



My Page Operation Manual

(Group Administrator)

Steps to complete an application

STEP1:
Register candidates



STEP2:
Apply for exam



Complete

Upload the EXAMINEE.CSV file on My Page. Already registered candidates do not need to be registered again before applying for an exam.

Upload the APPLICATION.CSV file on My Page.

When the upload is successfully completed, an application acceptance e-mail will be sent and the exam application will be complete.

Content

◆ Login	<u>4</u>
1 Group Management	<u>5</u>
1.1 Change Account Settings	<u>6</u>
2 Candidate Management	<u>9</u>
2.1 Register Candidates	<u>10</u>
2.2 Update Candidate Information	<u>20</u>
2.3 Apply for an Exam	<u>27</u>
3 Exam Result Management ①	<u>33</u>
3.1 Check Exam Status	<u>34</u>
3.2 Download Exam Results	<u>37</u>
4 Exam Result Management ②	<u>43</u>
4.1 Issuance of score report	<u>44</u>
5 Login History	<u>46</u>
5.1 Last login Information	<u>47</u>
◆ Contact Us	<u>48</u>

◆ Login

- Go to (<https://www.gaitexam.com/c/>) and login by entering your email address and password.

Global Assessment of
GAIT
Information Technology

日本語 English 中文

Login
Login to apply for GAIT or to change group information.

E-mail address Please enter your e-mail address here.

Password Please enter your password here.

Login

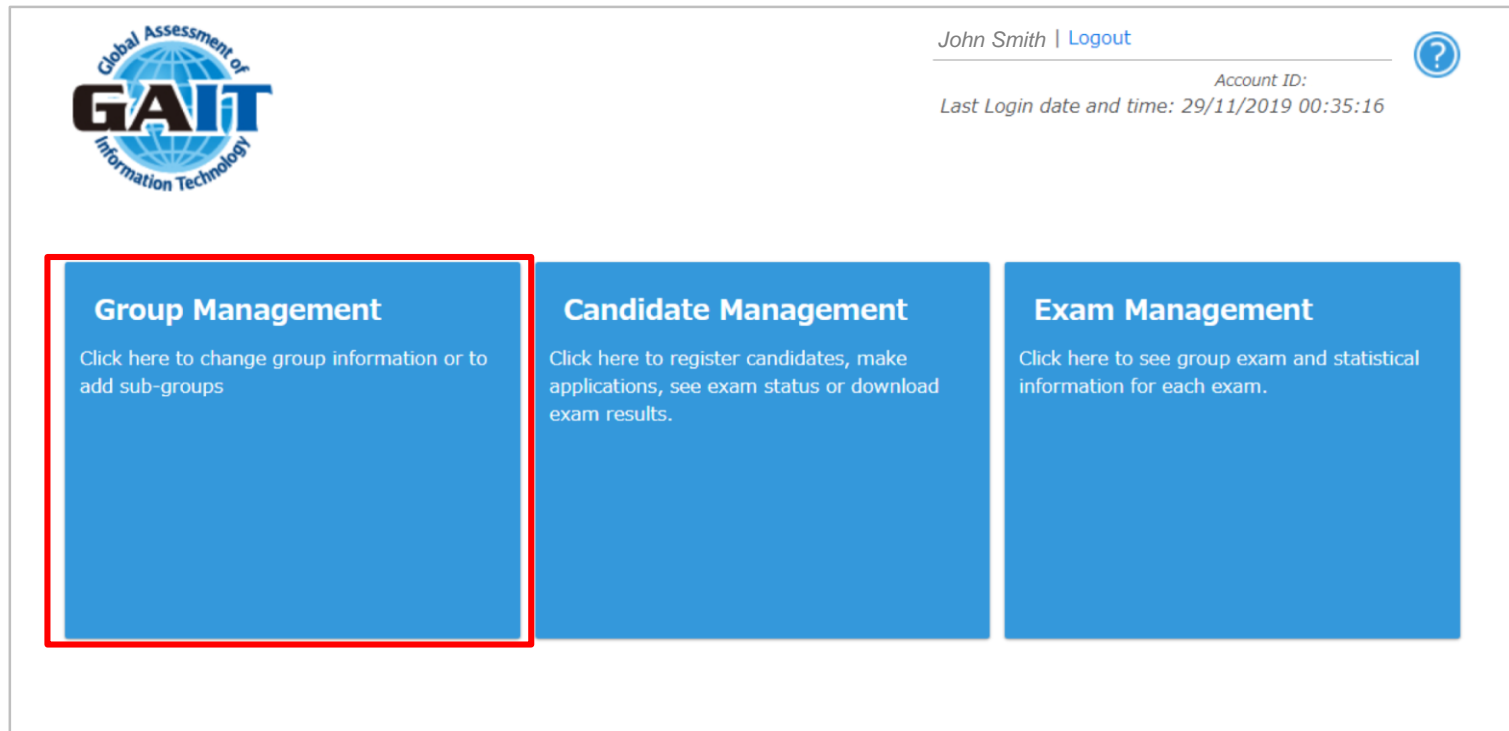
Official Website
A World-standard IT Skill Assessment

GAIT may undergo a scheduled or a non-scheduled maintenance operation. During this period, examinees cannot login to the system. Date & time of the maintenance will be announced on the login page.

1 Group Management

1.1 Change Account Settings

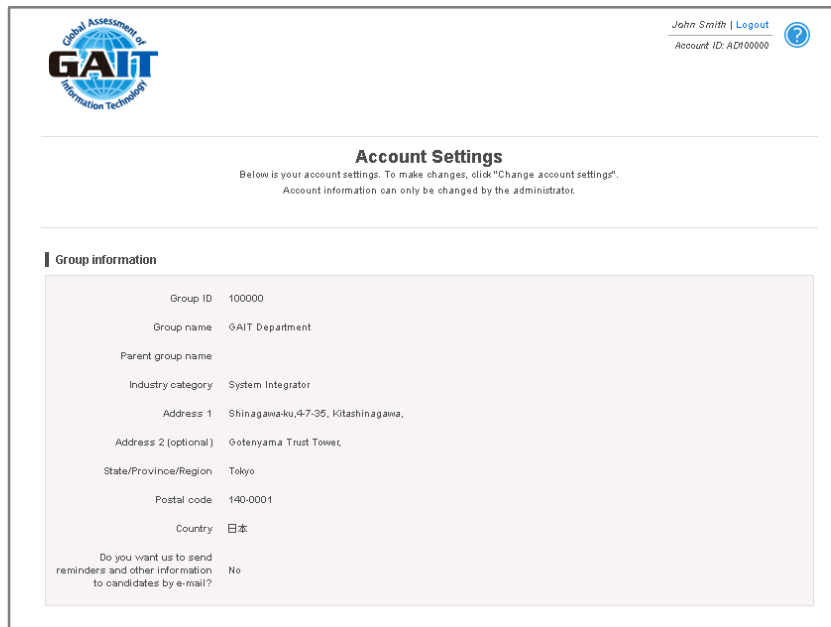
- To change account settings, click on “Group Management” in the main menu.




The screenshot displays the GAIT user interface. In the top left corner is the GAIT logo, which consists of a globe with the text "Global Assessment of" above it and "Information Technology" below it, with "GAIT" in large blue letters across the center. In the top right corner, the user's name "John Smith" and a "Logout" link are visible. Below this, the "Account ID:" is shown, followed by the "Last Login date and time: 29/11/2019 00:35:16". A help icon (a question mark in a circle) is located to the right of the account information. The main menu consists of three blue rectangular buttons. The first button, "Group Management", is highlighted with a red border and contains the text "Click here to change group information or to add sub-groups". The second button, "Candidate Management", contains the text "Click here to register candidates, make applications, see exam status or download exam results.". The third button, "Exam Management", contains the text "Click here to see group exam and statistical information for each exam."

1.1 Change Account Settings

- Click on “Change account settings”.



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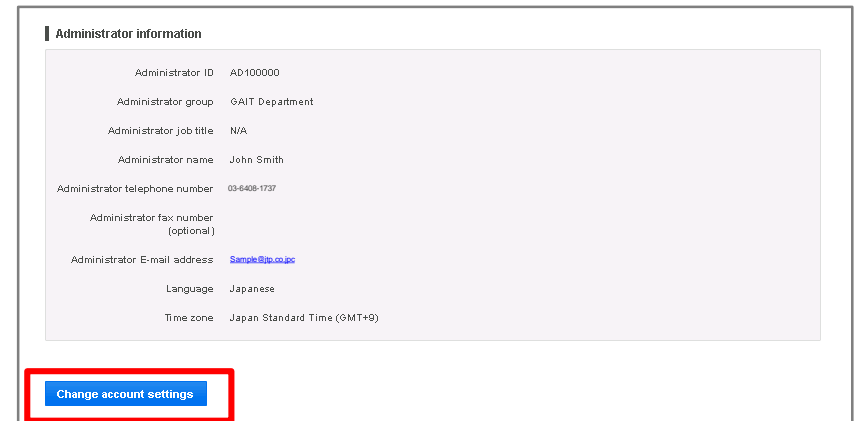
John Smith | [Logout](#) 
Account ID: AD100000

Account Settings

Below is your account settings. To make changes, click "Change account settings".
Account information can only be changed by the administrator.

