RISEBA Admission Test Organisation Work Procedures
PR0035-01

The RISEBA Admission Test is an entrance examination that is regulated by the RISEBA Admission terms and conditions for the relevant academic year. The RISEBA Admission Test Organisation Work Procedure is drawn up in accordance with the RISEBA Admission Process (PR0034-01).

Work procedure

1. The student has paid the registration fee for studies at RISEBA (See International Student Admission Process *PR0034-01*) and has received an automatic message from the DreamApply system regarding the schedule for taking the Admission Test and other entrance examinations (*feedback 2*);

2. **On Fridays:** The International Student Coordinator collates the list of students. By 17:00, an e-mail is sent to the IT Department;

3. **On Mondays:** The IT Department issues students with a username and password and sends the list o the International Student Coordinator;

4. **On Tuesdays:** The International Student Coordinator informs the student that 3 business days have been allocated for taking the Admission Test, from Wednesday to Friday. Sends the student a link to take the test, as well as a username and password;

5. **From Wednesday to Friday**, the student takes the test;

6. **On Mondays:** The IT Department receives the test results and sends out a list of results to the International Student Coordinator by 17.00;

7. The International Student Coordinator delivers the examination results to the Head of the Study Department, who enters them in the protocol;

8. If the student has reached the 40% test threshold, within 3 business days he or she will be notified of the test results and will continue the admission process. The International Student Coordinator changes the student's status within the DreamApply system to *Conditionally Accepted*, sending *feedback (4.)* on the test results and information about the next steps for admission to studies at RISEBA.

9. If the student has not reached the 40% test threshold, within 3 business days he or she will be notified of the test results and will not continue the admission process. The International Student Coordinator changes the student's status within the DreamApply system to *Failed*, sending *feedback (3.)* on the test results and confirmation that the student has been denied access to studies at RISEBA.

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PR0035-01 International student Admission test organisation process

Student

The student has paid the registration fee for studies at RISEBA (*Sees International student admission process PR0034-01*) and has received an automatic message (*feedback (2.)*) from the DreamApply system regarding the schedule for taking the Admission test and other entrance examinations

Over a period of three business days, **from Wednesday to Friday**, he or she takes the Admission test

Does not continue the admission process

Continues the admission process

Receives test results within the DreamApply system

Receives test results within the DreamApply system

International Student Coordinator

Prepares an IT student roll for data import to HW

Every **Friday by 17:00**, sends the IT Department information about the import of the student to HW and receipt of a username and passport for the Admission test.

Every **Tuesday**, the coordinator informs the student about the dates for taking tests that are planned from **Wednesday to Friday** of a specific week. Sends the student a link to take the test, as well as a username and password.

Changes the student's status within the DreamApply system to Failed (3.), sending a message regarding test results and the fact that he or she has been denied access to studies at RISEBA

The student's status within the DreamApply system is changed to Conditionally Accepted (4.), sending feedback on the test results and information about the next admission steps

No

Has the 40% threshold been reached?

Yes

IT Department

Every **Monday**, issues the student's username and password, and sends the list to the coordinator

Every **Monday** by 17:00, test results are collated and the list is sent to the coordinator

Prepares and sends a summary of test results to the Head of the Study Department and the coordinator for preparation of a protocol