

Recent updates and reminders:

1. Please ensure complete the oldest timestamp apps in your queue.
2. Please use the GPA Scale Range Calculator in Slate to select the correct GPA range and grading scale for India, China, Ghana, Nigeria and Iran institutions. Unless there is no matching grading scale or out of these 5 countries' institution, you can continue use Scholaro as a tool. But make sure you input the internal comments why you select the grading scale in Scholaro.
3. When reviewing applications that clearly do not meet the minimum credentials but have all academic documents on file, please process them as regular applications. Here's the procedure to follow:
  - a. **Update Academic Information:** Ensure all academic details are recorded accurately.
  - b. **Input Internal Comments:** Note that the application does not meet minimum credentials, providing specific reasons (e.g., "only holds NH/HND").
  - c. **Complete the FCE Review Form then** move the application to the **Draft bin**.
  - d. For Drafter APs, please complete the drafting process as regular application by selecting the GPA range, the GPA scale used, and including the equivalency statement, add the internal comments, and move the application to QC bin.
4. How to draft the **transcripts without CGPA or final overall GPA information**:
  - a. If Semester GPA Information is Available:
    - i. Calculate the average GPA based on the overall semester GPAs. e.g:  $(1st\ SGPA + 2nd\ SGPA + \dots + 6th\ SGPA) / 6(\text{terms})$
    - ii. Input this average GPA data in the "GPA" field on the academic form and use it to select the appropriate GPA range, input the grading scale.
    - iii. Include FCE internal comments explaining how you calculated the average GPA before sending it for QC check.
  - b. If No Semester GPA Information is available:
    - i. Draft a course-by-course GPA report in Scholaro.
    - ii. Ensure the report includes the **applicant's name**, other required fields can fill as n/a. **Save** the GPA report in Scholaro.
    - iii. Enter the calculated GPA data in the "GPA" field on the Academic form and select the appropriate GPA range, input the grading scale.
    - iv. Input FCE internal comments detailing how the GPA data was calculated before sending it for QC check.
5. Reminder regarding the **processing of document reviews and drafting**:
  - a. **Document Review or Drafting:** If there are questions regarding an application that need to be moved to the Document Review 2 bin or Draft 2 bin, please double-check that all coversheet information is accurate. Fill in as much information as possible from the applicant's academic documents, and include FCE internal comments before moving the application to the appropriate bin.
  - b. **FCE internal comments:** When inputting internal notes, please use the following format: **Date, Your Initials, Application Issue**. Additionally, please do not delete any previous notes.
6. If there is duplicate institution listing on the coversheet, need to change all attached materials in one institution and then delete the duplicate one. If unsure, please reach out to Mira.

7. If you use a grade scale other than the one which is recommended, please add a note in "internal FCE comments" to explain why you chose a different one! It may certainly be the more appropriate scale, but the QC team really needs to know why you used something different.

School Name	Accred	Exception	Level of Study	Credential	Current Grading Scale	Current Grading Scale Start Date	Expected Length of Program
Jawaharlal Nehru Technological University Hyderabad	Yes	Yes	Undergraduate	Bachelor of Technology	India 4	9/1/2016	4

School Name	School Country	Start Date	End Date	Enrollment Status	Continuously Enrolled	Semesters Completed	Conferral Date
Jawaharlal Nehru Technological University Hyderabad	India	09/2019	05/2023	Full-Time	Yes	8	07/2023

School Name	School Country	GPA	GPA Range	GPA Scale Used	Credential In Progress	Equivalency Statement	Update Details
Jawaharlal Nehru Technological University Hyderabad	India	6.68	2.5-2.99 - Satisfactory	India 7	No	Bachelor's Degree	<a href="#">Link to Update</a>

8. No round up when drafting. When you do the drafting, please double check the CGPA, grading scale and select the correct range. Example below, the applicant from Nigeria has CGPA 3.72, and our AP select the correct range Nigeria 3, therefore for the GPA range, we should select C(3.0) Good select 2.5-2.99. Not round up to 4.0.

### GPA Scale Range Calculator

Country

Nigeria

Nigeria

Nigeria 3

Nigeria 3: Alphabetical Spt scale

Confirm Grading Scale Selected

☐ Confirmed

GPA

3.72

GPA Range based on Nigeria 3 grading scale and GPA indicated

☐ F(0.0) Fail, E(1.0) Poor Pass select 0-2.24

☐ D(2.0) Pass select 2.25-2.49

☒ C(3.0) Good select 2.5-2.99

☐ B(4.0) Very Good select 3.0-3.39

☐ A(5.0) Excellent select 3.4+

☐ Unknown

Submit

9. Please use the "Link to Update" to change the school start/end and conferral date.
10. For Ghana and Nigeria applications: If an applicant entered the bachelor's degree program directly at level 200 without submitting any academic transcripts from their previous study or program, we can proceed without requesting the previous study academic documents (transcripts and certificate) as long as the degree has been conferred. We need the transcripts for the last 6 semesters of study for the 4-year, 8-semester bachelor's degree program.