Group information

Group ID	100000
Group name	GAIT Department
Parent group name	
Industry category	System Integrator
Address 1	Shinagawa-ku,4-7-35, Kitashinagawa,
Address 2 (optional)	Gotenjama Trust Tower,
State/Province/Region	Tokyo
Postal code	140-0001
Country	日本
Do you want us to send reminders and other information to candidates by e-mail?	No



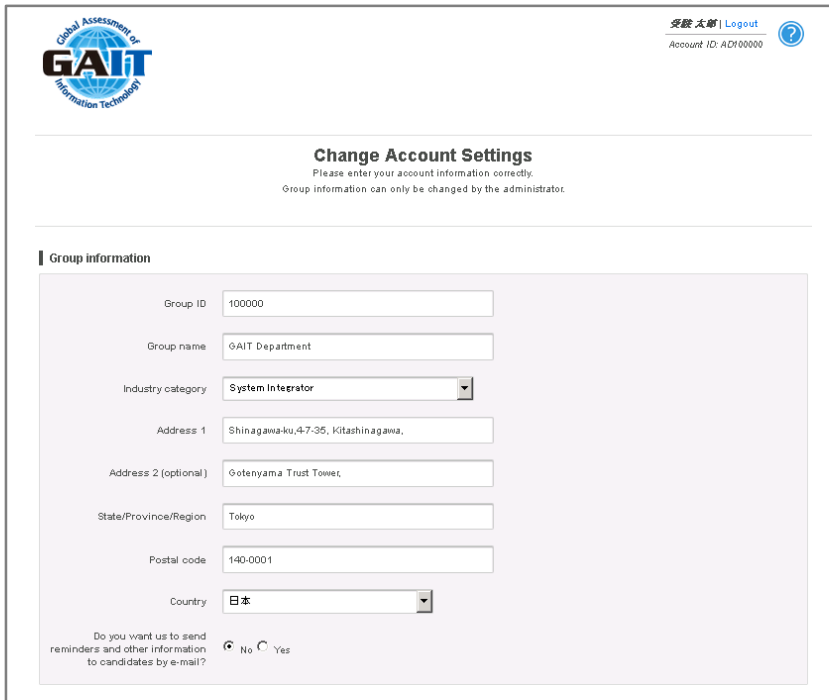
Administrator information

Administrator ID	AD100000
Administrator group	GAIT Department
Administrator job title	N/A
Administrator name	John Smith
Administrator telephone number	03-6408-1737
Administrator fax number (optional)	
Administrator E-mail address	Sample@ip.co.jp
Language	Japanese
Time zone	Japan Standard Time (GMT+9)

[Change account settings](#)

1.1 Change Account Settings

- Change the necessary fields and save the updates by clicking on “Change account settings”.



Global Assessment of Information Technology
GAIT

受験 太郎 | Logout
Account ID: AD100000

Change Account Settings

Please enter your account information correctly.
Group information can only be changed by the administrator.

Group information

Group ID: 100000

Group name: GAIT Department

Industry category: System Interator

Address 1: Shinagawa-ku,4-7-35, Kitashinagawa,

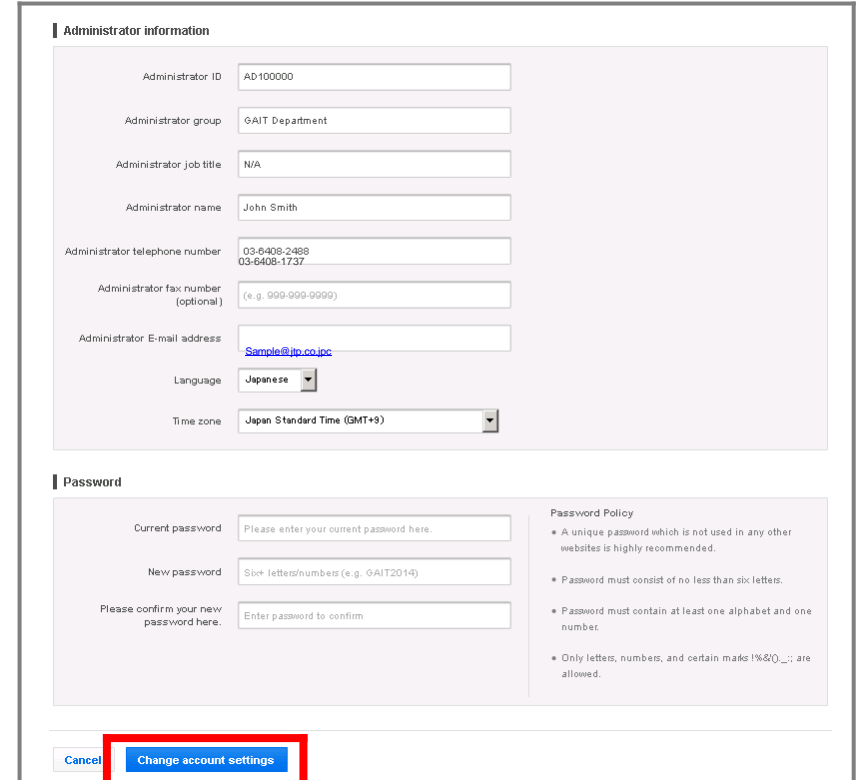
Address 2 (optional): Gotenjama Trust Towec

State/Province/Region: Tokyo

Postal code: 140-0001

Country: 日本

Do you want us to send reminders and other information to candidates by e-mail?
 No Yes



Administrator information

Administrator ID: AD100000

Administrator group: GAIT Department

Administrator job title: N/A

Administrator name: John Smith

Administrator telephone number: 03-6408-2488
03-6408-1737

Administrator fax number (optional): (e.g. 999-999-9999)

Administrator E-mail address: Sample@jp.co.jp

Language: Japanese

Time zone: Japan Standard Time (GMT+9)

Password

Current password: Please enter your current password here.

New password: Six letters/numbers (e.g. GAIT2014)

Please confirm your new password here. Enter password to confirm.

Password Policy

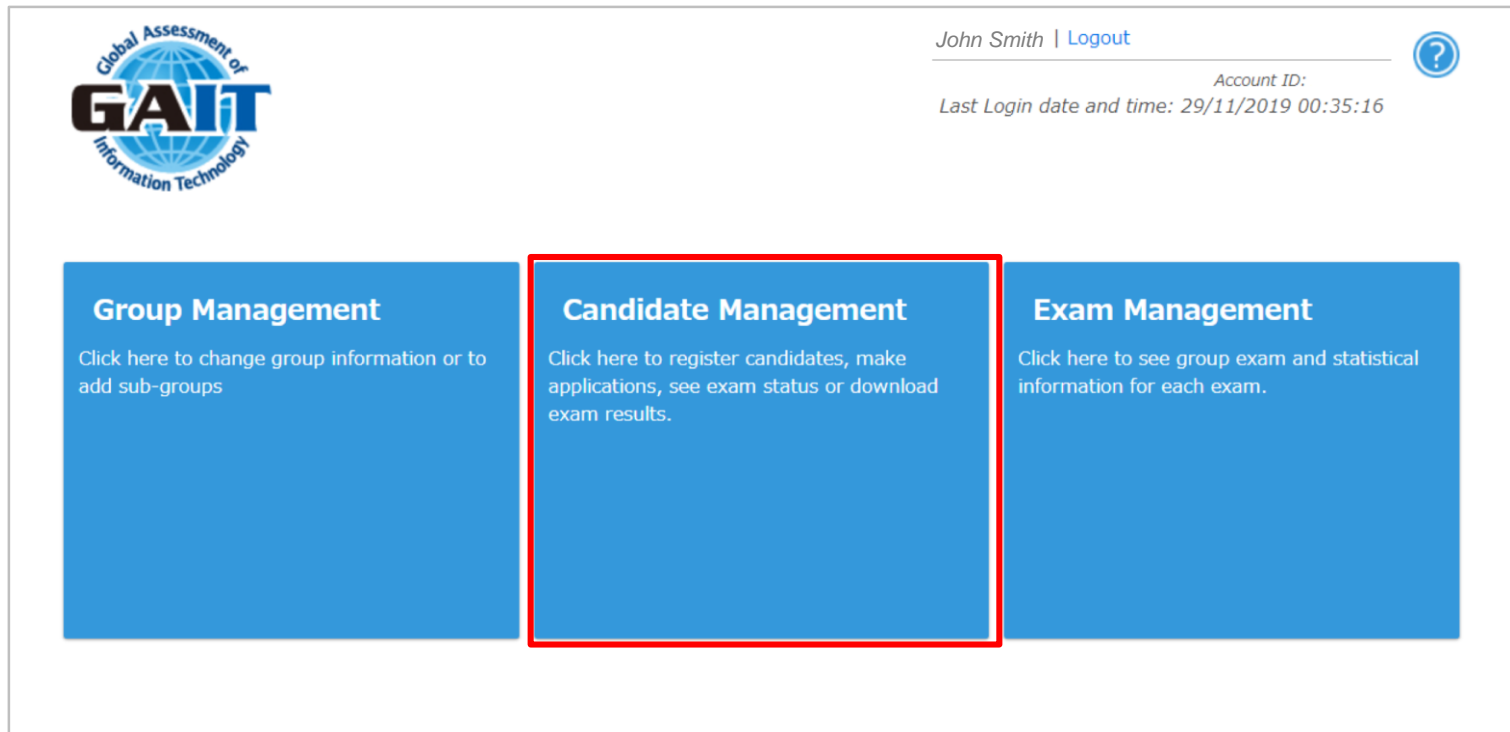
- A unique password which is not used in any other websites is highly recommended.
- Password must consist of no less than six letters.
- Password must contain at least one alphabet and one number.
- Only letters, numbers, and certain marks (%&@_...) are allowed.

