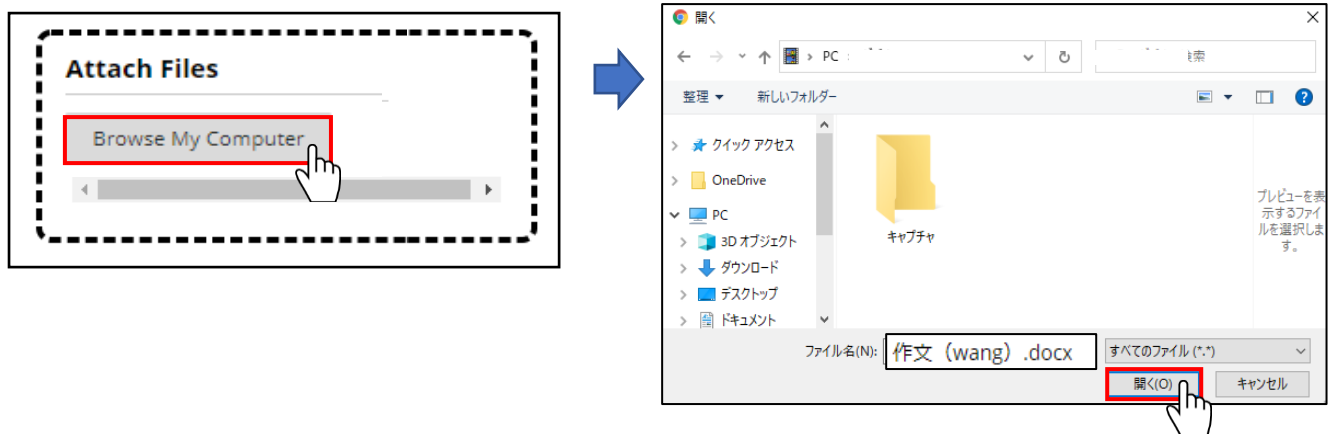
⑥ If you have successfully uploaded the file, under "Attached files" the file name of the Word file you submitted will appear. (In the example below, we have uploaded the Word file "作文(wang)".)
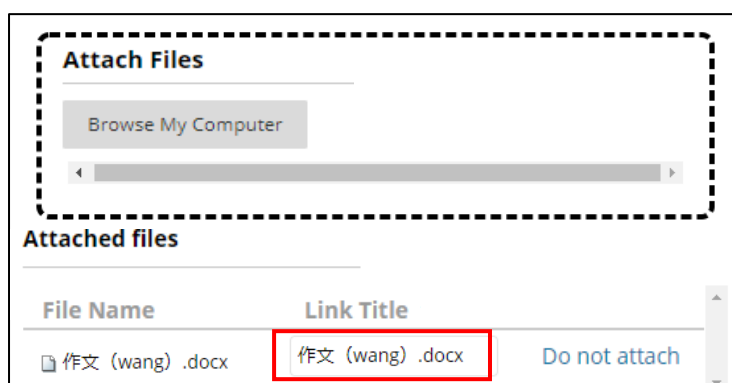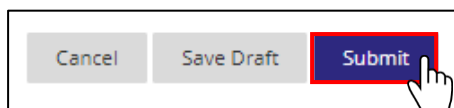
【Caution!】

In case you selected the wrong Word file, click the "Do not attach" button on the right side of the file, return to ④ on page 11 and attach the correct Word file.
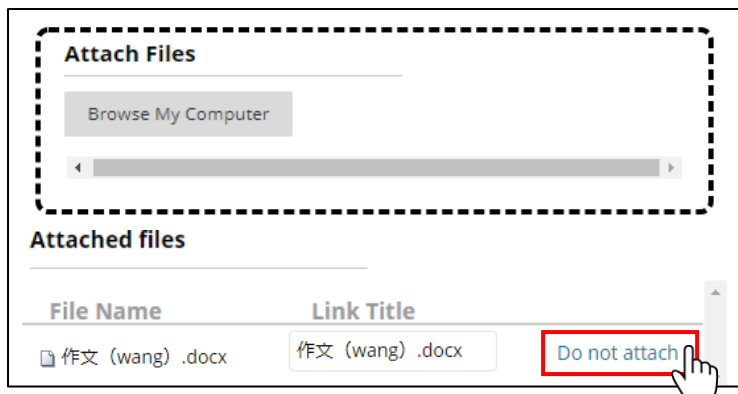

⑦ Click on the "Submit" button in the bottom right corner of the screen and submit the Word file with your essay.

