

2. ONLINE ADMISSION TEST

The Guidance and Counseling Unit, in coordination with Admissions Office, facilitates the online Admission Test for incoming first year students.

Office or Division:	GUIDANCE, TESTING AND PLACEMENT DIVISION			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Quezon City Residents: -Senior High Students -ALS Passers (qualified for tertiary level) -Transferee -Working Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		Admissions Office		
Admission Test Slip		Guidance Office		
FOR ONLINE ADMISSION TEST				
Online Application Form		Admission Office		
Google Classroom Link		Guidance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply with all the requirements prescribed by the Admissions Office	Applicants who are able to comply with all the requirements prescribed will be given an admission test slip	None	1-3 days	Guidance Staff / Psychometrician
2. Applicants will take the admission test on their scheduled date and time.	Guidance staff / psychometrician will facilitate the administration of the Online Admission Test	None	1 Hour, 20 minutes	Guidance Staff / Psychometrician
3. Wait for the result of the admission test	List of QCUAT passers will be posted on Admission Office bulletin board, GCU Office bulletin board, official social media accounts, and website	None	1 day	Guidance Staff / Psychometrician Admission Personnel
	TOTAL		Up to 4days, 1 hour & 20 mins.	

FOR ONLINE ADMISSION TEST				
1. Applicants need to comply with all the requirements prescribed by the Admission Office	Invitation link will be sent through email address of the applicants	None	1 day	Guidance Staff / Psychometrician
2. Applicants will take the 70-item examination on the scheduled date and time.	Administer the Online Examination. Monitor the responses through Google Classroom. Result of Exam will be generated	None	1 Hour, 20 minutes	Guidance Staff / Psychometrician
3. Visit the University's Official Facebook Page / website for the result of the online examination.	Post the Official List of Passers on the University's Official Facebook Page / website	None	1 day	Guidance Staff / Psychometrician
	TOTAL		2 days, 1hour and 20 mins.	

3. STUDENTS UNDER ACADEMIC PROBATION

Students with grade deficiency will be referred under academic probation. This is a period of time in which they must improve their academic standing by meeting or making evident progress toward their school academic performance.

Office or Division:	GUIDANCE, TESTING AND PLACEMENT DIVISION		
Classification:	Simple		
Type of Transaction:	G2C – government services transacting public		
Who may avail:	All students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Valid identification card of parent / guardian			
Guidance slip		Guidance Office	
Counselor Conference Form		Guidance Office	
Academic Advising Form		Respective Colleges / Admissions Office	
FOR ONLINE PROCESSING OF STUDENTS UNDER ACADEMIC PROBATION			
Scanned letter from parent / guardian (Acknowledging their awareness of the student's academic status, reason for dropping / failing the subject, accepting possible			