

## 2023 English Speaking Achievement Test for Junior High School Students (ESAT-J) Manual for Applying for the Examination [Student Version]

### 【For All Students】 Applying for the Examination

Those who have not applied cannot take the examination.  
Please make sure to apply for the examination within the deadline.

Applying period: **July 6** (Thursday) 9:00 ~ **September 22** (Friday) 17:00

### 【Only For Students Who Need Assistance】 Requesting for Special Measures

We have provided 「Special Measures Support」 for those students who need assistance during the examination.

Requesting Period for Special Measures: **July 6** (Thursday) 9:00 ~

**August 18** (Friday) 17:00

\* You must request for the special measures before applying for the examination.

### 【For All Students】 Getting started (Application Process)

#### Application Process for ESAT-J

The application for ESAT-J is completed within 3 steps.

Those who need to request for special measures must make the request before applying for the examination. It takes some time for the school procedure so please submit the request ahead of time.

For All Students 1

Prepare to register for the “Student MyPage”

For All Students 2

Register for the “Student MyPage”

Only For Students Who  
Need Assistance 1

Prepare the special measures request form

Only For Students Who  
Need Assistance 2

Submit the special measures request and  
confirm approval

Those who wish to take special measures must  
request for it before applying for the examination.

Please check P. 7~12 (Japanese ver. P. 5~7).

For All Students 3

Apply for the examination

When you have any problems, please refer to 「Frequently Asked Questions」 on P.13~15.  
(Japanese ver. P.10)

### What You Can Do in the “Student MyPage of ESAT-J”

#### ■ View Videos

- You can view the videos about ESAT-J.
  - ◇ How to apply for ESAT-J
  - ◇ How to operate the tablet for ESAT-J

#### ■ Request for the Special Measures

- You can read the 「Guidebook About Special Measures」 and request for the special measures.

#### ■ Apply

- You can apply for ESAT-J.

#### ■ Other Procedures

- You can do other procedures such as re-registering your application photo and checking the result of the examination.

**【For All Students 1】 Prepare to register for the “Student MyPage”**

You need the following 2 materials to register for the “Student MyPage.”

Devices such as a Smartphone, Computer, or Tablet

Applying for ESAT-J is done online. (Internet access is needed) Please prepare devices such as a smartphone, computer, or tablet which meet the following requirements.

iPhone	OS: iOS 12.0 or above Browser: latest version of Safari
Android	OS: Android 7.0 or above Browser: latest version of Google Chrome
Computer	OS: later than Windows 10 (Japanese Version) Browser: later than Internet Explorer 11 or latest version of Google Chrome or latest version of Microsoft Edge

Distributed Handout ( 「The Guide about Personal ID of Students for ESAT-J」 )

Fill in and submit the 「Teacher Submission」 to your teacher

Your personal student ID is written on the handout distributed from your school.

Fill in your name, class, and student number and submit the top portion labeled 「Teacher Submission」 to your teacher. Please keep the bottom portion labeled 「For Students」 since you will need it when registering for the “Student MyPage” and applying for the examination.

When you have the above two materials ready, please read the QR Code or input the URL to access the Student MyPage of ESAT-J.



<https://emypage.benesse.ne.jp/hsee/login/>

## 【For All Students 2】 Register for the “Student MyPage”

Next, register your personal information on the “Student MyPage.”

1. Proceed to the ID input screen
  - i. Click 「Those who have a Personal Student ID」 .
  
2. Click the input column and type in the “Personal Student ID”
  - i. Type in the “Personal Student ID” written on the handout.
    - ◇ 「The Guide about Personal ID of Students for ESAT-J」
      - Input the “Personal Student ID” written on 「For Students」 (10 digit number)
  
3. Input your personal information
  - i. Review and agree to the 「Website Usage Agreement」 and 「Handling of Personal Information」 with a parent or guardian.
  - ii. Put a check in the checkbox by clicking it. ( 2 parts )
  - iii. Input your personal information such as name, class, student number.
  - iv. Choose and input the security question, the answer for the security question, and the password.
  - v. Click 【Next】 .
  
4. Confirm the 「Completed Registration」
  - i. Click 「To the Login Page」 .
    - ◇ When the registration is finished, please proceed to P.5 or P.7. (Japanese ver. P. 8) For those who have registered an 「email address」 on the previous page, an email of 「Notification of Completion of Registration」 will be sent.

The application for the examination is not complete yet.

Please make sure to complete the registration on P.5 or P.7. (Japanese ver. P. 8)

## 【For All Students 3】 Apply for the Examination

When applying for the examination, please register an application photo. Please prepare the photo in advance by taking it with a smartphone or other device.