However, if the student entered the degree program directly at level 300, we will require the student to provide academic documents from their previous completed study or a confirmation letter from the institution explaining how they gained direct entry to level 300.

11. If a recommended grading scale is indicated on the Coversheet, please use it for drafting, unless it does not match the transcript grading scale. If you decide to use the Scholaro grading scale instead, please document this in the internal comments, explaining your choice.

Here's an example of a recommended scale on the Coversheet:

School Data							
School Name	Accred	Exception	Level of Study	Credential	Current Grading Scale	Current Grading Scale Start Date	Expected Length of Program
Federal University of Agriculture	Yes	--	Undergraduate	Bachelor of Science	Nigeria 3	--	4

Academic Timeline							
School Name	School Country	Start Date	End Date	Enrollment Status	Continuously Enrolled	Semesters Completed	Conferral Date
Federal University of Agriculture	Nigeria	03/2018	03/2023	Full-Time	Yes	8	03/2023

Academic Outcome							
School Name	School Country	GPA	GPA Range	GPA Scale Used	Credential In Progress	Equivalency Statement	Update Details
Federal University of Agriculture	Nigeria	2.98	--	--	No	--	<a href="#">Link to Update</a>

12. Please update the school name to reflect the institution that **issued the degree**, rather than the name of the teaching college. The name of the teaching or affiliated college should be entered in the academic form field. This issue commonly occurs with Indian applications.

To make this change:

- Navigate to Academic Outcome and find the school's name, click the **"Link to Update"**
- At the **"Institution"** field update the institution name accordingly and save the change.

School Data							
School Name	Accred	Exception	Level of Study	Credential	Current Grading Scale	Current Grading Scale Start Date	Expected Length of Program
Krishna University	--	--	Graduate	Master of Business Administration	--	--	2
Krishna University	--	--	Undergraduate	Bachelor of Science	--	--	3

Academic Timeline							
School Name	School Country	Start Date	End Date	Enrollment Status	Continuously Enrolled	Semesters Completed	Conferral Date
Krishna University	India	09/2014	05/2016	Full-Time	Yes	4	01/2025
Krishna University	India	09/2010	03/2014	Full-Time	Yes	6	01/2025

Academic Outcome							
School Name	School Country	GPA	GPA Range	GPA Scale Used	Credential In Progress	Equivalency Statement	Update Details
Krishna University	India	8.19	3-3.39 - Good	India 4	No	Master's Degree	<a href="#">Link to Update</a>
Krishna University	India	2.7	2.5-2.99 - Satisfactory	Most Common	No	Bachelor's Degree	<a href="#">Link to Update</a>

Edit Institution
Prev [Next](#) X

Institution Krishna University

School Code 051344

Country India

City

Region Select Region

Dates Attended September 2014 to May 2016

Level of Study Graduate

Priority Normal Priority

Degree Master of Business Administration

Date Conferred or Expected January 2025

Major Human Resource Management

Major 2

Minor

GPA 8.19 on a scale of 10

Recalculated GPA

Class Rank  out of

Credit Hours

Language ☐ English is the primary language of instruction at this institution.

Save
Delete
Cancel

**Expected Length of Program**

2

3

**Conferral Date**

01/2025

01/2025

**Update Details**

	3-3.39 - Good	India 4	No	Master's Degree	Link to Update
	2.5-2.99 - Satisfactory	Most Common	No	Bachelor's Degree	Link to Update

On the academic form fill the teaching affiliated college information:

**UNIVERSITY**  
**MARKS**

02266

MAR -2011
151

REGISTRATION NO			DATE		
Y103151001			24/07/2011		
THEORY MARKS			PRACTICAL MARKS		
PASS	SECURED	MAX.	PASS	SECURED	
017	032 P	1-20	08	018 P	
035	049 P	E-30	10	015 P	
035	015 F				
035	019 F				
035	020 F	050	018	042 P	
035	008 F	050	018	042 P	
035	018 F	050	018	027 P	
T-II TOTAL MARKS			157		

Save
Exit

Acquired Pages 01/26/2025 at 02:44:54 AM

Scope Folio/Application

Assign To Battipalli, Sridhya

Material Krishna University (Bachelor of Science)

