

# Boarding Weeks Screening Guidelines

Candidates enrolling in the Boarding Week program should possess a minimum level of proficiency in the English language. To assess this, we have implemented a screening process before granting entry.

## Boarding Weeks Screening Procedures

- Upon successful completion of the 2nd project hosting, students are required to undergo a screening test as a prerequisite for entering the Boarding Week.
- Boarding Week batches commence every Monday. Students who have completed the 2nd project hosting are required to fill out the Boarding Weeks form and join the BW Screening whatsapp group on Saturday itself (Form will be closed on Saturday night and responses after Saturday will not be taken into consideration ). Screening for these students will be conducted on Monday's and students are required to report on the scheduled time.
- Screening will be coordinated via Google meet,( both speaking and writing ) but it is mandatory for students to be physically present in their respective hubs to attend the screening test. Exceptions may be considered for remote batch students. Screening test will be recorded and if any malpractices are caught then the student will be disqualified from the screening process.
- **If you are unable to attend the scheduled screening, submit a formal email explaining the reason for your absence to both your designated hub counselor and the official mail id of the communication department. In the case of health-related or hospital emergencies, please submit the medical report along with the email. It should be also informed in the BW Screening group.**

**To : Communication department mail ( Mandatory \* )**

**Cc: Respective Hub counselors ( Mandatory \* )**

**Communication Department Mail**

Mail id: [communication@brototype.com](mailto:communication@brototype.com)

**Respective Hub Counselors Mails**

**KOCHI**

Mail id: [bce.counsellor@brototype.com](mailto:bce.counsellor@brototype.com)

**CALICUT**

Mail id: [bck.counsellor@brototype.com](mailto:bck.counsellor@brototype.com)

#### **TRIVANDRUM**

Mail id: [bct.counsellor@brototype.com](mailto:bct.counsellor@brototype.com)

#### **BANGALORE**

Mail id: [bcb.counsellor@brototype.com](mailto:bcb.counsellor@brototype.com)

#### **COIMBATORE**

Mail id: [bcco.counsellor@brototype.com](mailto:bcco.counsellor@brototype.com)

#### **REMOTE**

Mail id: [bcr.counsellor@brototype.com](mailto:bcr.counsellor@brototype.com)

- Postponing the screening without prior approval after completing your hosting will be considered a failure. Attendance at the very next screening for the upcoming BW batch is mandatory. Only three attempts are allowed for screening. Strict action will be taken after three chances
- The screening consists of two rounds, namely Writing and Speaking.
- To successfully qualify for the Boarding Weeks program, students must achieve a minimum cutoff score.

**First Round :** In the speaking test, you can anticipate questions related to interviews and personal behavior. These questions may assess your communication skills, professionalism, and interpersonal abilities. Be prepared to discuss topics such as your strengths and weaknesses, work experience, teamwork, and conflict resolution etc..

### **Speaking Test Evaluation Criteria:**

1. Communication Skills: Demonstrate effective verbal communication by expressing ideas clearly, coherently, and confidently.
2. Perception: Present yourself in a formal and official manner during the speaking test.
3. Presentation: Deliver your spoken responses in an organized and engaging manner. Maintain a professional demeanor.
4. Attitude: Display a positive and professional attitude during the speaking test. This includes being attentive, respectful, and open to discussion.

**Second Round :** For the writing test, expect to demonstrate your written communication skills in various business contexts. You may be asked to compose emails, reports, bug reports, problem analysis reports, and leave applications. These tasks evaluate your ability to convey information clearly, follow professional writing conventions, and address specific situations effectively. It's essential to maintain a formal and concise tone in your written responses.

## **Writing Test Evaluation Criteria:**

1. Neatness: Your written work should be well-organized, legible, and visually appealing.
  2. Grammar: Proper grammar usage is essential. Ensure correct sentence structure, punctuation, and spelling.
  3. Content: Your written responses should address the given topics comprehensively and with relevance. Include all necessary information and details.
  4. Professional Language: Utilize a professional tone and vocabulary suitable for formal written communication.
- The screening process is designed to identify quality and responsible students for entry into the Boarding Week program. If a student does not meet the expected criteria, they will have the opportunity to take one week for preparation and attend the next screening test. Until they qualify in the screening, access to the Boarding Week will not be granted.

**We hope these guidelines help prepare students effectively for the Boarding Week program. Your dedication to excellence is key to your success in this journey. Good luck!**

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