Program Chair Module User Manual

> This manual covers the Program Chair module only, starting from login at **http://localhost/interview/**.

1. Login (Program Chair)

1. Open **http://localhost/interview/**.
2. Click **Authorized Google Sign-In**.
3. Sign in with your official SKSU Google account.
4. If your role is Program Chair and your program is unlocked, you are redirected to `progchair/index.php`.

> **Common login notes:** non-admin login lock, per-program lock, and inactive account status can block Program Chair access.

Screenshot 1: Login page at `http://localhost/interview/`.
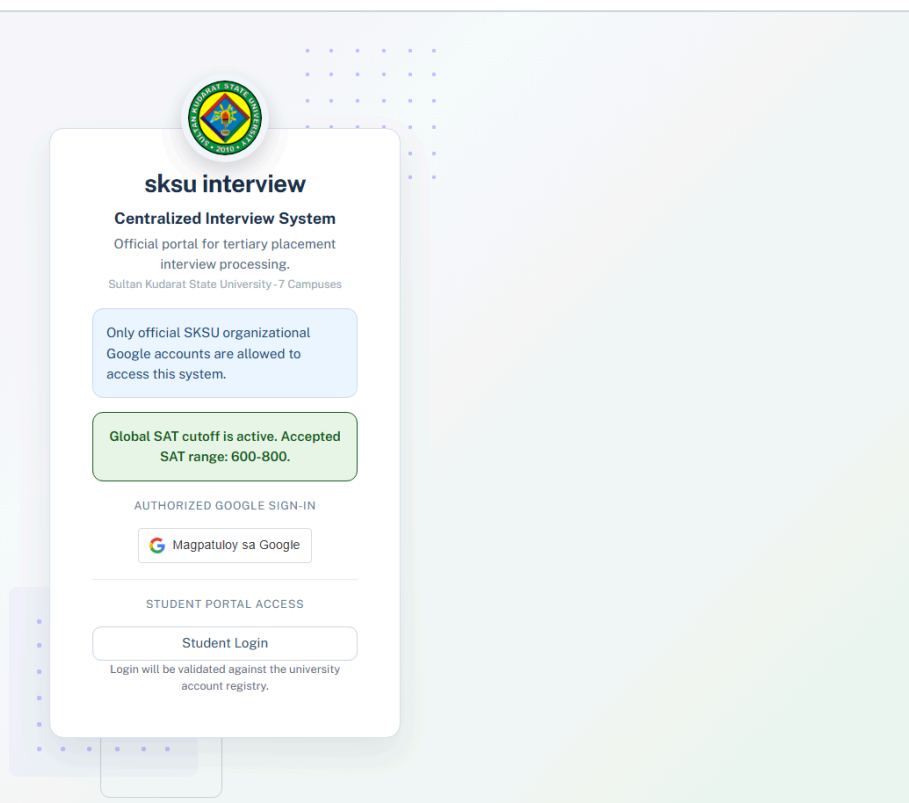
Process Image 1: Quick Process Map

Login via Google	→	Program Chair Dashboard	→	Find Student
Create/Update Details	→	Enter Scores	→	Transfer (Optional)
Pending/Unscored/Needs Review	→	Process Queue	→	Activity Logs

2. Dashboard Overview

- Student workspace (search, qualified list, scrolling cards).
- Cutoff info (global SAT range or program SAT cutoff).
- Program cards (cutoff, scored count, capacity).
- Sidebar action cards: Pending Transfers, Unscored, Needs Review, Activity Logs.

3. Main Workflow

3.1 Find Student

1. Use top search bar (examinee number or name).
2. Click available action on the student card.

- **Manage**: no interview yet.
- **Manage Details**: interview exists and you are owner.
- **View Details**: interview exists but not owned by your account.
- **Accept/Reject**: pending transfer for your program.

3.2 Create/Update Interview Details

1. Open **Manage** or **Manage Details**.
2. Fill required fields: classification, ETG class (if ETG), mobile number, SHS track, 2nd and 3rd choice.
3. Click **Save**.