Teaching/Affiliated College ABC College

Level of Study Undergraduate

Degree Bachelor of Science

Country India

Start date 2010

End date 2014

Date Conferred or Expected 2025

Major Life Sciences

Major 2

GPA Available ☐ Yes ☐ No

GPA 2.7

GPA Scale 4

GPA Scale Used Most Common

Length of Program (years) 3

- 13. Consider for FCE Waiver:** When reviewing applications with a **complete U.S. undergraduate transcript**, please check the box for "**Consider for FCE Waiver**" and move the application to **Document Review 2**. If you come across any applications with a U.S. transcript in the draft bin, please forward them to Mira.
- 14. Third Party evaluation:** when you review the application with 3rd party evaluation, please make sure:
- the report is from NACES member, here is the NACES member list: [NACES | Credentials Evaluations Provided by NACES Members](#)
  - The evaluation report must be U.S equivalency summary report not Canadian equivalency. If all the report information is good, please follow the process steps below:
    - check off "Third party evaluation" on the FCE review form
    - move to Document review 2 bin /Draft 2 bin
    - tag Pipo as next reader
    - add next reader notes: Third Party eval app, please review.**

Below is the example. Please do not send to any Teams chat anymore when you see the third party evaluation application.

**\*\*\*If the Third party evaluation report does not meet FCE standard, please just process the application as regular one, NOT check off Third Party Evaluation.**

The screenshot shows a web form titled "Evaluation Summary". In the "Third Party Evaluation" section, the checkbox "Third Party Evaluation" is checked, while "Consider for FCE Waiver" is unchecked. The "FCE Status:" dropdown menu is set to "Documents Complete". In the "Send to Bin" section, the "Current Bin" is "FCE Document Review". The "Next Bin (required)" dropdown menu is set to "FCE Document Review 2". The "Next Reader (optional)" field contains the name "Pipo Kania Callado". The "Next Reader Notes (optional)" text area contains the note "Third party eval app, please review". At the bottom of the form, there is a "Send" button and a status indicator that says "Saving in 13s..."

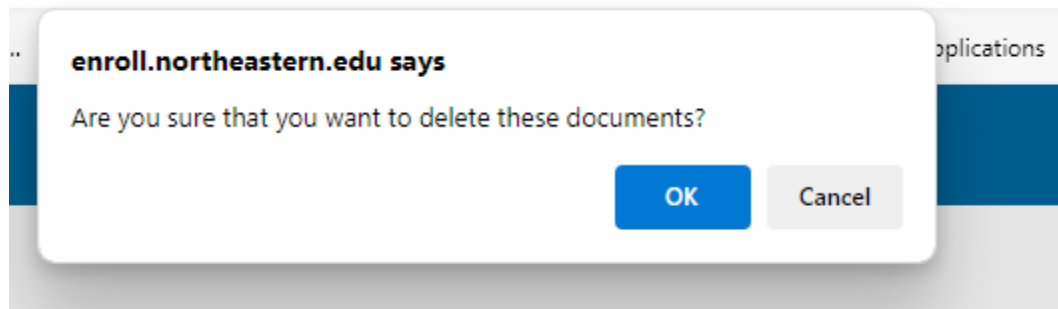
15. Transcript reminder, any transcript/academic record must include all courses/subjects, credits, grade points, grades/marks, school's official stamps, the name of registrar or academic affairs officer along with their signature, and the date of issuance. Final

**\*\*\*We DO NOT accept the student copy transcript without any signature or stamp, here is the example:** if you see the transcript like this, please request the applicant provide the updated copy of final transcript.

16. Please be aware the applicant's current program end date. If they will graduate in future term, we should not require degree certificate or graduation certificate (for Chinese institution only), and the Credential in Progress should select "Yes", because they are still in progress for their undergraduate study/graduate study.
17. GAP year, no need to ask every single reason unless there is red flag
18. India application if they graduate within 6 months, it is ok to move forward without the degree certificate, provisional certificate only valid for one year.
19. In Slate FCE Coversheet there is a quick link "Check or Update Material Scope." This link allows us to access the Material directly without having to navigate away from the readers. This enhancement will make it easier and faster for us to check for updated materials and verify whether we have received the necessary documents for FCE.

**DO NOT delete any material items in Slate!** Even the applicant upload a wrong documents. Also, if you see a **Duplicate schools**, please always reach out to Full time staff to update, **DO NOT delete it without confirming.** When you trying to delete the school with attached documents, Slate will pop

up to remind you again as below. So please do not delete it.