Cancel **Change account settings**

2 Candidate Management

2.1 Register Candidates

- To register candidates, click on “Candidate Management” in the main menu.



The screenshot displays the GAIT (Global Assessment of Information Technology) system interface. In the top left corner is the GAIT logo, which includes a globe and the text "Global Assessment of Information Technology". In the top right corner, the user's name "John Smith" and a "Logout" link are visible, along with a help icon (a question mark in a circle). Below the user information, the "Account ID:" and "Last Login date and time: 29/11/2019 00:35:16" are shown. The main content area features three blue rectangular buttons. The first button is labeled "Group Management" and contains the text "Click here to change group information or to add sub-groups". The second button is labeled "Candidate Management" and contains the text "Click here to register candidates, make applications, see exam status or download exam results." This button is highlighted with a red border. The third button is labeled "Exam Management" and contains the text "Click here to see group exam and statistical information for each exam."

2.1 Register Candidates

- Click on “Import candidates and applications” at the bottom of the page.

GAIT Global Assessment of Information Technology

John Smith | Logout Account ID: AD100000

Search Candidates

You can search applications by adding filters.
To import candidates and applications from CSV files, press "Import candidates and applications".

Search mode

Search by application Search by candidate

Filter

Application date: [] to []

Candidate name: []

Exam number: []

Examinee ID: []

Application status: All Application Completed Exam Completed

Group ID: [] Full-text search Prefix search

Candidate group: []

[Clear filters](#) [Search candidates/applications](#)

[Home](#) [Import candidates and applications](#)

2.1 Register Candidates

- Select “New candidate” and click on “Download selected CSV format”.

Select which data to import from CSV file

New Candidate Candidate (Update) Exam Application

[Download selected CSV format](#)

2.1 Register Candidates

For Companies

- Enter necessary information in the EXAMINEE.CSV file that you have downloaded.

!! Red boxes are mandatory!!

A	B	C	D	E	F	G	H	I	J
#examineeSeq	examineeId	orgId	registerDate	mail	initPswd	name	birth	tel	fax
	GAIT001	100000	2014/1/30	john.doe@gait.org	abc123	John Doe	1984/1/1	03-9999-9999	03-1111-1111

K	L	M	N	O	P	Q
addressType	address1	address2	prefecture	zipCode	country	companyName
1	Gotenyama Trust Tower, 4-7-35	Kitashinagawa, Shinagawa-ku	Tokyo	140-0001	JP	Japan Third Party Co.,Ltd.

Note) By entering any value in cell K, cells L through P becomes mandatory to fill in.

R	S	T	U	V	W	X	Y
attribute	industry	jobType	post	speciality	grade	timeZone	language
0	999	3	3			Asia/Tokyo	1

2.1 Register Candidates

For Companies

- Description of the candidate registration CSV file. To refer to all codes, please check the Code List. → [P.17](#)

#	Cell	Field name	Description	Mandatory
1	A	examineeSeq	Automatically issued	
2	B	examineeld	Please specify a unique number for each candidate. If this field is not filled out, it will be automatically issued.	
3	C	orgld	Group ID. It will be sent to you by e-mail after the Order Form is accepted..	○
4	D	registerDate	Registered date.	
5	E	mail	Candidate's e-mail address. The candidate will use it to login.	○
6	F	initPswd	Candidate's initial password. The candidate will use it to login for the first time.	○
7	G	name	Candidate's name.	○
8	H	birth	Candidate's date of birth. The candidate will use is to reset password.	○
9	I	tel	Telephone number.	
10	J	fax	Fax number.	
11	K	addressType	Address type code of candidate. Please refer to the Code L.ist	
12	L	address1	First line of candidate's address.	
13	M	address2	Second line of candidate's address.	
14	N	prefecture	Prefecture of candidate's address.	
15	O	zipCode	Zip code of candidate's address.	
16	P	country	County of candidate's address.	
17	Q	companyName	School or Company Name of candidate.	
18	R	attribute	Attribute code of candidate. "0"	○
19	S	industry	Industry code of candidate.	○
20	T	jobType	Job code.	
21	U	post	Position/Role code.	
22	V	speciality	Major code. (Used for students only)	
23	W	grade	Academic year code. (Used for students only)	
24	X	timeZone	Time zone code.	○
25	Y	language	Language code for emails that are automatically sent to the candidate.	○

2.1 Register Candidates

For Schools

- Enter necessary information in the EXAMINEE.CSV file that you have downloaded.

!! Red boxes are mandatory!!

A	B	C	D	E	F	G	H	I	J
#examineeSeq	examineeId	orgId	registerDate	mail	initPswd	name	birth	tel	fax
	GAIT001	100000	2014/1/30	john.doe@gait.org	abc123	John Doe	1984/1/1	03-9999-9999	03-1111-1111

K	L	M	N	O	P	Q
addressType	address1	address2	prefecture	zipCode	country	companyName
1	Gotenyama Trust Tower, 4-7-35	Kitashinagawa, Shinagawa-ku	Tokyo	140-0001	JP	GAIT College

Note) By entering any value in cell K, cells L through P becomes mandatory to enter.

R	S	T	U	V	W	X	Y
attribute	industry	jobType	post	speciality	grade	timeZone	language
1				0	5	Asia/Tokyo	1

2.1 Register Candidates

For Schools

- Description of the candidate registration CSV file. To refer to all codes, check the Code List. → [P.17](#)

#	Cell	Field name	Description	Mandatory
1	A	examineeSeq	Automatically issued	
2	B	examineeld	Please specify a unique number for each candidate. If this field is not filled out, it will be automatically issued.	
3	C	orgld	Group ID. It will be sent to you by e-mail after the order form is accepted..	<input type="radio"/>
4	D	registerDate	Registered date.	
5	E	mail	Candidate's e-mail address. The candidate will use it to login.	<input type="radio"/>
6	F	initPswd	Candidate's initial password. The candidate will use it to login for the first time.	<input type="radio"/>
7	G	name	Candidate's name.	<input type="radio"/>
8	H	birth	Candidate's date of birth. The candidate will use is to reset password.	<input type="radio"/>
9	I	tel	Telephone number.	
10	J	fax	Fax number.	
11	K	addressType	Address type code of candidate.	
12	L	address1	First line of candidate's address.	
13	M	address2	Second line of candidate's address.	
14	N	prefecture	Prefecture of candidate's address.	
15	O	zipCode	Zip code of candidate's address.	
16	P	country	County of candidate's address.	
17	Q	companyName	School or Company Name of candidate.	
18	R	attribute	Attribute code of candidate. "1"	<input type="radio"/>
19	S	industry	Industry code of candidate.	
20	T	jobType	Job code	
21	U	post	Position/Role code	
22	V	speciality	Major code. (Used for students only)	<input type="radio"/>
23	W	grade	Academic year code. (Used for students only)	
24	X	timeZone	Time zone code.	<input type="radio"/>
25	Y	language	Language code for emails that are automatically sent to the candidate.	<input type="radio"/>

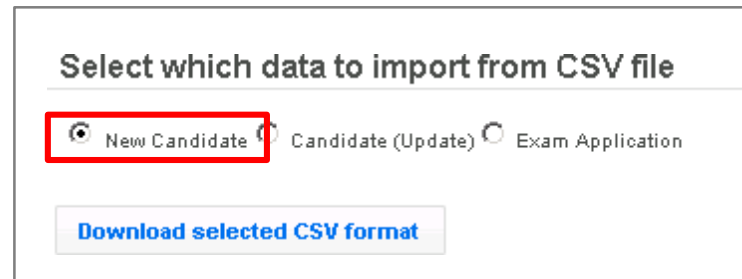
2.1 Register Candidates

➤ This is the Code List for CSV file.

#	Cell	Item Name	Code	Code value name	#	Cell	Item Name	Code	Code value name			
11	K	Address Type	1	Home	21	U	Post	1	Top management			
			2	Company・School				2	Department chief			
16	P	Country	JP	Japan				3	Section chief			
			18	R				Attribute	0	Society	4	Unit Chief
1	Student	5							General employee・Staff			
21	System Integrator	999							Others			
23	Independent Software Vendor	0							Department of Information			
19	S	Industry	24	Information System Subsidiary				22	V	Specialty	1	Department of Science and Engineering
			26	IT Service							2	Other majors
			27	IT Staffing							23	W
			29	Telecommunication Service	1	First year university student						
			32	Hardware Development/Manufacturing	2	Second year university student						
			999	Others	3	Third year university student						
					4	Fourth year university student						
					5	First year graduate student						
		6	Second year graduate student									
		7	Others									
20	T	Job Type	1	Management・Company business	24	X	Time Zone	Asia/Tokyo	Japan Standard Time (GMT+9)			
			2	Corporate Planning				25	Y	Language	1	Japanese
			3	Information system・System planning	2	English						
			4	General affairs・accounting・Human resources								
			5	Sales・Sale								
			6	Production・Manufacture								
			7	Planning・Research・Marketing								
			8	The study・Development								
			999	Others								

2.1 Register Candidates

- After creating the EXAMINEE.CSV file, select “New candidate”.