When you have it ready, please apply for the examination through the Student MyPage.

1. Login to the MyPage
  - i. Input the Personal Student ID and Password.
2. Proceed to the Application Screen
  - i. Click 「Apply」 .
3. Agree to the 「Items to Check Before Applying」
  - i. Review and agree to the 「Items to Check When Applying」 with a parent or guardian.
  - ii. Put a check in the checkbox by clicking it.
  - iii. Click 【Next】 .
4. Upload the Application Photo
  - i. Click 【Select File】 and select the photo that you would like to register from the list.
  - ii. Click 【Next】 .
5. Confirm the 「Registration Complete」
  - ◇ The application has been finished when the screen displays 「Registration Procedure Complete」

If you have registered an email address, an email of 「Notification of Completion of Registration」 will be sent.

You can click the 「To the Top of MyPage」 and select the 「Select the procedure」 button of the Top Page to review the registered information.

## After Applying · On the Day of Examination

When checking in for the examination, please don't forget to bring your test voucher and the materials listed on the voucher.

The text voucher will be distributed from your school.

You can review your text voucher on your "Student MyPage" from mid-November (planned).

## When You Have Forgotten Your Password

1. Access on "Student MyPage"
  - i. Click **【Those Who Have Forgotten Your Password】** .
2. Input the Student Information
  - i. Input the personal student ID, name (in Katakana), and date of birth.
3. Input the Security Question
  - i. Select the security question that you chose when you registered your password.
  - ii. Input the answer to the security question.
4. Reset Your Password
  - i. Set up a new password, new security question, and the answer to the security question.

## How to Change the Registered Information

When you have made a mistake on your registered information, you can change it from the 「Student MyPage」 .

You can only change your name in Kanji, Katakana, and date of birth within the registration date. **Please edit it by September 22 (Friday) 17:00.**

- i. Click 「Change User Information」 .
- ii. Click 「Change Personal Information」 .

Deadline to Change  
Personal

**September 22** (Friday) 17:00

You can re-register Application Photo during registration period if you need.

Deadline to Change  
Application Photo

**September 22** (Friday)

- i. Click 「Re-register Application Photo」

#### 【Only For Students Who Need Assistance 1】 For Those Who Need Special Measures

【Caution】 Requesting for special measures must be done “Before Applying for the Examination”

If you need to make a request, please read P. 7~10 (Japanese ver. P.5~6) thoroughly and prepare in advance.

- This examination provides 「Special Measures Support」 for those who needs special measures taken due to disabilities and other reasons.
- **When selecting which special measures to request for, please decide after discussing with a parent or guardian or your teacher at school, and considering the level of disability and the general learning conditions.**
- **For the specifics, please refer to the 「Guidebook About Special Measures」 (How to obtain it written on P. 9 (Japanese ver. P.6)).**

Classification of the Special Measures	Details of the Special Measures	
1	Vision Related (Braille · Amblyopia Related)	Examination Using Braille Material (Extension of Testing Time)
2		Examination Using Enlarged Questions Booklet (With Extension of Testing Time)
3		Examination Using Enlarged Questions Booklet (Without Extension of Testing Time)
4	Vision Related (Color Deficiency Related)	Examination Using Black and White Printed Question Booklet (No Extension of Testing Time)
5	Hearing Related	Examination Using Sound (Audio) Transcribed Question Material (Without Audio)
6		Examination Using Sound (Audio) Transcribed Question Material into Words (With Audio)
7		Examination Through Listening to Sound (Audio) (Without Audio Transcribed Question Material)
8	Dysphemia, Speech Disorder Related	Extension of Response Time
9	Upper Limbs Disabled	Measures Regarding the Examination Site
10	Developmental Disability	Measures Regarding the Examination Site (With Extension of Testing Time)
11		Measures Regarding the Examination Site (Without Extension of Testing Time)
12	Lower Limbs Disabled	Measures Regarding the Examination Site
13	Other (Consideration Needed due to Conditions such as	Measures Regarding the Examination Site ※The earpieces of the earphones with canal type microphones which the students use are



	Chronic Illnesses ・ Psychological Aspect	made of silicone resin. Also, magnets are used in the earphone parts. In case which the student cannot use earphones with canal type microphones for any reason, please request in this category and describe the reason for not being able to use an earphone with canal type microphone on the additional comments section.
14	Japanese Assistance	Assistance Regarding Japanese 【Requirements for Requesting】 Regardless of nationality, among those who have stayed in Japan for less than 6 years as of April 1, 2023, those who require Japanese language instruction

※It is possible to request for multiple categories. However, there are some categories which cannot be applied for at the same time. Please refer to the 「Guidebook About Special Measures」 for specifics.

