

## Test Taker Tutorial

### Registration Page:

Please input data on all required fields before clicking submit. If you are an incoming Grade 7 student, please select a test schedule. Otherwise, for transferees, select an interview schedule.

Upon successful registration, an email will be sent containing your submitted data and along with a confirmation link.

The screenshot shows the 'Junior High School' registration page. The left sidebar has 'Actions' with 'Register' (selected), 'Search', and 'Check Test Result'. The main content area is titled 'Register for Entrance Exam'.

Form fields include:

- Last Name, First Name, Middle Name (Type NA if not applicable)
- Email, Mobile Number, Date Of Birth, Gender
- Country, Province, City (Other if NA)
- Street Address, Religion (Other if NA)
- Guardian's Last Name, Guardian's First Name, Guardian's Middle Name, Relationship to Guardian
- Academic Level, Test Schedules, Interview Schedules

Below the form is a blue box for 'Upload Required Documents' with a note about file requirements:

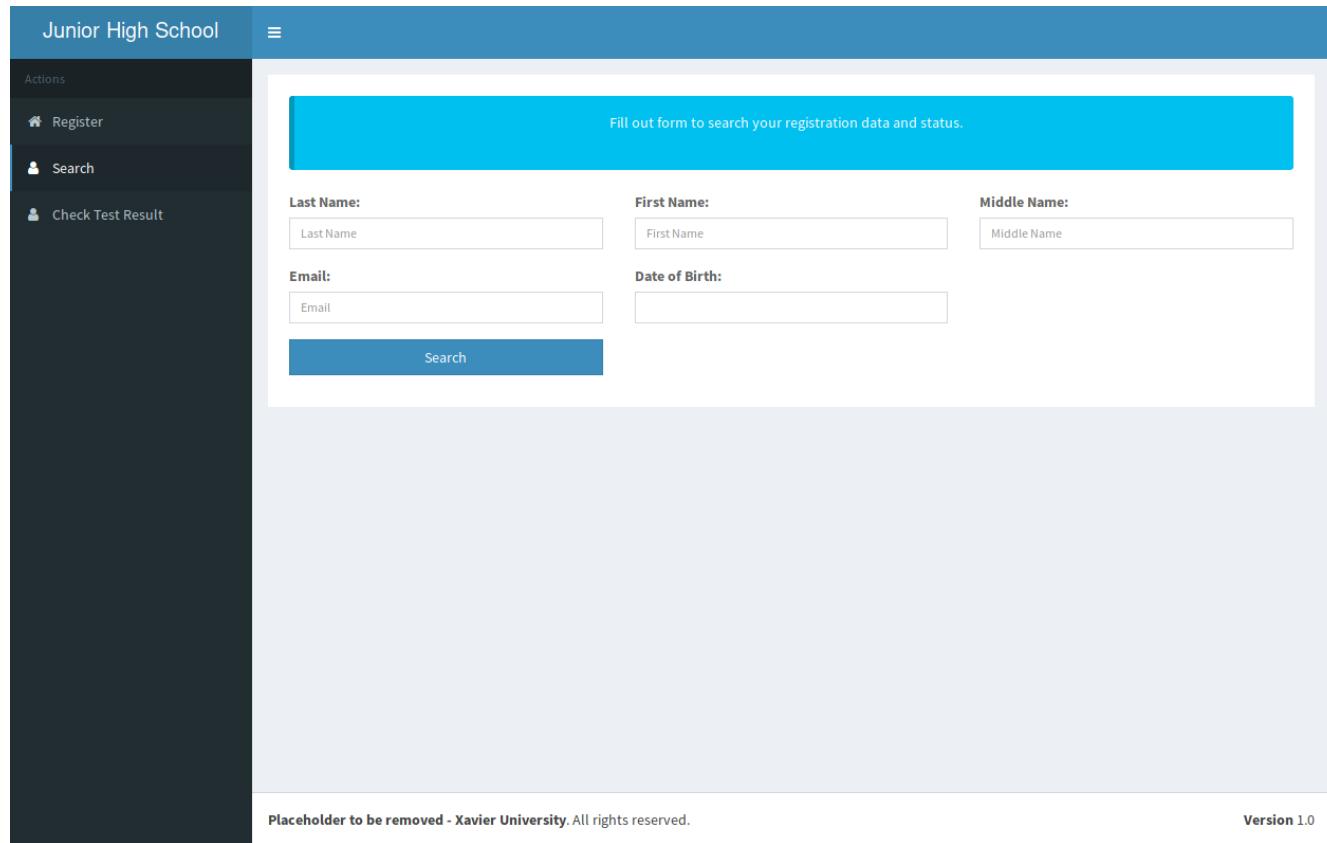
- Enabled fields are required.
- Maximum Size Allowed: 3MB
- Valid Formats: (JPG, PNG)

At the bottom are 'Report Card' fields (Browse...), a 'No' radio button for 'Applying for a Scholarship?', and a checkbox for accepting the 'Data Privacy Policy For Applicants'. A 'Submit' button is on the right.