- 1st choice is forced to the assigned Program Chair program.
- Only owner Program Chair can update the record.
- First save auto-provisions student portal credentials.

3.3 Enter Interview Scores

1. Click **Enter Scores** from student details modal.
2. Input component scores and save.

- SAT score is auto-loaded and not editable.
- Final score is computed server-side.
- Only owner Program Chair can save/update scores.
- Actions are recorded in Activity Logs.

3.4 Transfer Student

1. Click **Transfer** on a student card.

2. Review summary on transfer page.

3. Select target program and submit request.

- Only same-campus programs are listed.
- Cannot create a new transfer while one is pending.
- Global SAT cutoff override applies when active.

3.5 Approve/Reject Incoming Transfers

1. Open **Pending Transfers**.

2. Review request details.

3. Approve or Reject.

On approval, interview ownership and assigned program move to the receiving Program Chair/program.

3.6 Ranking, SCC, and Export

1. Click a program card in right panel.

2. In ranking modal, review list, add SCC (Regular), print, or export Excel.

- SCC accepts only REGULAR students.
- SCC follows endorsement capacity.
- Students already covered by regular ranking cannot be added through SCC.

3.7 My Actions Queue

- **Pending Transfers**: incoming transfer approvals.
- **Unscored**: owned interviews with no final score yet.
- **Needs Review**: owned scored interviews without pending transfer.

> **Recommended daily order:** 1) Pending Transfers, 2) Unscored, 3) Needs Review.

3.8 Activity Logs

1. Open **Activity Logs**.

2. Review trend chart and table.

3. Track SCORE_SAVE, SCORE_UPDATE, FINAL_SCORE_UPDATE events.

Process Image 2: Operational Sequence

Program Chair	→	Interview System	→	Database
Login	→	Validate role/locks	→	Authorize
Manage + Score	→	Compute + Save	→	Store + Audit
Transfer Action	→	Approve/Reject	→	Update ownership