Select which data to import from CSV file

New Candidate Candidate (Update) Exam Application

[Download selected CSV format](#)

- Click on “Upload file”.



Select CSV file to import

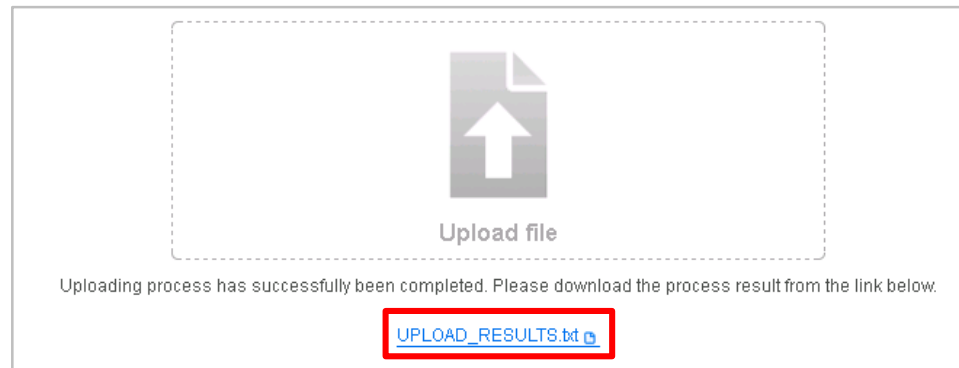

Upload file

2.1 Register Candidates

- Select the encoding for the EXAMINEE.CSV file and click on “OK”.

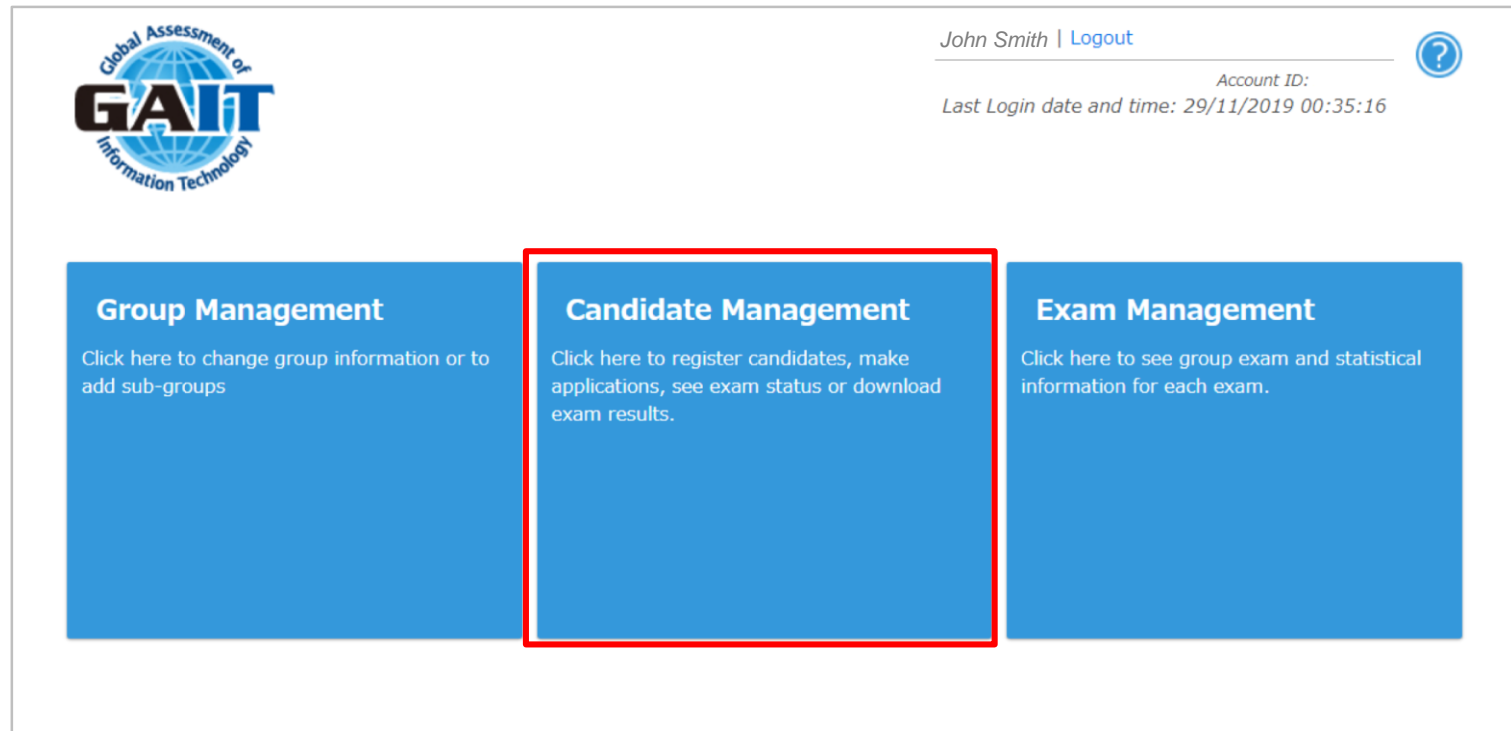
>> If you are using Windows or Mac OS X in English, please select *UTF-8*.

- When the upload is complete, UPLOAD_RESULTS.txt will be displayed at the bottom of the screen. You can check the upload results by downloading this file.



2.2 Update Candidate Information

- To update candidate information, click on “Candidate Management”.



The screenshot displays the GAIT (Global Assessment of Information Technology) system interface. In the top left corner is the GAIT logo, which consists of a globe with the text "Global Assessment of" above it, "GAIT" in large bold letters across the middle, and "Information Technology" below it. In the top right corner, the user's name "John Smith" and a "Logout" link are visible. Below this, the "Account ID:" is shown, followed by the "Last Login date and time: 29/11/2019 00:35:16". A help icon (a question mark in a circle) is also present. The main content area features three blue rectangular buttons. The first button is labeled "Group Management" and includes the text "Click here to change group information or to add sub-groups". The second button, "Candidate Management", is highlighted with a red border and contains the text "Click here to register candidates, make applications, see exam status or download exam results.". The third button is labeled "Exam Management" and includes the text "Click here to see group exam and statistical information for each exam."

2.2 Update Candidate Information

- Firstly, you will need to download the information of the candidate that you want to make changes.
- Select “Search by candidate” for the search mode and click on “Search candidates / applications”. Add filters if necessary.

Search Candidates

You can search applications by adding filters.
To import candidates and applications from CSV files, press "Import candidates and applications".

Search mode

Search by application Search by candidate

Filter

Registration date to

Candidate name

Examinee ID

Group ID Full-text search Prefix search

Candidate group

[Clear filters](#) [Search candidates/applications](#)

If you select “Search by application” for the search mode, information necessary for the update will not appear in the downloaded file. Please select “Search by candidate”.

2.2 Update Candidate Information

- Click on “Download search results”.

Candidate list

To see detailed application information, please select applicable candidate.

21-30/412

	Group	Examinee ID	Candidate name	Registration date
<input type="checkbox"/>	営業部門	sales106	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales107	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales108	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales109	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales11	受験 太郎	16/05/2014 11:20:15
<input type="checkbox"/>	営業部門	sales110	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales111	受験 太郎	20/05/2014 11:21:05
<input type="checkbox"/>	営業部門	sales112	受験 太郎	20/05/2014 11:21:06
<input type="checkbox"/>	営業部門	sales113	受験 太郎	20/05/2014 11:21:06
<input type="checkbox"/>	営業部門	sales114	受験 太郎	20/05/2014 11:21:06

21-30/412

Delete selected examinee

Show candidate information **Download search results**

2.2 Update Candidate Information

- Select the encoding for the download CSV file and click on “OK”.

>> If you are using Windows or Mac OS X in English, please select *UTF-8*.

- After the download preparation is set, download the CSV file by clicking on the link.



2.2 Update Candidate Information

- Make necessary changes to the EXAMINEE.CSV file.

When updating the candidate registration CSV file, please enter #examineeSeq (cell A) and examineeId (cell B).

When updating, the initial password cannot be set.

!! Red boxes are mandatory!!

A	B	C	D	E	F	G	H	I	J
#examineeSeq	examineeId	orgId	registerDate	mail	initPswd	name	birth	tel	fax
12000070488	GAIT001	131201	2014/1/30	sample@gait.org		John Smith	1984/1/1	03-9999-9999	03-1111-1111

K	L	M	N	O	P
addressType	address1	address2	prefecture	zipCode	country
	1 Shinagawa-ku, Kitashinagawa 4-7-32	Gotenyama Trust Tower 14F	Tokyo	140-0001	JP

Q	R	S	T	U	V	W	X	Y
companyName	attribute	industry	jobType	post	speciality	grade	timeZone	language
Japan Third Party co., Ltd.	0	999	3	3			Asia/Tokyo	1

2.2 Update Candidate Information


- After making necessary changes to the EXAMINEE.CSV file, select “Candidate (Update)”.

Select which data to import from CSV file

New Candidate Candidate (Update) Exam Application

- Click on “Upload file”.

Select CSV file to import


Upload file

2.2 Update Candidate Information

- Select the encoding for the EXAMINEE.CSV file and click on “OK”.