20. Equivalency Statement: When you drafting the application, you need to Click the "link to update" and select the equivalency item from FCE Equivalency Statement drop down list. Here is the detailed information for Equivalency description in Canvas course: [Equivalency description: FCE Person Scope 101](#)

- a. DO NOT MARK "Undergraduate Coursework Complete - No Degree Awarded" if there is no evidence that coursework is complete! Evidence may include: provisional certificate, a letter stating the program is complete, a statement on the transcript that the coursework is complete...
- b. If the applicant **only has valid Provisional Degree certificate**, the in progress should be "Yes", and the equivalency should be **Undergraduate Coursework complete-no degree awarded**.

### 2/25/2025 Reminders:

1. When entering GPA information, the program start and end date, school name, it must come from the transcript record, **NOT from the applicant's resume or applicant self-entry data**. If there is no cumulative/overall GPA listed, it is ok for the document reviewer to leave the GPA field blank, and the drafter AP will calculate the GPA. If the drafter AP uses Scholaro to generate a course-by-course GPA report, please update the GPA information, select the correct GPA range, and be sure to include the Scholaro GPA report ID number in the internal comments so the QC team can verify it in Scholaro.
2. when drafting the application, please ensure to double-check the document reviewer's work on the coversheet. We've noticed several incorrect GPA information, and in many cases, both the document reviewer and drafter overlooked it. The drafter's responsibility extends beyond just drafting the GPA range; it also includes confirming the accuracy of the document reviewer's work. If you spot any errors or discrepancies, please inform Mira immediately.
3. If the applicant has multiple credentials and the Bachelor's program is COMPLETE, for Document Review APs, proceed to the draft bin without requesting additional documents for the Master's or other higher level studies if those documents are missing. For Drafter APs, if the Bachelor's GPA is 3.0 or higher, it is acceptable to move forward to QC. However, if the Bachelor's GPA is

below 3.0 and the Master's documents are missing, the Drafter AP should request the additional documents and move the application to the Draft 2 bin.

4. There is no need to request a name change document if the applicant changed their last name due to marriage. Please proceed with the review, and the QC reviewer can determine if the document is required.
5. Please refer to this link to learn which country and regional documents require both the native language version and a certified English translation. [Salesforce](#)
  - For these institution from China NO need to require Chinese version transcript:
  - **Xi'an Jiaotong-Liverpool University:** Xi'an Jiaotong-Liverpool University is an independent Chinese University established in partnership between University of Liverpool and Xi'an Jiaotong University in 2006. The University is a private institution which is formally recognized by the Chinese Ministry of Education.
  - **Beijing Normal University & Hong Kong Baptist University United International College:** The United International College is a public college in Xiangzhou, Zhuhai, Guangdong, China. It was established by a partnership between Beijing Normal University and Hong Kong Baptist University in 2005. The college is accredited by the Ministry of Education of China.
  - **University of Nottingham Ningbo China:** The University of Nottingham Ningbo China is a Sino-foreign cooperative university in Ningbo, Zhejiang, China. It was established in 2004 by a partnership between the University of Nottingham and Zhejiang Wanli University
  - **The Chinese University of Hong Kong , Shenzhen:** The Chinese University of Hong Kong, Shenzhen is a university in Longgang, Shenzhen, Guangdong, China. It was established under a partnership between the Chinese University of Hong Kong and Shenzhen University. The university was approved by the Ministry of Education of China on 21 March 2014.
6. Please request an updated transcript if the submitted document is incomplete, cut off at the bottom page, or unclear.
7. For a better understanding of the grading systems in some countries, you can also refer to the information on ACCRAO Edge. Here are the instructions.: [AACRAO EDGE Module: FCE Person Scope 101](#)
8. For applicants from Ghana and Nigeria who begin at Level 200, we can proceed with drafting the application without the need for a previous transcript.
9. When drafting course-by-course evaluations, please be mindful of failed courses. If an applicant failed a course but retook it, only include the highest retake score and exclude the failed grade.
10. Starting February 27th, if you come across an application from **Nigeria or Ghana** where the **Higher National Diploma (HND)** is the highest credential only, please send it to **Pipo's queue**.
  - a. If the student has a **ND+ HND ONLY OR HND ONLY**, move the application to Pipo's queue with the note "**ND + HND.**"
  - b. If the **ND is the highest credential**, you **don't** need to put it in Pipo's queue.



