



UNIVERSITAS
GADJAH MADA

Intake 3 - Announcement: Interview and FGD's Rules

**IUP – Faculty of Law
Universitas Gadjah Mada**



Information about Test on 18 July 2020

- Participants who passed the tests on 17 July 2020 will be eligible for the tests on 18 July 2020. The announcement will be released in iup.law.ugm.ac.id.
- There are 3 tests on 18 July 2020: interview, writing test and Focus Group Discussion (FGD). All tests will be conducted through an online platform, namely Webex.
- It is recommended for participants to install Webex before 18 July 2020.
- Participants must have their mobile phone stand by, so that the Committee could reach you individually should there be any problems.



Interview and FGD Test's Rules (1)

1. Each candidate shall wear white shirt, bright hijab (whenever relevant), and is not permitted to wear hat;
2. Each candidate shall do the tests in a room and comply with the required environment for online test;
 - not permitted to use virtual background, the background shall be a wall;
 - Light should be sufficient;
 - The table shall be clear from any irrelevant items (only 4 items are allowed on the table: laptop, mobile phone, ID Card and Exam's Card). Please ensure that you have all the four items on the table ready for data verification.
 - Only the candidate who is allowed in his/her room
 - Eliminate distractions by closing the doors and windows, shut off the TV and other devices, silence your cell phone, and make sure the only window open in your laptop's screen is Webex.
3. Each candidate shall work the test individually, shall not seek or obtain assistance from others, shall not use and operate any other devices.
4. Each candidate is not permitted to leave his/her laptop during the interview, writing, and FGD; his/her move shall be observable by the interviewers (candidate is not allowed to go to the restroom during the entire tests)
5. Each candidate is strictly prohibited to save/document the test by any means.
6. Each candidate shall ensure that the Webex's application is active; step in and step out of the meeting room at the scheduled time.



Interview and FGD Test's Rules (2)

Dos



Don'ts





Installing Webex's Application

- Please go to <https://www.webex.com/>
- Click the button “Sign up now. It’s free”
- Insert your e-mail in the box provided, then click “sign up”
- Please provide your **real name** for “first name” and “last name”
- Webex will send you an e-mail with an activation’s link. Check your e-mail and click the link.



RUNDOWN FOR INTERNET-BASED INTERVIEW

| Time | Activity Description | Note |
|---------------|--|--|
| 08.15 – 08.30 | Candidates get ready to log in to Webex | Meeting ID and meeting password are informed via e-mail. |
| | | Candidates open the Webex's app through their laptop. |
| 08.30 – 09.00 | Candidates are ready for data verification | Candidates present in the Webex's meeting in accordance with their respective classes |
| | | Candidates shall ensure the audio and video work properly |
| | | Candidates get their data verified in their respective classes |
| | | Examiner reads exam's procedure (the candidate's interview order/schedule) |
| 09.00 – 11.20 | Interview session | Candidates are being interviewed based on their order |
| | | The interview's session for each candidate will last approximately 20 minutes. Each candidate's interview schedule will be announced in the Webex's class after data verification. When it is not candidate's interview schedule, candidate is not allowed to be in the Webex's class. |
| 11.20 – 12.15 | Lunch break and Dzuhur prayer | |

RUNDOWN FOR INTERNET-BASED FGD



| Time | Activity Description | Note |
|---------------|---|---|
| 12.10 – 12.15 | Candidates get ready to log in to Webex | Meeting ID and meeting password are informed via email. |
| | | Candidates open the Webex's app through their laptop |
| 12.15 – 12.30 | Candidates are ready for (Writing Test and FGD) data verification | Candidates present in the Webex's meeting in accordance with their respective classes |
| | | Candidates shall ensure the audio and video work properly |
| | | Candidates get their data verified in their respective classes |
| | | Examiner reads exam's procedure |
| 12.31 – 12.55 | Writing test | |
| 12.56 – 13.05 | FGD's preparation | Candidates shall ensure the audio and video work properly |
| 13.06 – 13.35 | FGD | |