⑧ Your submitted Word file with your essay will appear on the screen. Click on "OK" on the right side of the screen to end the test.
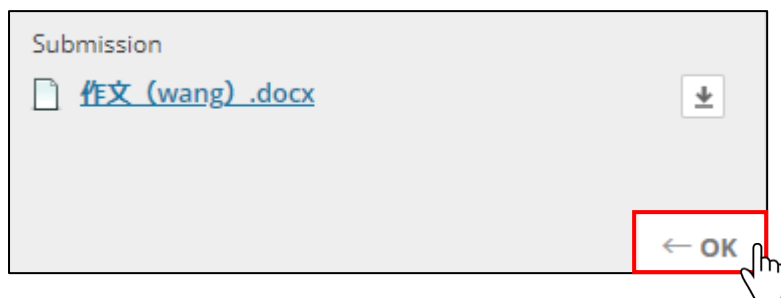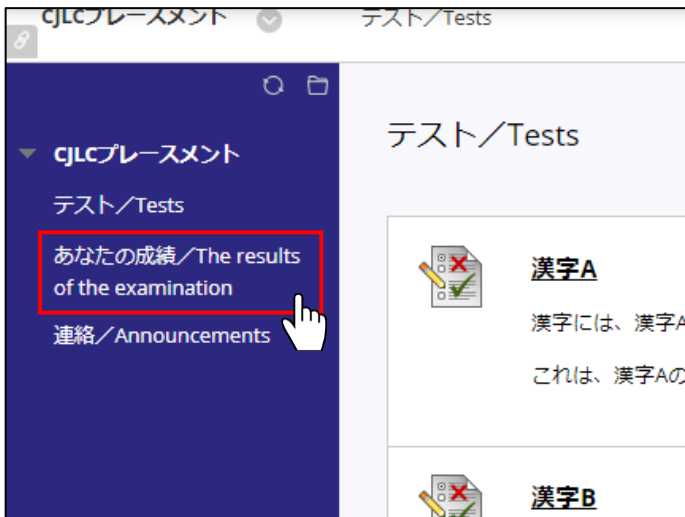

⑨ If you have successfully submitted your essay, you will receive an e-mail saying "Submission received". Do not reply to this e-mail. If you have any questions, please contact your class advisor.
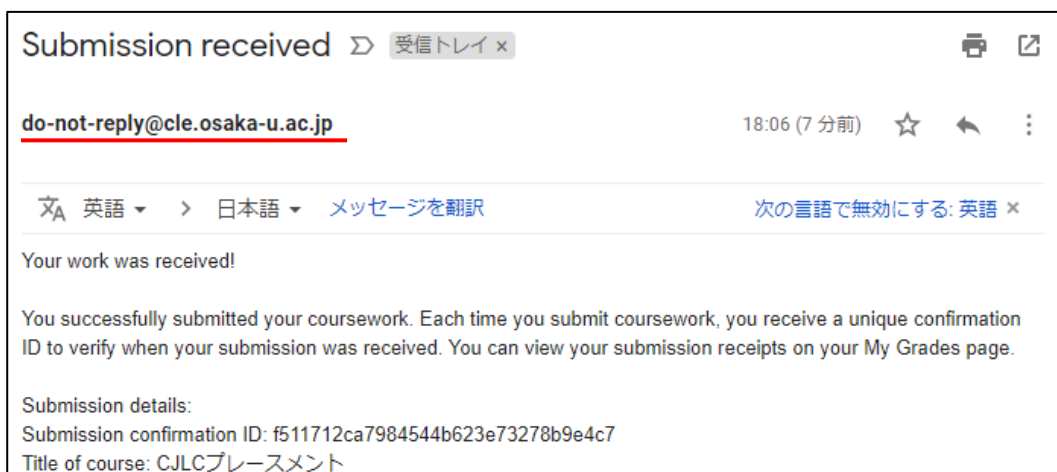
7. How to check if you have already taken a test

① Choose "The results of the examination" from the menu bar.

② If there is a ✔ mark (A) or an exclamation mark ! (B), this means you have correctly submitted that test. If only a hyphen - (C) is shown, this means you have not yet submitted the test and still have to take the test. (In the example below, the grammar and kanji tests were submitted, but the essay writing test still has to be submitted.)

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8. How to check your own level