4. Screenshot Checklist
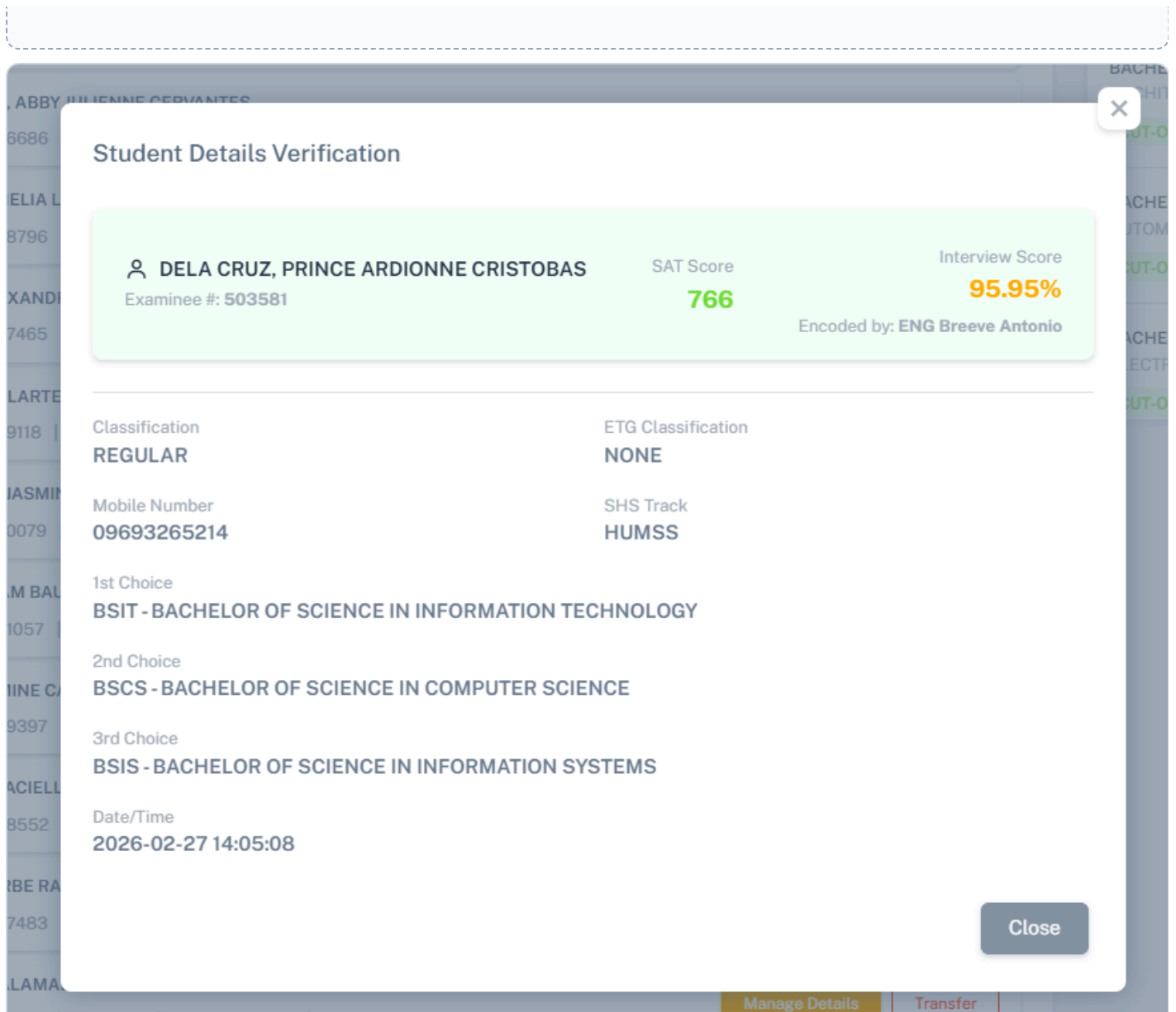
Embedded screenshots:
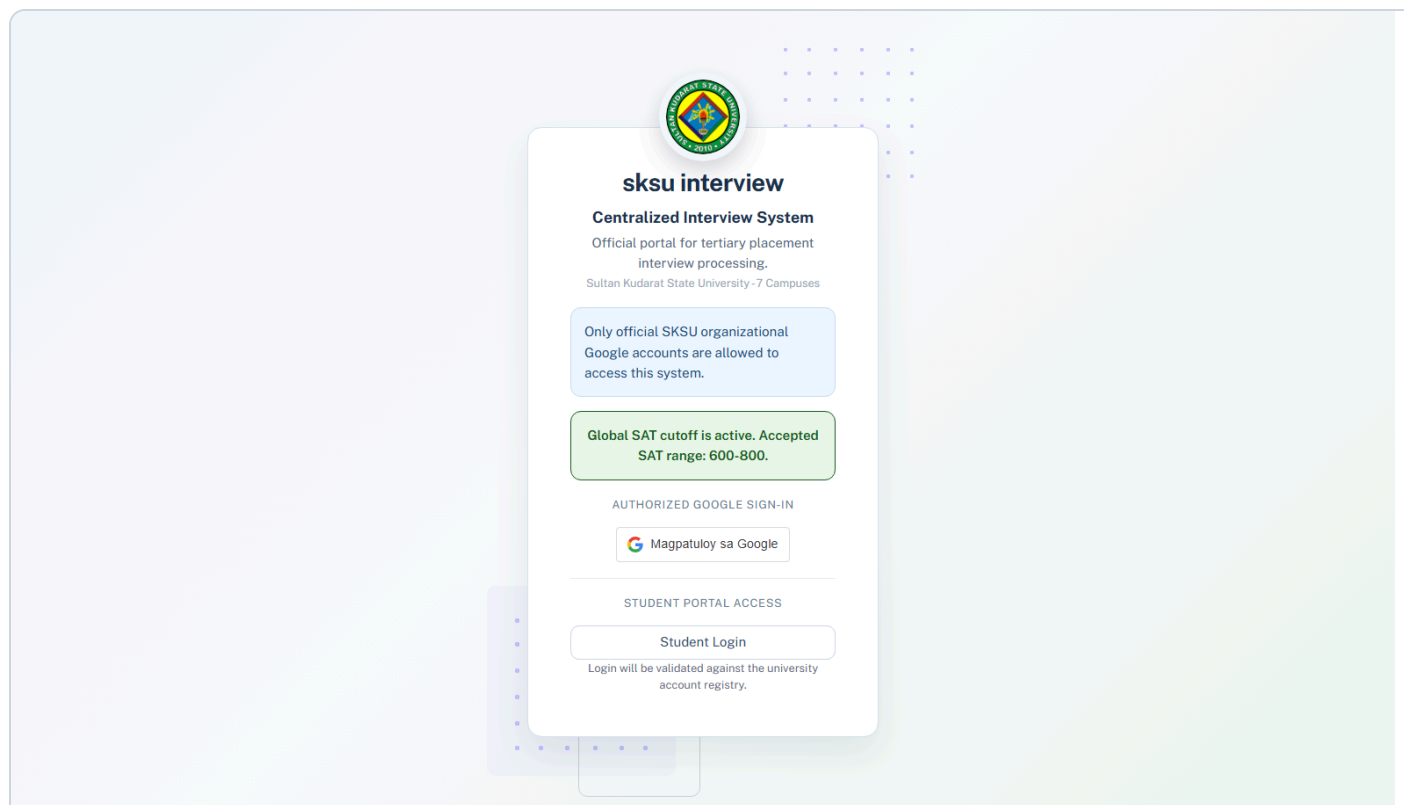
