

Scholarship Preparation Guide

For Schools and School Coordinators

Welcome to the Victoria Academy Scholarship Assessment.

This guide is for schools, coordinators, and supervising staff who are helping students complete the scholarship application and scholarship test in an organized, fair, and smooth manner.

Please read these instructions carefully and share them with all participating students before the test begins.

Before Students Start

Please make sure students are ready with the following:

- **School ID:** Students must enter the correct School ID. If they do not know it, they should ask their school teacher, principal, or school management.
- **Student Email ID:** Students should keep their own valid email address ready.
- **Parent/Guardian Email:** At least **one valid Parent/Guardian email address is mandatory.**
- The Parent/Guardian email address must be **different from the student's email address.**
- The scholarship test is **completely free.** There is **no fee** to apply or attend.

Where the Test Must Be Taken

- This scholarship test must be taken **only at an approved partner school.**
- It must **not** be taken at home or in any other location.
- Schools are requested to administer the test in a proper classroom, computer lab, or supervised test environment.

How the Process Works

1. Students complete the **Scholarship Application (Intake Form)**.
2. After submitting the form, they will be redirected to the **Scholarship Test Hub**.
3. Students must select their admission grade: **Grade 9, Grade 10, Grade 11, or Grade 12**.
4. Students then begin the scholarship test.

Scholarship Test Details

- The test duration is **25 minutes**.
- The test includes an **automatic timer**.
- The test will be **submitted automatically when the 25-minute time limit ends**.
- This is **one final attempt only**.
- A **calculator is allowed**.
- There is **no penalty for wrong answers**.

Important Instructions

Please tell all students to follow these instructions carefully:

- **Do not refresh the page once the test begins.** Refreshing may cause answers to be lost or may lock the student out of the session.
- Use a **laptop or desktop computer** whenever possible.
- **Mobile devices are not recommended**, because test formatting may not display correctly.
- Use the **latest version of Google Chrome** for the best performance.
- Make sure the device is **charged or connected to power** before starting.
- Make sure the internet connection is **stable** before clicking the grade link and beginning the test.

Instructions for Schools and School Coordinators

School Coordinators are requested to:

- Inform students about the scholarship opportunity in advance.
- Share the correct **School ID** with students before the test session.
- Remind students to keep their **student email ID** and at least **one valid Parent/Guardian email address** ready.
- Ensure that students take the test **only at the approved partner school**.
- Arrange a proper supervised environment for the test.
- Make sure students use a suitable device and browser before starting.
- Instruct students not to refresh the page or leave the test session once it has started.
- Advise students to begin the test only when they are fully ready, because the timer starts once the test begins.

Results and Updates

After the test, students and parents should check their email for results and further updates from **Victoria Academy**.

Please also check the **spam or junk folder** for the next **10 days**. This follows the same email follow-up instruction already shown on your live page.