### 【 Only For Students Who Need Assistance 2 】 Process for Requesting of Special Measures

Please look at the following explanation for the procedure of applying for the special measures.

※Please do the following procedure only if you wish to take the 「Special Measures Support」 .

#### 【How to Obtain the 「Guidebook About Special Measures」】

If you would like to take special measures, please finish the registration of 【For All Students 2】 “Student MyPage” ahead of time.

After registering for the “Student MyPage”, please download and read the 「Guidebook About Special Measures」 thoroughly.

- i. After logging in on the “Student MyPage,” you can download the 「Guidebook About Special Measures」 from the link in 「Notices」 .

**【Only For Students Who Need Assistance 2】 ①**

**Confirm the content of the 「Guidebook About Special Measures」 and prepare the special measures request form**

Decide on which special measure to request for after thoroughly reading the 「Guidebook About Special Measures」, confirming the content fully, and discussing with a parent or guardian or a teacher.

Once you have decided on which special measures to request for, print out the 「Special Measures Request Form」 at the end of the guidebook and fill in the necessary items. Please fill in the form carefully since it must be read and sent by a camera.

※It is expected for the confirmation of the request to take some time since the special measures request form requires to be checked by the teacher and the official seal of the principal. Please prepare the form ahead of time.

**Special Measures Request Form**

- (1) After thoroughly reading the 「Guidebook About Special Measures」, fill in the 「1. Desired Special Measures」 and 「2. Reason for Request」 of the Special Measures Request Form.
- (2) Please submit the Special Measures Request Form to the school teacher. Please receive the Special Measures Request Form with the official seal after being confirmed by the teacher and the principal.
- (3) Make the Special Measures Request form into a digital image by taking a picture of it (taking with a scanner is also possible). You will use the following image on the 「Request for the Special Measures」 of **【Only For Students Who Need Assistance 2】 ②**.

**【Only For Students Who Need Assistance 2】 ②**

**Complete the 「Request for Special Measures」**

1. Access and login to the “Student MyPage.”
2. After logging in, click the 「Request for Special Measures」 on the top page of the MyPage.
3. Review and agree to the explanations with a parent or guardian. After reviewing, put a check on 「Agree」 and click the 【Apply】 button.

Follow the instructions of the screen and register the information of the desired special measures.

Please check the 「Guidebook About Special Measures」 for specifics.

**1. Input the Requesting Information**

Select the desired special measures from (1~14)  
※ Select the same classification as what you have written on the 「Special Measures Request Form」 .  
Please select the specifics if you have any desires about the examination site or any materials you will be bringing with you.

**2. Review the Requesting Information**

The information of the selected special measures will be displayed. Review the information once more and move on to the next step by clicking on 【Next】if there are no corrections needed.

**3. Upload the Request Form**

Lastly, upload the digital image of the 「Special Measures Request Form」 that you have prepared in advance.

This ends the request for the special measures.

Please make sure to finish the request for the special measures within the period written on the next page. Making the request after the period is not possible.

Requesting Period for  
Special Measures

July 6 (Thursday) 9:00 ~ August 18 (Friday) 17:00

A licensee will examine the requested information and assign an approval. It will take about 5 days (excluding weekends and holidays) for the examination and the approval to be completed. You can check the status of the approval from the 「Other Procedures」 on the “Student MyPage.”

※In case when there are any confirmations that are needed to be made, the 「Information Desk for Special Measures of ESAT-J」 may directly contact the parent or guardian or the school teacher.

※ Please note that there are cases which the requests that are not mentioned on the 「Guidebook About Special Measures」 or the requests about the examination site may not be accepted. In such case, the 「Information Desk for Special Measures of ESAT-J」 also may directly contact the parent or guardian or the school teacher.

