



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN
RISET, DAN TEKNOLOGI
UNIVERSITAS AIRLANGGA

PUSAT PENERIMAAN MAHASISWA BARU

Airlangga Convention Center (ACC) Kampus C Mulyorejo Surabaya 60115

Telp. (031) 5956009, 5956010, 5956013 Fax. (031) 5956027

Laman: www.ppmb.unair.ac.id email: info@ppmb.unair.ac.id

**ONLINE EXAMINATION RULE
FOR INTERNATIONAL UNDERGRADUATE PROGRAM (IUP)**

1. Participants must join the Zoom meeting with the appropriate ID meeting at least 1 (one) hour before the test.
2. The exam room on the participant's side should be a private and suitable room at home to be used alone without anyone else in the room.
3. **MUST DO:**
 - a. Prepare a PC/laptop with **minimum requirements:** Intel Core i3 CPU or equivalent, at least 2GB RAM., and a browser such as **Google Chrome** or **Mozilla Firefox**;
 - b. Prepare a smartphone with a front camera;
 - c. A sufficient internet connection with a speed of at least 2 Mbps is recommended;
 - d. Print the exam card (Tanda Peserat Ujian) to be shown to the exam supervisor via Zoom before the exam;
 - e. Show a suitable name in the Zoom meetings account (rename it if necessary);
 - f. Use a handphone camera to show the surrounding view (360°) of the exam room and the laptop;
 - g. Always activate the microphone and video (camera) of the Zoom meeting application during the exam;
 - h. Place the participant's handphone on the left or right side of the body so that the video covers the view of the participants and the PC/laptop during the exam;
4. During the exam, participants are **PROHIBITED** to :
 - a. Wear a mask;
 - b. Use a virtual background;
 - c. Ask for and/or give the answer or other things related to the exam question to anyone;
 - d. Leave the room while the exam is running ;
 - e. Make a note or keep a record (photographed) of the exam questions;
 - f. Access websites other than ***cbt.unair.ac.id*** through the handphone or laptop/PC;
 - g. Open the references such as books, notes or others during the exam;
5. Participants who join the Zoom meeting more than 30 minutes after the exam has started will not be admitted and will be considered not attending the exam.

6. The exam automatically stops when the time is over, and the participants are automatically logged out.
7. If lost connection or PC/laptop errors are caused by the participants, they can still re-login and access the exam questions without any additional time. A schedule for re-examination will not be provided.
8. Failure to prepare the device for the test, join the Zoom or connect before logging in to the exam application and/or while taking the exam due to interference with the participant's connection, insufficient device, or inability to operate the application exam and/or Zoom is entirely the responsibility and the risk of the participants themselves.
9. Every violation, including cheating in the use of / installing/adding/modifying the exam equipment/tools and any form of jockeying, will result in sanctions such as the cancellation of the test and the selection results.
10. Participants must double-check their identity and phone number before clicking "**selesai tes**" to end the session.
11. Participants are not permitted to leave the Zoom meeting unless instructed to do so by the exam supervisor.

Chair,



Achmad Solihin
NIP 196904122002121001



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS AIRLANGGA

PUSAT PENERIMAAN MAHASISWA BARU

Airlangga Convention Center (ACC) Kampus C Mulyorejo Surabaya 60115
Telp. (031) 5956009, 5956010, 5956013 Fax. (031) 5956027
Email: info@ppmb.unair.ac.id Website: www.ppmb.unair.ac.id

**Technical Guidelines for the online Academic Potential Test (TPA)
International Undergraduate Program**

International Undergraduate Program's Academic Potential Test will be conducted **online on Sunday, July 18, 2021**. Participants must always update the information about test and strictly attend according to the date and time stated on the PPMB UNAIR website.

TEST PREPARATION

- a. Print your exam card.
- b. Use two different gadgets, namely:
 - A laptop/PC with at least Intel Core i3 CPU or equivalent, and a minimum 2GB RAM.
 - A handphone with a front camera.
- c. The recommended browsers are Google Chrome or Mozilla firefox
- d. Install the Zoom application both on your laptop and handphone.
- e. Stable internet connection, suggested at least 2 Mbps speed.
- f. A private and suitable exam room at home to be used alone without anyone else in the room.
- g. Check your Schedule, Zoom Meeting ID and Zoom meeting password on ppmb.unair.ac.id on **July 15, 2021 at 16.00 Western Indonesian Time**.

DURING THE TEST

STEP 1 (USE YOUR HANDPHONE)

- a. Please be sure the handphone reaches a stable internet connection and sufficient battery level for the test.
- b. Enter the Zoom application precisely at 07.00 WIB.
- c. Click on "join meeting" and enter your 11-digit meeting ID.
- d. Rename your display name on your zoom account to **participantnumber_yourname**. Click "join meeting".
- e. Enter the Meeting's password.
- f. Wait until you are allowed into the test room by the test supervisor.
- g. Follow the supervisor's next instruction.

STEP 2 (USE YOUR LAPTOP/PC)

- a. Open the website cbt.unair.ac.id on your browser
- b. Click on "Baca Tata Tertib dan Pakta Integritas" to go to Examination rule page.
- c. Read the examination rule and confirm the integrity pact by Clicking "lanjutkan" (Continue)
- d. Login on the cbt.unair.ac.id exam application using your username (Participant Number)
- e. Enter the password announced by the supervisor.
- f. Click [LOGIN].
- g. Click on Academic Potential Test (TPA).
- h. Follow the supervisor's instruction to start the TPA exam (60 minutes).



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS AIRLANGGA

PUSAT PENERIMAAN MAHASISWA BARU

Airlangga Convention Center (ACC) Kampus C Mulyorejo Surabaya 60115

Telp. (031) 5956009, 5956010, 5956013 Fax. (031) 5956027

Email: info@ppmb.unair.ac.id Website: www.ppmb.unair.ac.id

AFTER THE TEST

Participants are prohibited from leaving the Zoom meeting before being instructed by the supervisor.

Terms and Conditions:

1. All forms of failure to prepare the device to take the test, join Zoom or connect before logging in to the exam application and / or while taking the exam due to interference with the participant's connection, inadequate device or inability to operate the application exam and / or Zoom, are entirely the responsibility and risk of the participants themselves.
2. Every form of violation, cheating in using / installing / adding / modifying the equipment / tools used for the exam as well as any form of jockeying will be subject to sanctions in the form of cancellation of the test and the results of the selection.
3. The committee has the full right to issue / stop / not allow to take and / or continue the exam, if any violation is found, including but not limited to the form of violation that has been determined by the Committee.