Page footer: Placeholder to be removed - Xavier University. All rights reserved. Version 1.0

## Search Page:

If you would like to review your submitted information, you can do so using the Search Page. Click on the link “Search” at the sidebar. Input data on all required fields and click Search.



The screenshot shows a web application interface for a "Junior High School". The top navigation bar is blue with the school name. A sidebar on the left is dark blue with "Actions" and three menu items: "Register", "Search", and "Check Test Result". The main content area has a light gray background. At the top of the content area is a blue header bar with the text "Fill out form to search your registration data and status.". Below this are five input fields arranged in two rows: "Last Name" (with placeholder "Last Name"), "First Name" (with placeholder "First Name"), and "Middle Name" (with placeholder "Middle Name") in the first row; "Email" (with placeholder "Email") and "Date of Birth" (with an empty input field) in the second row. A blue "Search" button is located below these fields. At the bottom of the content area, there is a footer with the text "Placeholder to be removed - Xavier University. All rights reserved." and "Version 1.0".

Junior High School

Actions

Register

Search

Check Test Result

Last Name:

First Name:

Middle Name:

Email:

Date of Birth:

Search

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## Search Result Page:

This page will appear if a matching record is found when using search. You can edit your personal information by clicking on “Edit Registration Data” below the page. If you wish to resend your confirmation email, you can do so by clicking “Resend Confirmation Email” below the page.

Junior High School ≡

Actions

- Register
- Search
- Check Test Result

Review Registration Data.

**It seems you haven't confirmed your schedule yet. Please open your email: [\[REDACTED\]](#) and follow instructions given. If you want to edit your registration data, please click the edit button below. You can also resend your confirmation email by clicking the Resend Confirmation button below.**

Last Name:	First Name:	Middle Name:	
<input type="text" value="TUTORIAL"/>	<input type="text" value="TEST"/>	<input type="text" value="NA"/>	
Email:	Mobile Number:	Date of Birth:	Gender:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="M"/>
Country:	Province:	City:	Other City:
<input type="text" value="Philippines"/>	<input type="text" value="Misamis Oriental"/>	<input type="text" value="Cagayan de Oro"/>	<input type="text"/>
Street Address:	Religion:	Other Religion:	
<input type="text" value="Test Address"/>	<input type="text" value="Christianity"/>	<input type="text"/>	
Guardian's Last Name:	Guardian's First Name:	Guardian's Middle Name:	Relationship to Guardian:
<input type="text" value="Test"/>	<input type="text" value="Test"/>	<input type="text" value="Test"/>	<input type="text" value="Father"/>
Academic Level:	Test Schedule:		
<input type="text" value="GRADE 7"/>	<input type="text" value="January 31, 2020 - 07:30 AM"/>		

Example Confirmation Email:

This is a sample confirmation email which you will receive upon successful registration. Please confirm your schedule by clicking on the link. Once you have confirmed your schedule. The Testing Office will evaluate your data. After reviewing your data, the office will email you with further instructions.



**EXCELLENCE+**

Good day!

Thank you for your registration in the online entrance exam registration site of Xavier University Junior High School.

This is the first step in processing your application. In order to confirm your entrance exam schedule, please click the following link below to confirm your schedule. Please take note that once you confirm your schedule, you won't be able to edit your registration data.

Test Schedule Details:

- Name: TUTORIAL, TEST NA
- Academic Level: GRADE 7
- Schedule: Friday January 01, 2020 7:30 AM

[CONFIRM YOUR SCHEDULE HERE](#)

Sincerely,  
**TESTING, ADMISSION, AND SCHOLARSHIPS OFFICE**  
G/F XUJHS CAMPUS  
EL CAMINO REAL PUEBLO  
CAGAYAN DE ORO CITY  
853 9800 loc 9653/9651