## 2/28/2025 Transcript updates

Please see below the updated guidelines for transcripts that we can accept:

- The transcript must include the **applicant's name** and another identifier such as **Student ID, Date of Birth (DOB), etc.** on each page **or** a **consistent institution stamp** on every page.
- The transcript should follow a **clear sequence** to indicate the flow of pages (e.g., **page numbers or semesters in order**).
- At least **one page** of the transcript must have a **stamp and/or signature** from the appropriate issuing authority, such as the **Registrar, Examination and Results Office, or Academic Affairs Office, etc.**
- **Exception:** For **Kwame Nkrumah University of Science and Technology (KNUST)**, we can accept a **signature from the Faculty/Dean**.

3/6/2025 Drafting reminders:

If the application is from one of the following countries with a CGPA: India, China, Ghana, Nigeria, Iran, the UK, or Canada, please use the Slate grading scale.

If the application is from one of the following countries India, China, Ghana, Nigeria, Iran, the UK, or Canada but lacks CGPA information, please use Scholaro to generate a course-by-course GPA report. Save the report in Scholaro, update the calculated GPA on the coversheet, but continue selecting the Slate grading scale that most closely matches the Scholaro grading scale and update it on the coversheet. Additionally, input internal notes detailing the creation of the course-by-course GPA report and include the Scholaro report's ID number. This will allow the QC team to verify that the correct Slate grading scale has been selected.

3/14/2025 Reminder:

When completing or reviewing the academic form for the degree session, please select the degree name from the dropdown list that most closely matches the applicant's degree certificate . **Do NOT** select "Other Associate Degree," "Other Bachelor's Degree," "Other Certificate Degree," or "Other Master's

Degree."

The image shows a web form with several fields on the left and a large dropdown menu on the right. The fields are: 'Level of Study' (set to 'Undergraduate'), 'Priority' (set to 'Normal Priority'), 'Degree' (set to 'Other Associates Degree'), 'Degree Conferred or Expected' (empty), 'Year 2' (empty), 'Year' (empty), 'Calculated GPA' (empty), 'Rank' (empty), 'Credit Hours' (empty), 'Language' (empty), and 'Save' and 'Delete' buttons. The dropdown menu is open, showing a list of degree options. The first option is 'Other Associates Degree', which is highlighted in green. Other options include 'Master of Science / Master of Public Health', 'Master of Science in Accounting/Master of Business Administration', 'Master of Science in Finance', 'Master of Science in Finance/Master of Business Administration', 'Master of Science with Graduate Certificate in Engineering Leadership', 'Master of Sports Leadership', 'Master of Technology', 'National Diploma and Higher National Diploma (HND)', 'Non-Degree', 'Other Bachelors Degree', 'Other Certificate Degree', 'Other Doctoral Degree', 'Other Master Degree', 'Physician Assistant / Master of Public Health', 'Post Graduate Diploma', 'Undergraduate Certificate', 'Inactive: Bachelor of Journalism', and 'Inactive: Bachelor of Science / Master of Science'.

Level of Study: Undergraduate ▼

Priority: Normal Priority ▼

Degree: Other Associates Degree ▼

Degree Conferred or Expected:

Year 2:

Year:

Calculated GPA:

Rank:

Credit Hours:

Language:

Save Delete

Other Associates Degree

Master of Science / Master of Public Health

Master of Science in Accounting/Master of Business Administration

Master of Science in Finance

Master of Science in Finance/Master of Business Administration

Master of Science with Graduate Certificate in Engineering Leadership

Master of Sports Leadership

Master of Technology

National Diploma and Higher National Diploma (HND)

Non-Degree

Other Bachelors Degree

Other Certificate Degree

Other Doctoral Degree

Other Master Degree

Physician Assistant / Master of Public Health

Post Graduate Diploma

Undergraduate Certificate

Inactive: Bachelor of Journalism

Inactive: Bachelor of Science / Master of Science

3/15/2025 Reminder:

Regardless of the bachelor's degree GPA conversion. If the master's degree document is complete, we still **need to draft it**.

**3/18/2025 Reminder :**

**Remind** Everyone again:

- When reviewing and drafting documents, please ensure that the transcript belongs to the correct applicant, with the name and date of birth matching.
- Please refer this link [Salesforce](#) to determine which country's/regional application need both native language document and certified English translation.
- Please take 15 minutes, read the Equivalency Description in Canvas course, [Equivalency description: FCE Person Scope 101](#) there are some reminder notes and highlights regarding Pakistan 2 years Bachelor's program equivalency, Pharm D, Indian Bachelor and Master joint program equivalency.
- Drafter APs must thoroughly review the application before starting the drafting process. if drafter AP found any mistake from Document reviewer, please report to me.