**The personal information you have input are used for the following purposes.**

- **Requested Classification, Requested Special Measures, Digital Image of the Special Measures Request Form**
  - The confirmation and approval of the requested information
  - Implement the requested special measures on the day of examination

## Frequently Asked Questions (About the Overall Application Process)

Question	Answer
What is a 「Security Question」 ?	A 「Security Question」 is a question that you have selected when you registered your password. You can reset your Personal ID's password on your own if you know the answer of your 「Security Question」 .
I don't remember the answer of the 「Security Question」 .	You cannot reset your password on your own if you don't know the answer to the 「Security Question」 . Please consult your school teacher that you would like to initialize your password of ESAT-J.
I registered my email address but I haven't received a confirmation email.	Depending on the email receive setting of your smartphone or computer, the email may not be accurately delivered. Please check if the email has been delivered to the spam folder or other places.
I can't upload my application photo.	You can only upload photos of the designated file size and format. Please check the 「Regulations of the Application Photo」 on page 5 (Japanese ver. P.8).
I have completed the application process as instructed. Can I review my registered information?	Please login to the “Student MyPage.” You can review your registered information on the menu called 「Application History」 of the “Student MyPage.”
I registered an inaccurate personal information on my “Student MyPage.”	Please check 「How to Change the Registered Information」 on page 6~7 (Japanese ver. P.9). Please note that the change cannot be made if it is past the applying period.

Can I change the registered application photo?	Please login to the “Student MyPage.” You can change your application photo on the menu called 「Application History」 of the “Student MyPage.” However, the change cannot be made if it is past the applying period.
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### Frequently Asked Questions (About the Special Measures)

Question	Answer
The special measures that I would like to request for is not listed on the list.	The special measures that we are able to support are those that are listed on the 「Guidebook About Special Measures」 . We are unable to provide assistance about the special measures that are not mentioned.
Are there any standards required for applying?	There are no standards set for applying for the examination. You can apply if you receive an approval from the school after discussing with a teacher. It does not matter whether if you have a disability certificate or not.
I have not received a confirmation of the 「Special Measures Request Form」 from my school.	We cannot accept the form without the official seal of the principal. Please make sure to get the form confirmed.
I have submitted a request but I would like to revise the submitted information or cancel the request.	It is not possible to make changes after the request has been submitted. Please check thoroughly before submitting the request.
I was not able to submit the request within the requesting period.	It is not possible to submit a request when the requesting period has passed. Please prepare the request form in advance.
I happened to be needing a special measures after the requesting period has passed. (Upper limbs disabled due to a	Please contact the 「Information Desk for Special Measures of ESAT-J」 immediately.

fracture, etc.)	
<p>I am not able to apply for the examination. There is a message that says, 「We are currently waiting for the approval of the special measures request. You are not able to apply for the examination during the approval process.」</p>	<p>It takes about 5 days (excluding weekends and holidays) for the examination and the approval for the special measures to be completed. Please apply for the examination within the applying period (Dead line: 9/6 (Friday) 17:00) after the approval for the special measures has been completed. It may take more time for the approval when there are any deficiencies in the submitted request. Please submit the request as soon as the special measures when the requesting period begins.</p>

## Actions Considered as Cheating • Prohibited Actions on ESAT-J

※The actions considered as cheating and the prohibited actions are also listed on the “Student MyPage” so please take a look.

### 【Actions Considered as Cheating】

The following (1)~(17) actions are considered as cheating. In case someone has committed cheating during the examination, the authorities will consult about how to handle the issue, and decide on the consequences of the person. Also, the Tokyo BOE will receive a report about the fact that there was a cheating incident, along with its specifics and the resulted consequences.

1. Submitting false information about the examinee (At the time of applying • On the day of examination)
2. Using electronic devices • communication devices
3. Cheating
4. Assisting cheating
5. Wearing clothing or items with English text printed on them
6. Making false reports to make oneself or another examinee advantageous; Making a false report about a tablet defect
7. Taking out materials such as tablets from the examination room
8. Damaging materials such as tablets on purpose
9. Operating the tablet in a way that is against the instructions of the proctor
10. Placing objects other than the admission ticket on the desk
11. Not obeying the direction of the end of answering time
12. Taking off or overly touching the earmuffs (soundproof equipment) unnecessarily during the examination
13. Submitting a false request for special measures
14. Conducting actions that may bother the other examinees
15. Not obeying the instructions of the proctor
16. Entering into areas other than the designated area
17. Committing other actions that may compromise the fairness of the examination



**【Prohibited Actions】**

The following (1) ~ (5) actions are prohibited. As soon as someone has been caught committing a prohibited action, the authorities will consult about how to handle the issue, and decide on the consequences of the person. Also, the Tokyo BOE will receive a report about the fact that there was a prohibited action committed, along with its specifics and the resulted consequences.

1. Keeping the sounds such as a cellphone ringing etc. during the examination
2. Using a photo which is difficult to identify the individual on the admission ticket
3. Using ・ wearing timekeeping equipment such as a watch or a stopwatch
4. Using ・ wearing eyeglasses that have functions other than vision correction
5. Taking the examination even when having an infectious disease such as influenza
6. Taking notes using a pen or pencils during the examination