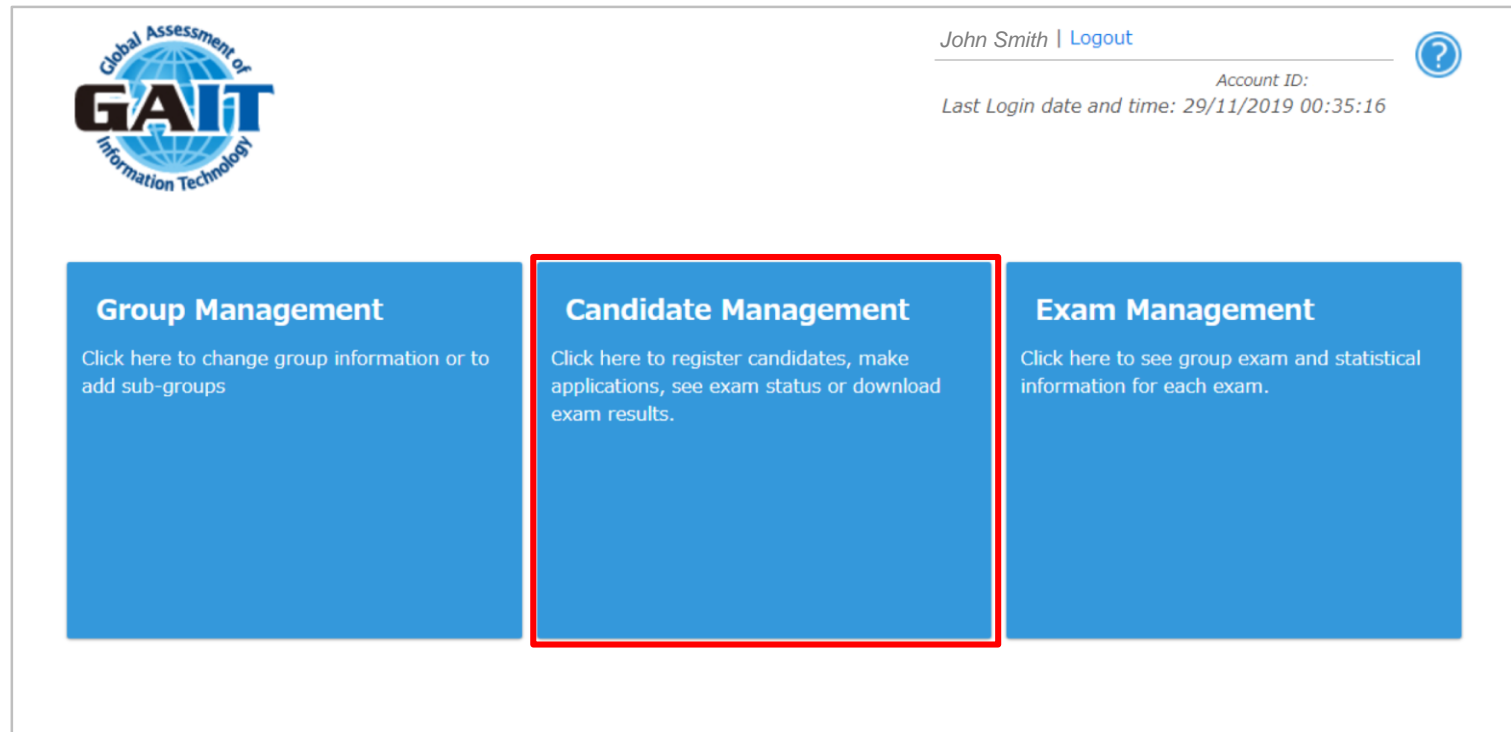
>> If you are using Windows or Mac OS X in English, please select *UTF-8*.

- When the upload is complete, UPLOAD_RESULTS.txt will be displayed at the bottom of the screen. You can check the upload results by downloading this file.



2.3 Apply for an Exam

- To apply for an exam, click on “Candidate Management” in the main menu.



The screenshot displays the GAIT (Global Assessment of Information Technology) user interface. In the top left corner is the GAIT logo, which consists of a globe with the text "Global Assessment of" above it and "Information Technology" below it, with "GAIT" in large blue letters across the center. In the top right corner, the user's name "John Smith" and a "Logout" link are visible. Below this, the "Account ID:" is shown, followed by the "Last Login date and time: 29/11/2019 00:35:16". A help icon (a question mark in a circle) is located to the right of the account information. The main content area features three blue rectangular buttons. The first button is labeled "Group Management" and contains the text "Click here to change group information or to add sub-groups". The second button, "Candidate Management", is highlighted with a red border and contains the text "Click here to register candidates, make applications, see exam status or download exam results.". The third button is labeled "Exam Management" and contains the text "Click here to see group exam and statistical information for each exam."

2.3 Apply for an Exam

- Click on “Import candidates and applications” at the bottom of the page.

GAIT Global Assessment of Information Technology

John Smith | Logout Account ID: AD100000

Search Candidates

You can search applications by adding filters.
To import candidates and applications from CSV files, press "Import candidates and applications".

Search mode

Search by application Search by candidate

Filter

Application date: [] to []

Candidate name: []

Exam number: []

Examinee ID: []

Application status: All Application Completed Exam Completed

Group ID: [] Full-text search Prefix search

Candidate group: []

[Clear filters](#) [Search candidates/applications](#)

[Home](#) [Import candidates and applications](#)

2.3 Apply for an Exam

- Select “Exam Application” and then click on “Download selected CSV format”.

Select which data to import from CSV file

New candidate Updated candidate Exam Application

Please be aware that according to your application, exam fee may be additionally charged for what you are uploading.

[Download selected CSV format](#)

To administrators:

When the application has been accepted, the examinee will receive an e-mail automatically sent from the GAIT system. The e-mail will include the link to examinee’s My Page and the e-mail address used to login. However Initial password will not be included in that e-mail, so please distribute the passwords to each examinees prior to taking the exam.

2.3 Apply for an Exam

- Enter necessary information in the APPLICATION.CSV file that you have downloaded.

!! Red boxes are mandatory!!

(Sample)

A	B	C	D	E	F	G	H
#examineeId	orgId	name	paymentType	voucherNumber	language	scheduleNumber	generalTermStartDate
GAIT001	99999	John Smith	4		2	99999999999	

- Description of the Exam Application CSV file.

#	Cell	Field name	Description	Mandatory
1	A	#examineeId	Please refer to the candidate CSV format.	<input type="radio"/>
2	B	orgId	Group ID. Please refer to the candidate CSV format.	<input type="radio"/>
3	C	name	Candidate's name.	
4	D	paymentType	Payment type code for the exam fee. 4:Group application	<input type="radio"/>
5	E	Voucher Number	Voucher number.	
6	F	language	Language code for the exam. 2:English	
7	G	scheduleNumber	Exam number. It will be sent to you by e-mail after Order Form has been accepted.	<input type="radio"/>
8	H	generalTermStartDate	Start date of the exam period.	

- This is the code table for the Exam Application CSV file.

#	Cell	Field name	Code	Code value name
6	F	language	0	not specified
			1	Japanese
			2	English

2.3 Apply for an Exam

- After creating the APPLICATION.CSV file, select “Exam application”.


Select which data to import from CSV file

New candidate Updated candidate Exam Application

Please be aware that according to your application, exam fee may be additionally charged for what you are uploading.

- Click on “Upload file”.

Select CSV file to import


Upload file

2.3 Apply for an Exam

- Select the encoding for APPLICATION.CSV file and click on “OK”.

>> If you are using Windows or Mac OS X in English, please select *UTF-8*.

- When the upload is complete, `UPLOAD_RESULTS.txt` will be displayed at the bottom of the screen. You can check the upload results by downloading this file.