Screenshot 1: Login page (`/index.php`).
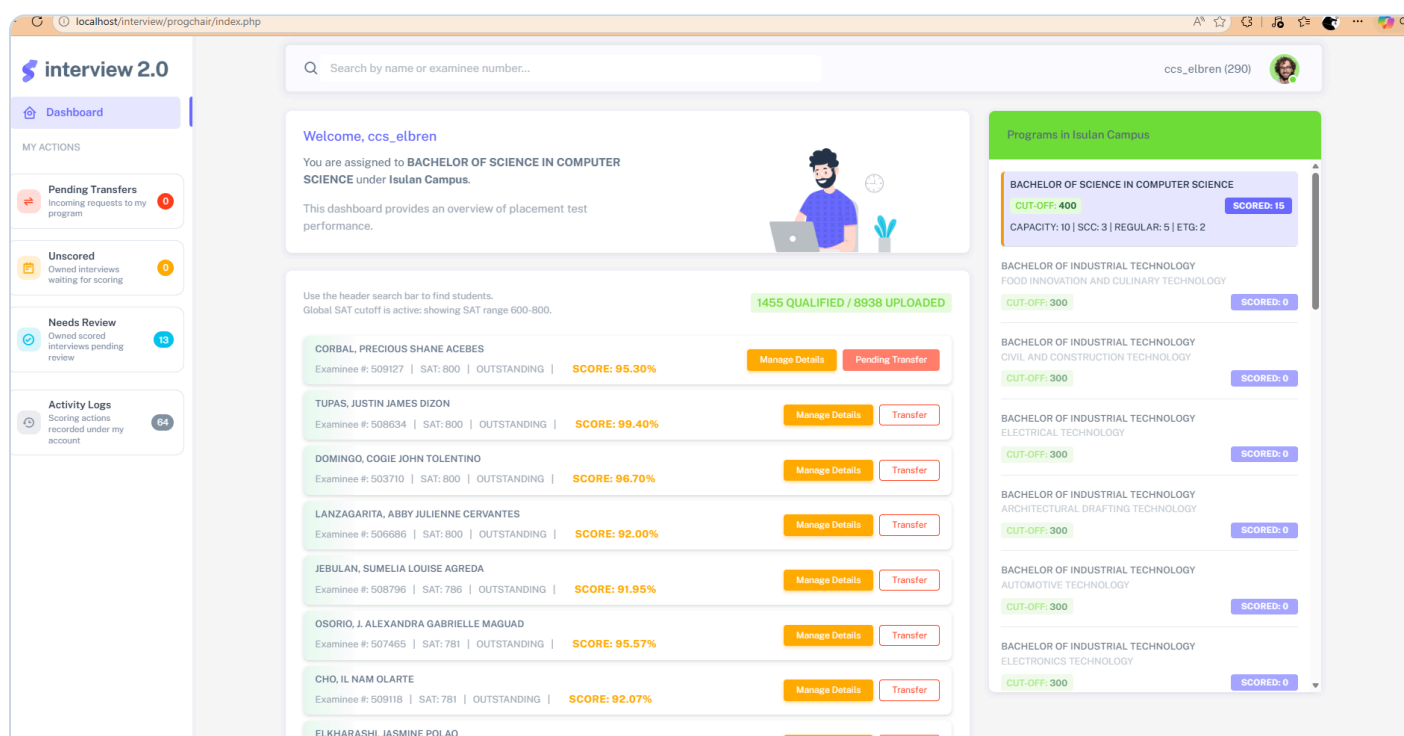
Screenshot 2: Program Chair dashboard (`/progchair/index.php`).