① When the examination results have come in, choose "The results of the examination" from the menu bar.
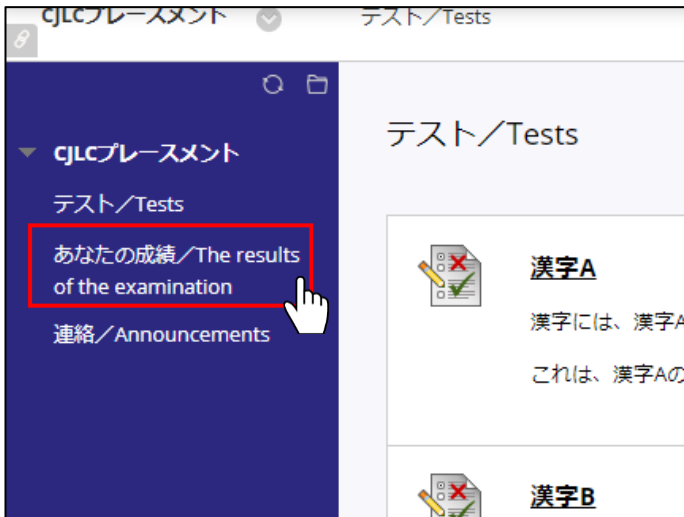
② Check the "レベル／Level" row as displayed below. Here your level for this semester will be shown. (In the example below, the level is C1.)
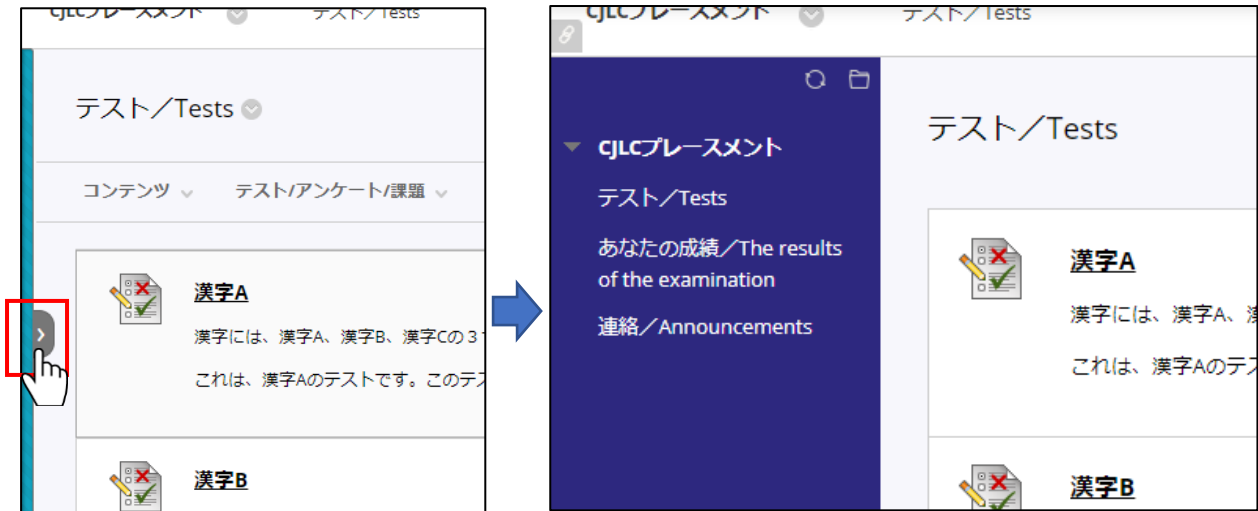
９.　　Q&A about how to use the system

① Q: I cannot see the menu bar. What should I do?

A: Please move your cursor to the left side of the screen. This way a tab (a grey arrowhead >) will appear. If you click here, you can expand the menu bar.

② Q: My internet connection was lost while I was doing the kanji/grammar test. What should I do?

A: The timer will not stop, so quickly continue with the test. Your answers have been saved automatically. Use the "Question Completion Status" under ③ on page 6 and solve the questions you had not solved yet.

③ Q: I closed my browser by accident while I was doing the kanji/grammar test. What should I do?

A: The timer will not stop, so quickly continue with the test. Your answers have been saved automatically. Use the "Question Completion Status" under ③ on page 6 and solve the questions you had not solved yet.

④ Q: I was still in the middle of a kanji/grammar test, but 30 minutes passed and my browser closed. What should I do?

A: The grammar and kanji tests are submitted automatically when 30 minutes (60 minutes in the case of Grammar B) have passed. Go through the steps on page 14 "7. How to check if you have already taken a test". If you have successfully submitted the test, everything is alright.

⑤　Q: I could not successfully upload my essay writing test. What should I do?

A: Please make sure you are doing the following three things.

- You are using Google Chrome, Firefox or Safari.
- You have closed the Word file with your essay before uploading it.
- You are using the Word file you downloaded from the CLE.

If you are doing the above and the file still won't upload, export it to PDF and try uploading this.

⑥　Q: I submitted the wrong Word file for my essay writing test. What should I do?

A: Go back to ④ on page 11, double check if it is the correct Word file and submit the new file. If you chose the wrong file, but have not yet pressed submit yet, check the 【Caution!】 column on page 13 and change the Word file into the correct one.

⑦　Q: I have submitted all of the tests, but I received an e-mail urging me to submit the tests. What should I do?

A: When many of the students have not yet taken the tests, we sometimes send out an e-mail to all students. If you have already submitted all tests, you do not need to submit anything else.