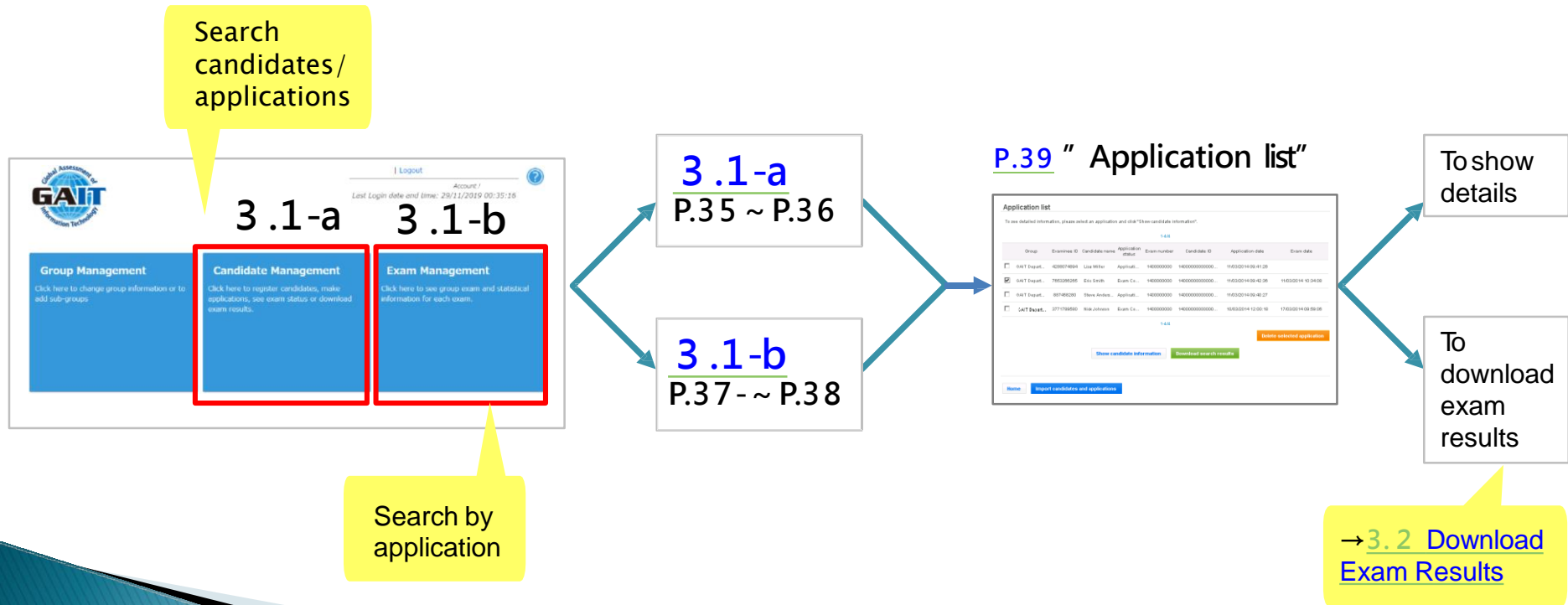


3 Exam Result Management ①

(CSV File)

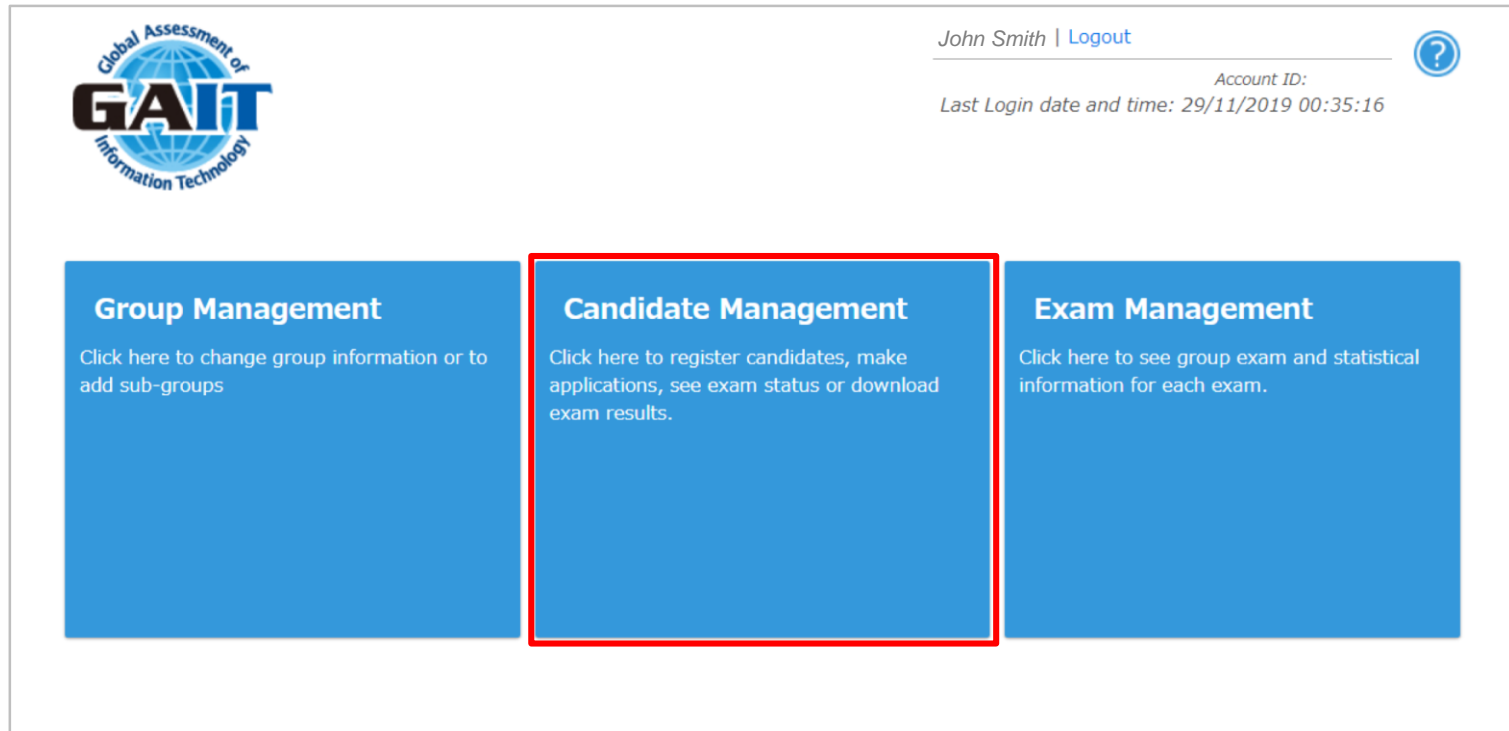
3.1 Check Exam Status

- There are two ways to search for exam status.
 - Click on “Candidates Management” in the main menu. → 3.1-a
 - Click on “Exam Management” in the main menu. → 3.1-b



3.1-a Check Exam Status

- Click on “Candidates Management” in the main menu.



The screenshot displays the GAIT (Global Assessment of Information Technology) system interface. In the top left corner is the GAIT logo, which consists of a globe with the text "Global Assessment of" above it, "GAIT" in large bold letters across the middle, and "Information Technology" below it. In the top right corner, the user's name "John Smith" and a "Logout" link are visible. Below this, the "Account ID:" is shown, followed by the "Last Login date and time: 29/11/2019 00:35:16". A help icon (a question mark in a circle) is located to the right of the account information. The main content area features three blue rectangular buttons. The first button is titled "Group Management" and contains the text "Click here to change group information or to add sub-groups". The second button is titled "Candidate Management" and contains the text "Click here to register candidates, make applications, see exam status or download exam results." This button is highlighted with a red border. The third button is titled "Exam Management" and contains the text "Click here to see group exam and statistical information for each exam."

3.1-a Check Exam Status

- Select “Search by application” for the search mode and click on “Search candidates / applications”. Add filters if necessary.

Global Assessment of
GAIT
Information Technology

John Smith | Logout
Account ID: AD100000

Search Candidates

You can search applications by adding filters.
To import candidates and applications from CSV files, press "Import candidates and applications".

Search mode

Search by application Search by candidate

Filter

Application date: [] to []

Candidate name: []

Exam number: []

Examinee ID: []

Application status: All Application Completed Exam Completed

Group ID: [] Full-text search Prefix search

Candidate group: []

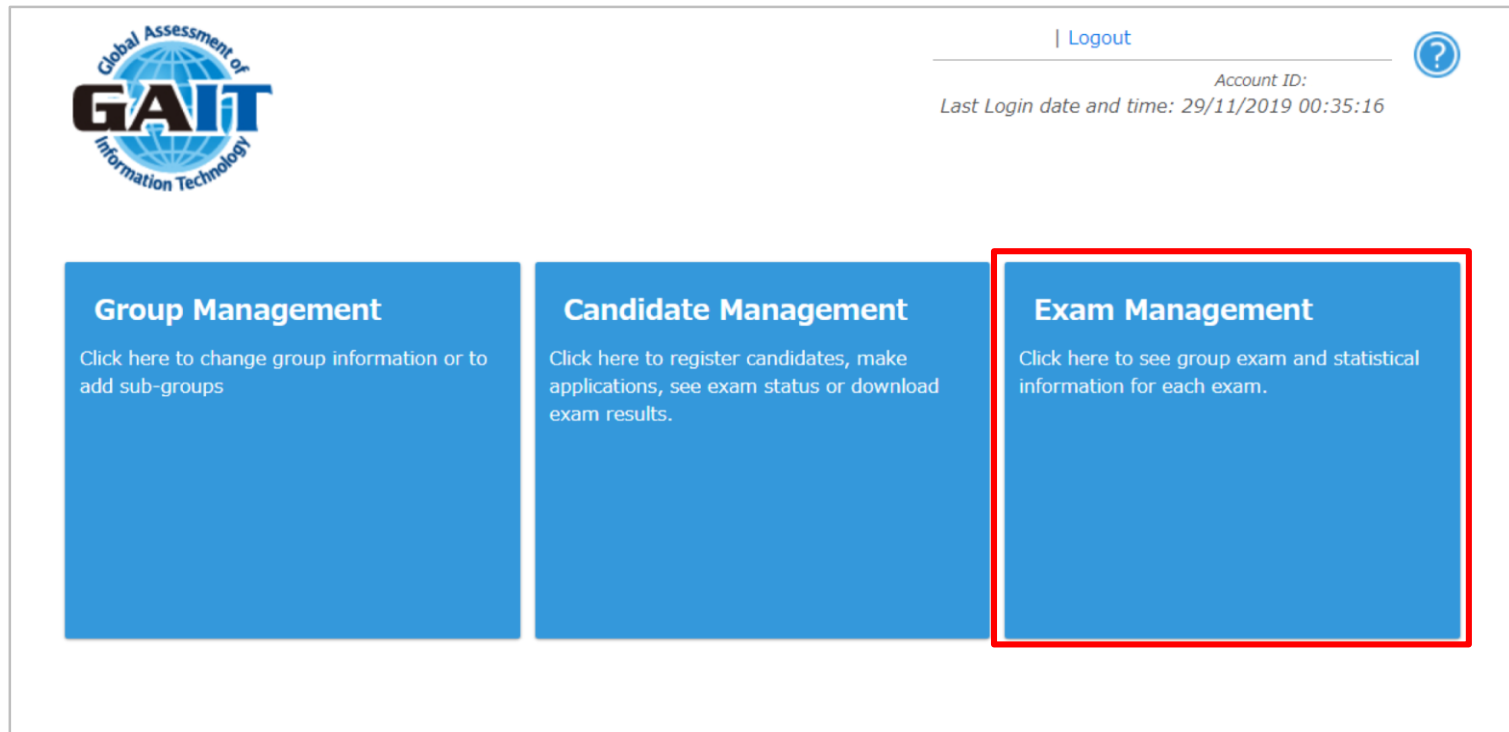
[Clear filters](#) [Search candidates/applications](#)

[Home](#) [Import candidates and applications](#)

If you select “Search by candidate” for the search mode, the score will not appear in the downloaded file. To show the scores, please select “Search by application”.

