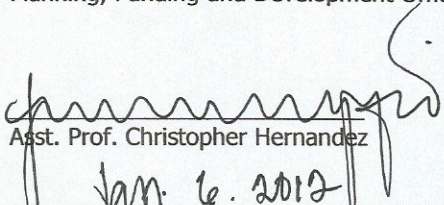


Policy No:	ACA-POL-GCC-0010
Policy Title:	Admission Examination Policy
Implementation Procedure:	ACA-PROC-GCC-0010 Admission Examination Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the terms and conditions in the administration, processing and results of Admission Examination.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Admissions Office is the only authorized office in the Colegio that administers the entrance examination from Elementary to the Graduate School.</li> <li>• The Psychometrician is the only authorized personnel to administer the entrance examination. In the absence of the Psychometrician, the Director of the Guidance and Counseling Center, owns the discretion of assigning a substitute.</li> <li>• Results of the entrance examination results are exclusively processed by the Admissions Office of the Guidance and Counseling Services. Likewise, only the Admissions Office is authorized to release the results of the entrance examination.</li> <li>• Results of the entrance examination are posted through the Letran website. Examinees can also verify the results by presenting their examination permit from the Admissions Office.</li> <li>• Students who pass the entrance examination may proceed for interview and succeeding enrollment procedure.</li> <li>• Students who failed the entrance examination can retake the examination after a year.</li> </ul>
Applicability:	All student applicants
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6. 2012

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