

## About the BEVI, a psychological assessment test

In recent years, global human resources equipped with not only language skills necessary for working with people with diverse cultural backgrounds but, more importantly, the capacity, mind, and sense of value capable of proactively adapting to different cultures, which are barely noticeable in daily life, are highly sought after. The BEVI-j is a psychological assessment test that helps you recognize the level of your global competency, and we will administer this test to our undergraduate and graduate students from this academic year when they complete their student profile for the fall semester. I hope that you will take the test every year, which will help you know more about yourself.

October 2021

Executive Director and Vice President of Yokohama National University

Hiroyasu Yachi

### About the BEVI (Beliefs, Events, and Values Inventory)

We ask you to take the BEVI, a clinical psychology test to assess global competency and other abilities, developed by a group of psychologists in the United States.

- We will analyze your data as part of our aggregate data collected across our campus with an aim to improve our university's education system for the future. Under no circumstances will your data be treated as personally identifiable information in our analysis.
- Your results report will be sent to you only. The BEVI stipulates that the use and management of data including personal information shall be treated strictly with confidentiality. For details on personal information and data handling, please refer to "Consent Form" on page 4.
- Whether you take this test or not, it will not affect your academic credits or results at all.
- It takes approximately 20 to 30 minutes to complete the test, and it must be **taken by October 18**.

### How to use the BEVI report

You can view a report on your BEVI results upon completion of the test. The report provides hints and tips for broadening your global perspective through recognition of your sense of value and trend of thought that you are not aware of as well as the level of your acceptance of different cultures.

- Upon completion of the test, you will be asked to **fill out the Reflection Sheet in your student profile** (applicable to undergraduate students only), where you will write down what you have noticed or learned from the BEVI report to always keep it in mind.
- Through the report you will know more about yourself, which will enable you to **introduce yourself better in your recruitment activities**.

### **How to take the BEVI test**

Please take the test according to the test procedure detailed in the next pages. **There are some questions that you cannot answer unless you read the test procedure.** Please answer by referring to the document.

For queries, please contact the Education Information Section, Educational Affairs Division, Student Affairs Department (2nd floor, Student Center) or send an email to [kyomu.joho@ynu.ac.jp](mailto:kyomu.joho@ynu.ac.jp).

## BEVI test procedure

- It takes 20 to 30 minutes to complete the test.
- Measurement results (an individually customized report) are accessible on the internet immediately after you finish the test.

### ■ Log in to the BEVI

1. Access the following URL from your PC, smartphone, or tablet.

<https://www.takethebevi.com/>

2. Enter the following username and password in the login screen.

- Username: Enter your **YNU email address (xxxxx@ynu.jp)**.
- Password: Enter “**bevi**”.

**Note:** The default language is Japanese. To change the language, click the button on the upper right of the Dashboard screen and choose your language of preference.

3. A password reset screen appears. Please reset your password here.

- New password: Create a new password at your convenience.
- The new password will be used solely for the BEVI. Please make sure that **the password is different from the one you use for your YNU email (Office365)**.
- Please save the password as it will be required when you take the BEVI test next time.

(You can choose languages.)

### If you cannot log in or forgot your password

Click Set/Reset Password on the log-in screen and register your YNU email address. You will then receive an email to reset your password. Reset your password according to the instructions.

**Note:** If you don't receive the email, please check whether you have typed your email address correctly or whether it has been blocked as a spam email. If you are still experiencing any difficulty with resetting your password, please contact the section listed on Page 1.

## ■ BEVI Dashboard screen

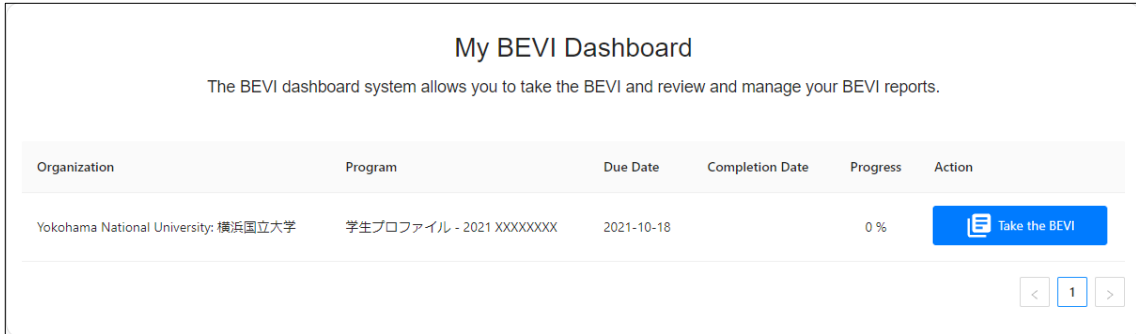
Upon logging in, the BEVI Dashboard screen appears.