3.1-b Check Exam Status

- Click on “Exam Management” in the main menu.



The screenshot shows the main menu of the GAIT system. The logo for GAIT (Global Assessment of Information Technology) is in the top left. In the top right, there is a 'Logout' link, an account ID, and a help icon. The main menu consists of three blue buttons: 'Group Management', 'Candidate Management', and 'Exam Management'. The 'Exam Management' button is highlighted with a red border. Below each button is a brief description of its function.

**Global Assessment of
GAIT
Information Technology**

| Logout

Account ID:
Last Login date and time: 29/11/2019 00:35:16

Group Management
Click here to change group information or to add sub-groups

Candidate Management
Click here to register candidates, make applications, see exam status or download exam results.

Exam Management
Click here to see group exam and statistical information for each exam.

3.1-b Check Exam Status

- Check the box on the left side of the “Exam List” and click on “Check the list of candidates who have applied for the selected exam”.



GAIT事務局 | Logout

Account ID: ADtest011

Last Login date and time: 22/01/2020 10:45:08



Group Exam List

This is the list of your group exams. You can download exam results information and statistical information.
To download, select an exam and the statistic type and click download.

Exam list

1-2/2

<input type="checkbox"/>	Exam number	Exam name	Exam duration	Exam period	Language	Status
<input checked="" type="checkbox"/>	test190826	GAIT (Global Assessment of Information Technology)	65Minutes	26/08/2019 00:00:00 to 30/09/2019 23:59:00	Japanese English	Exam Period Ended
<input type="checkbox"/>	test190523	GAIT (Global Assessment of Information Technology)	65Minutes	23/05/2019 00:00:00 to 23/05/2019 23:59:00	Japanese	Exam Period Ended

1-2/2

Showing list of candidates applied to the selected exam

3.1 Check Exam Status

- To show details, check the box on the left side of the candidate and click on “Show candidate information”.

Application list

To see detailed information, please select an application and click "Show candidate information".

1-4/4

	Group	Examinee ID	Candidate name	Application status	Exam number	Candidate ID	Application date	Exam date
<input type="checkbox"/>	GAIT Depart...	4288074894	Lisa Miller	Applicati...	1400000000	1400000000000000...	11/03/2014 09:41:26	
<input checked="" type="checkbox"/>	GAIT Depart...	7653266265	Eric Smith	Exam Co...	1400000000	1400000000000000...	11/03/2014 09:42:36	11/03/2014 10:34:08
<input type="checkbox"/>	GAIT Depart...	887468280	Steve Anders...	Applicati...	1400000000	1400000000000000...	11/03/2014 09:40:27	
<input type="checkbox"/>	GAIT Depart...	3771789580	Nick Johnson	Exam Co...	1400000000	1400000000000000...	10/03/2014 12:00:18	17/03/2014 09:59:06

1-4/4

[Delete selected application](#)

[Show candidate information](#) [Download search results](#)

[Home](#) [Import candidates and applications](#)

3.2 Download Exam Results

- To download exam results, click on “Download search results” to download the exam results.

Application list

To see detailed information, please select an application and click "Show candidate information".

1-4/4

	Group	Examinee ID	Candidate name	Application status	Exam number	Candidate ID	Application date	Exam date
<input type="checkbox"/>	GAIT Depart...	4288074894	Lisa Miller	Applicati...	1400000000	1400000000000000...	11/03/2014 09:41:26	
<input checked="" type="checkbox"/>	GAIT Depart...	7653266265	Eric Smith	Exam Co...	1400000000	1400000000000000...	11/03/2014 09:42:36	11/03/2014 10:34:08
<input type="checkbox"/>	GAIT Depart...	887468280	Steve Anders...	Applicati...	1400000000	1400000000000000...	11/03/2014 09:40:27	
<input type="checkbox"/>	GAIT Depart...	3771789580	Nick Johnson	Exam Co...	1400000000	1400000000000000...	10/03/2014 12:00:18	17/03/2014 09:59:06

1-4/4

[Delete selected application](#)

[Show candidate information](#) [Download search results](#)

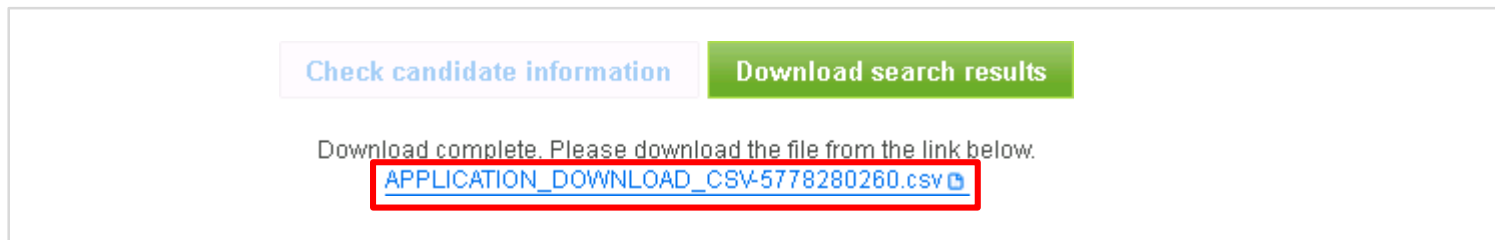
[Home](#) [Import candidates and applications](#)

3.2 Download Exam Results

- To start downloading the file, select the encoding for the download CSV file and click on “OK”.

>> If you are using Windows or Mac OS X in English, please select *UTF-8*.

- After the download preparation is set, download the CSV file by clicking on the link.



3.2 Download Exam Results

- Description of the downloaded CSV file when “Search by application” is selected in the search mode.

A	B	C	D	E	F	G	H	I	J	K
#examineeId	orgId	name	applId	acceptDate	applType	applLanguage	termStart	termEnd	paymentType	voucherNumber
GAIT01	100000	John Doe	85	2014/1/30 11:24	2:Group Application	2:English	2014/1/30 10:00	2014/1/30 17:00	4:Group	

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
depositDate	examNumber	scheduleNumber	examDate	examStatus	examLanguage	depositStatus	totalScore	tendency	recommendCourse	categoryScoreRatioList	DB	Imple	31
	140130test0000000001	140130test	2014/1/30 12:24	Finished	2:English	Paid	519	~~~~					0.7

