

## Entrance Exam/Interview Booking Confirmation

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The following article outlines the process of Entrance Exam or Interview Booking Confirmation before sending invitations for Entrance Exam or Interview to new parents who made an application for enrolment.

This article aims to assist staff members to manage applications more efficiently and effectively when

- There are many applications for a limited number of places available.
- Many applicants do not turn out to be present at the time of booking made.

### Preparation of Exam/Interview Date and timeslots

Applications for Foundation and Year 7 are quite high and requires efficient and effective management. Therefore, Campus Management should prepare time schedule and staff member for an assessment assigned to each timeslot arranged. The information should include a minimum of the following 3 columns:

- **Date** of the booking
- **Timeslot** (period of the booking)
- **Capacity** (number of students to make a booking at a time)

If you prepare an excel file with this information, you will be able to upload the Processmaker form to populate the list for parents to select their preference.

### Sending PM Form to new parents

Any staff member may send a form in the Processmaker to a group of applicants for enrolment to select their preference for booking options.

#### Step 1:

Select the form and assign the time to be sent. You may locate the form at **Consent Category:** General and then **Consent Name:** Entrance Exam as shown below.**Step 2:**

Select the applicants. There are two types of groups in this step.

1. **Future Student Lists** which include applicants who have been accepted to the school. They may/may not complete their enrolment.
2. **Future (Processing) Student Lists** which include applicants who have NOT been accepted to the school yet. They may have just made the application or their application is at the Campus Principal to decide whether to accept or deny.

#### Step 3:

1. Select a group of people.
2. Select Campus.
3. Select Year Level. Press the CTRL key to select multiple year levels.
4. Select Year the applicants made their application for.
5. Click "Populate the list" button.

Once you click "Populate the List" button, depending on the number of applicants, it may take some time to load. After being uploaded, the user is able to select, de-select all applicants or select some of them.**Step 4:**

1. **Title:** Enter the title to be shown on the list within the Consents Tab. The title will also be subject of the email to be sent to parents.
2. **Purpose:** Enter the details including the reason for this communication or what's expected from parents.
3. **Contact Staff:** Enter the contact staff member for any further enquiries parents may ask, regarding this form.
4. **How many maximum timeslot options would you allow parents to select:** This area has to be a number. The number will define how many options parents may select.
5. **Would you like to upload Excel file to populate all timeslots for Entrance Exams/ Interviews?:** If yes is selected, you may upload the Excel file. Excel file should not have Headings and more than 3 columns. Columns must include the data the same as the outline of the grid.
6. **Add Excel/CSV file to populate the grid below:** You should have a single file, others must be removed.
7. **New:** If no is selected in Question 5, the user may add the timeslots manually.

8. **Date:** Enter a date.
9. **Time:** Enter a time to start the Entrance exam or interview. (it is not a time period.)
10. **# of students for this timeslot:** Enter how many students the school can accommodate for an entrance exam or interview in this timeslot.
11. **SAVE Button:** If the user enters the list manually, he/she should save the list (particularly long list) not to lose it in any interruption.
12. **IMPORT INTO THE GRID Button:** If the user prefers to upload an Excel file, after pressing this button, it will be loaded into the grid.

### **Approval of the Form and Follow up responses**

After users submit the form, the campus management will approve/deny it. After the approval, the user is able to follow the responses in 2 ways.

1. Users can locate their consent form sent within the list of Consents Tab and learn the percentage of responses.
2. Users can access the list report named "Entrance Exam / Interview Booking Confirmation" in the Data Reporting Tools / Report User. See the screenshots below.

### **Parent Responses**

After the consent is approved by the Campus Management, Parents of the selected applicants by the user will be notified via email and SMS messages. There will be a unique URL link for each parent of the applicant. When they click the link, a form will be opened as shown in the screenshot below.

1. The number in red shown in the form is reflected from the selection of the user for the question "**How many maximum timeslot options would you allow parents to select**".
2. When the capacity is reached by the time a parent tries to respond, the relevant row will be disabled for parents' selection and highlighted in yellow. Therefore, they won't be able to select the highlighted option.
3. All other options will be available for parents to select. As you may be aware that the capacity for each timeslot is NOT being displayed to parents.
4. Once parents respond to the form, the selected timeslot will be copied to the actual application for enrolment. Enrolment Coordinators will not be required to enter the responses into the applications for enrolment. (if the user sets the variable "**How many maximum timeslot options would you allow parents to select**" to more than 1, then Enrolment Coordinators must manually enter which of options selected should be entered into the application.)