### 1. BEVI Dashboard

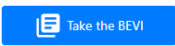
Choose your college or school and grade from the program and click “Take the BEVI”.

### 2. Instructions

Read through the instructions and click Start.



The screenshot shows the 'My BEVI Dashboard' interface. At the top, it says 'My BEVI Dashboard' and 'The BEVI dashboard system allows you to take the BEVI and review and manage your BEVI reports.' Below this is a table with columns: Organization, Program, Due Date, Completion Date, Progress, and Action. The table contains one row with the following data: Organization: Yokohama National University: 横浜国立大学; Program: 学生プロフィール - 2021 XXXXXXXX; Due Date: 2021-10-18; Completion Date: (empty); Progress: 0%; Action: A blue button labeled 'Take the BEVI' with a document icon. At the bottom right of the table, there are navigation controls: a left arrow, a box containing the number '1', and a right arrow.

Organization	Program	Due Date	Completion Date	Progress	Action
Yokohama National University: 横浜国立大学	学生プロフィール - 2021 XXXXXXXX	2021-10-18		0 %	

### 3. Consent Form

Read through the consent form and click “Agree” if you are consenting to participate.

#### **If you choose not to take the BEVI:**

The BEVI is a useful tool to know about yourself and the test results will be disclosed to you only, so we strongly encourage you to take the test.

If you wish to decline participation for some reason, initiate the restart by filling out the student profile from Step 1 of “Restart course registration” on Page 7.

### ■ Background Information screen

Before answering this psychological assessment, you have 28 questions to answer on your background. These questions are asked for the purpose of creating a reference group for analytical comparison only and will not be used as personal data. Consequently, we would appreciate you answering them, but you may skip questions that you cannot or do not want to answer.

- Enter single-byte numbers and alphabets only.
- Question 3: The number of years of formal education that you have completed  
Choose the number of years from among the tables below.

Undergraduate	Years
1st year	12 years
2nd year	13 years
3rd year	14 years
4th year	15 years

Graduate	Years
M1	16 years
M2	17 years
D1	18 years
D2	19 years
D3	20 years

**Note:** If you click Continue at the bottom of the screen while leaving an answer blank, a message box will pop up saying “There is an unanswered question.” If you intend to leave the question unanswered, click OK.

**Note:** Once you have clicked Continue at the bottom of the screen, you may not go back to the previous screen.

## ■ BEVI assessment screen

The BEVI assessment screen appears.

- There are 185 questions. Please answer them within approximately 20 minutes.
- Don't dwell on each question but answer at a brisk pace. Usually, the first answer that comes into your head is the best one.

**Note:** Once you have clicked Continue to advance to the next screen, you may not go back to the previous screen.

**Note:** If there is an unanswered question or questions, a message box will pop up saying "There is an unanswered question." To advance to the next screen, please answer the unanswered question or questions. Once you have advanced to the next screen, you may not go back to the previous screen.

**Note:** If you have logged out before completing the test and wish to restart, log back in and choose an appropriate program (by college/school and grade) on the Dashboard screen.

## ■ Confirmation of test results (an individually customized report)

Upon completion of the test, a message box will pop up saying "Thank you very much for taking the BEVI."

1. To display your customized report, click Read Report.
2. Read the report.
  - To download a copy of the report in PDF format, click Download PDF on the upper right of the screen.
  - To view your test results online, log back in and access the BEVI Dashboard screen.

### **Error message:**

You may encounter an error message saying "The report failed to be created as there is a question unanswered," even though you have answered all the questions. Because the BEVI is a psychological test or assay, it tracks your response patterns and reliability (for example, time to answer, whether the same answers continued to appear) and the error message appears when your response is determined to be invalid for some reason. When it happens, please retake the test from the Dashboard.

### ■ Restart course registration for undergraduate students

Complete the student profile (the Reflection Sheet) upon receipt of the BEVI results. It is important to sort out the findings from the results and summarize them in the Life Reflection Sheet so that they will take root in your memory.

1. Log in to the Educational Affairs Information System and click Register Course to access the default screen where you started taking the BEVI.
2. Click Complete and Continue on the default screen.
3. Complete the Life Reflection Sheet.
4. After finishing the sheet, click To Course Registration Screen to advance to the Course Registration screen.
  - When a course has been determined, complete course registration.
  - If you wish to register for a course at a later date, log out.

### ■ Restart course registration for graduate students

Upon receipt of the BEVI results, your student profile is completed.

1. Log in to the Educational Affairs Information System and click Register Course to access the default screen where you started taking the BEVI.
2. Click Complete and Continue to access the course registration screen.
  - When a course has been determined, complete the course registration.
  - If you wish to register for a course at a later date, log out.