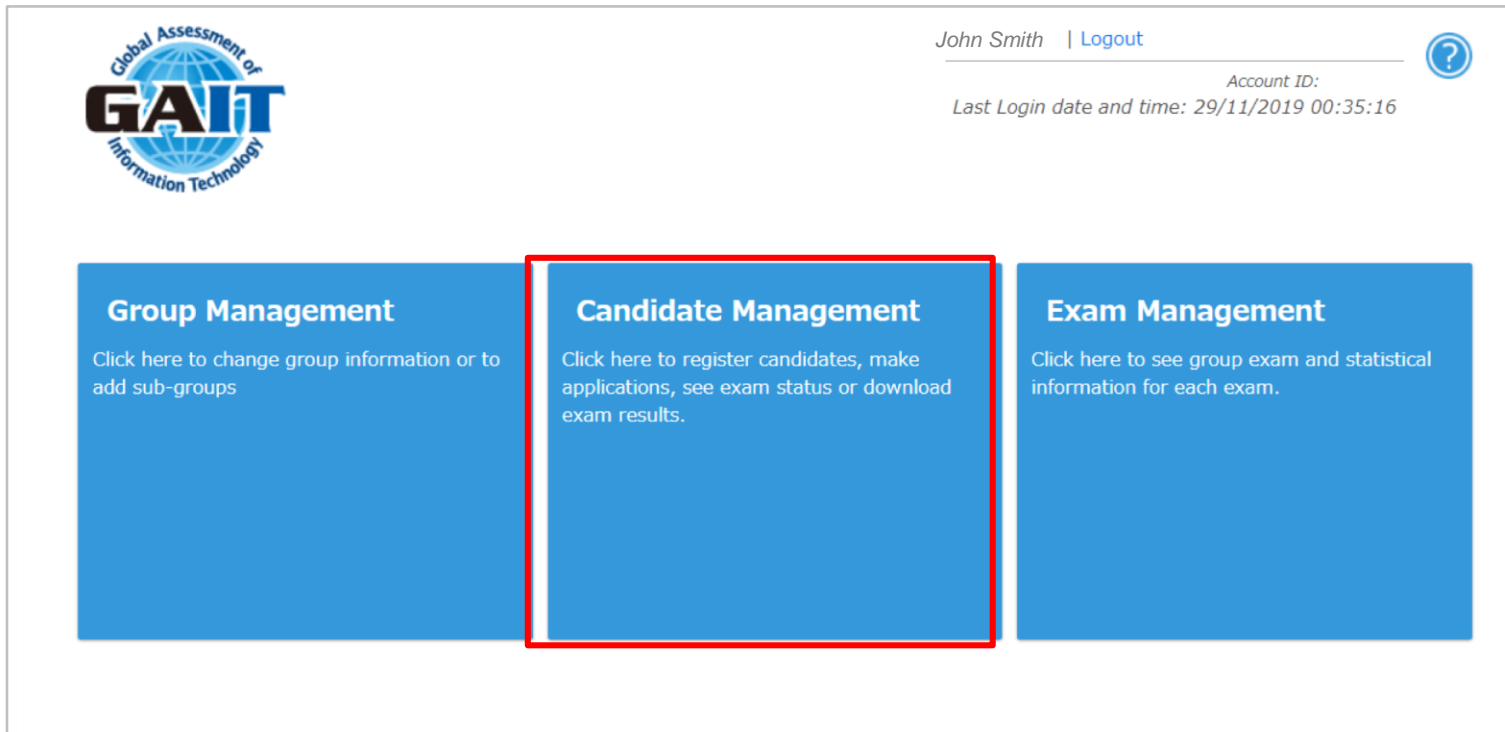
#	Cell	Field name	Description	#	Cell	Field name	Description
1	A	examineeId	Candidate ID.	14	N	scheduleNumber	Session number.
2	B	orgId	Group ID.	15	O	examDate	Exam date.
3	C	name	Candidate name.	16	P	examStatus	Exam status. Exam Uncompleted, Taking Exam, Exam Completed.
4	D	applId	Application number.	17	Q	examLanguage	Application language.
5	E	acceptDate	Registration Date.	18	R	depositStatus	Payment status. Unpaid, Paid, Payment Overdue
6	F	applType	Application type.	19	S	totalScore	Total score.
7	G	applLanguage	Application language.	20	T	tendency	Comments of exam results.
8	H	termStart	Session start date and time.	21	U	recommendCourse	Recommended course.
9	I	termEnd	Session end date and time.	22	V	categoryScoreRatioList	Score/Score rate list. The following four fields will be repeatedly output. ※1
10	J	paymentType	Payment type.	-	-	field	Field name.
11	K	voucherNumber	Voucher number.	-	-	category	Category name.
12	L	depositDate	Payment date and time.	-	-	categoryScore	Score by category.
13	M	examNumber	Exam number.	-	-	categoryScoreRatio	Score rate by category.

4 Exam Result Management ②

(score report)

4.1 Issuance of score report

- Click on “Candidates Management” in the main menu.



The screenshot displays the GAIT (Global Assessment of Information Technology) system interface. In the top left corner is the GAIT logo, which includes a globe and the text "Global Assessment of Information Technology". In the top right corner, the user's name "John Smith" and a "Logout" link are visible, along with a help icon (a question mark in a circle). Below the user information, the "Account ID:" and "Last Login date and time: 29/11/2019 00:35:16" are shown. The main content area features three blue rectangular buttons. The first button is labeled "Group Management" and contains the text "Click here to change group information or to add sub-groups". The second button is labeled "Candidate Management" and contains the text "Click here to register candidates, make applications, see exam status or download exam results." This button is highlighted with a red border. The third button is labeled "Exam Management" and contains the text "Click here to see group exam and statistical information for each exam."

4.1 Issuance of score report

- To download, check the box on the left side of the exam number and click on “Download the score report”.

Global Assessment of
GAIT
Information Technology

Logout
Account ID: ADtest01
Last Login date and time: 13/12/2019 12:37:19

Group Exam List

This is the list of your group exams. You can download exam results information and statistical information.
To download, select an exam and the statistic type and click download.

Exam list

1-10/18

<input type="checkbox"/>	Exam number	Exam name	Exam duration	Exam period	Language	Status
<input checked="" type="checkbox"/>	TESThikounin01	GAIT	65Minutes	12/12/2019 00:00:00 to 13/12/2019 23:59:00	Japanese	Exam Period Started
<input type="checkbox"/>	TESTkasuta01	GAIT	65Minutes	12/12/2019 00:00:00 to 13/12/2019 23:59:00	Japanese	Exam Period Started
<input type="checkbox"/>	test191114	GAIT (Global Assessment of Information Technology)	65M			

Score Report Download

The score reports can be downloaded from the exam list.
Score reports can be downloaded within 1 to 5 days after the end of the examination period.
Please mark (check) the test in the list to download the results.

Status : Processed
Download period : 29/11/2020 23:59:00 (GMT+09:00)

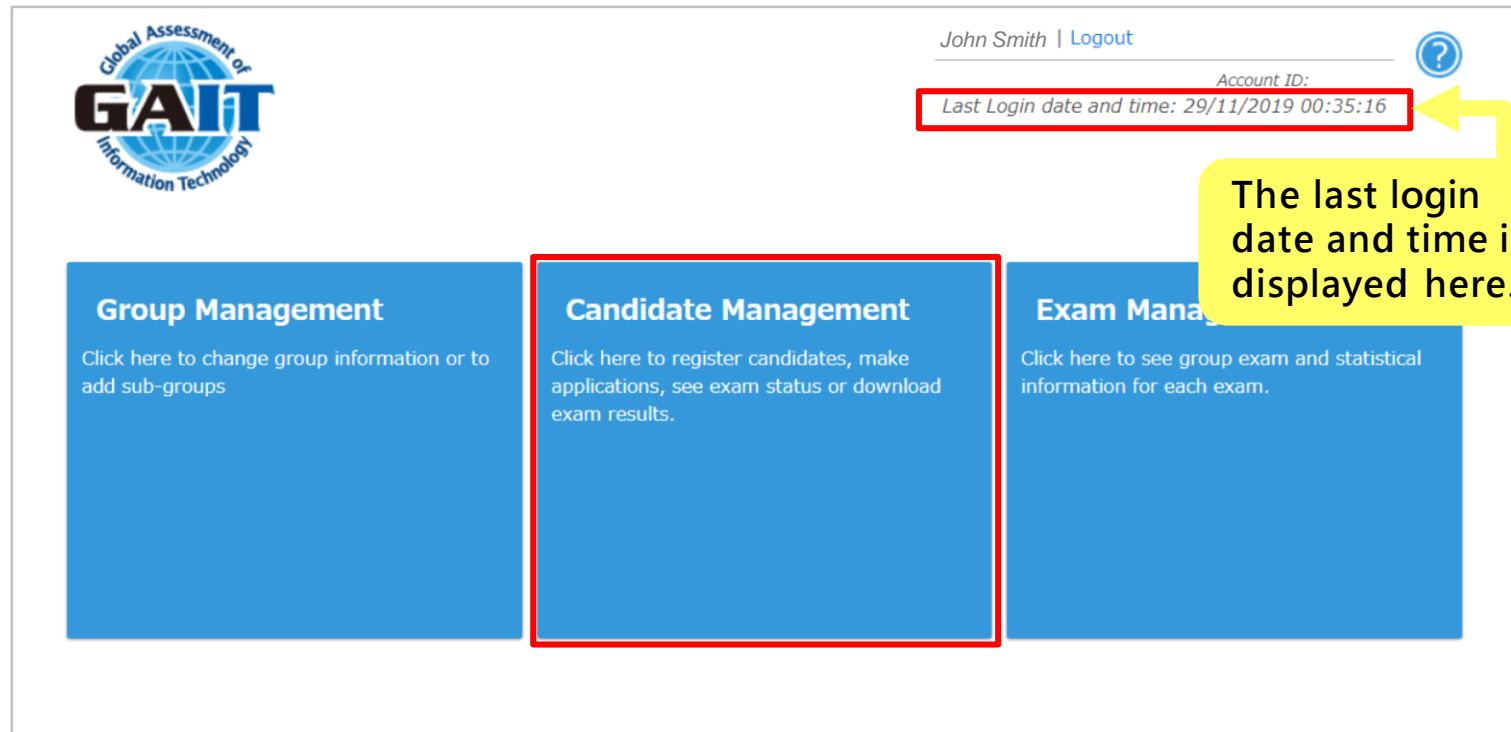
Download the score report.

※ The score reports can be downloaded only by the exam administrator.

5 Login History

5.1 Last login Information

- The date and time when you last logged in is displayed.



The screenshot displays the GAIT user interface. In the top right corner, the user's name "John Smith" and a "Logout" link are visible. Below this, the "Account ID:" is shown, and the "Last Login date and time: 29/11/2019 00:35:16" is highlighted with a red box. A yellow callout bubble with an arrow points to this box, containing the text "The last login date and time is displayed here." The main content area features three blue panels: "Group Management" (with a sub-description), "Candidate Management" (with a sub-description), and "Exam Management" (with a sub-description). The "Candidate Management" panel is also highlighted with a red border.

◆ Contact Us

In case of any inquiries, please contact the GAIT office.

 gait@jtp.co.jp