Screenshot 3 missing: Student card actions`docs/images/03-student-actions.png`

Student Details Verification

×

👤 **DELA CRUZ, PRINCE ARDIONNE CRISTOBAS**
Examinee #: **503581**

SAT Score
766

Interview Score
95.95%

Encoded by: **ENG Breeve Antonio**

Classification
REGULAR

ETG Classification
NONE

Mobile Number
09693265214

SHS Track
HUMSS

1st Choice
BSIT - BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

2nd Choice
BSCS - BACHELOR OF SCIENCE IN COMPUTER SCIENCE

3rd Choice
BSIS - BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

Date/Time
2026-02-27 14:05:08

Close

Manage Details | Transfer

Screenshot 4: Student Details Verification modal.

CHO il nam olarte

Examinee #: 509118

First Choice: BACHELOR OF SCIENCE IN COMPUTER SCIENCE

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Score Components (Regular Profile)

COMPONENT	RAW SCORE	MAX SCORE	WEIGHT (%)	WEIGHTED RESULT
SAT	781	800	60	58.57
General Average	80	100	30	24.00
Interview	95	100	10	9.50

Total Weight: 100.00%

Final Score: 92.07%

🖶 Print Result   Save Scores

Interview Process

1. Ask the student to introduce herself/himself.
2. Choose at least two general questions.
3. Ask at least two program-centered questions based on intended enrollment.

⤫ Select Random Questions   📖 Get Suggested Text Reading

Interview Scoring Guidelines

Interview rating shall be based on the percentage score below using a set of guided questions in the criteria:

Delivery	**30%**
Manner of answering the question	20%
Pronunciation	5%
Diction and articulation	5%
Personality	**30%**
Gesture	10%
Bearing / Poise / Confidence	10%
Values and attitudes shown	10%
Knowledge	**40%**
Content / Idea	20%
Organization	10%
Aptitude	10%

Screenshot 5: Interview scoring page (`/progchair/interview_scores.php`).

⇄ Initiate Transfer

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ELKHARASHI, JASMINE POLAO

Examinee #: 500079 | SAT: **776** | Interview Score: **97.60%**

CURRENT: BACHELOR OF SCIENCE IN COMPUTER SCIENCE

REGULAR

Global SAT cutoff override is active: only students with SAT **600** and above can be transferred.

🔍 Search program name or college...

COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** ELECTRONICS TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600	COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** ELECTRICAL TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600	COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** AUTOMOTIVE TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600
COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** CIVIL AND CONSTRUCTION TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600	COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** FOOD INNOVATION AND CULINARY TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600	COLLEGE OF INDUSTRIAL TECHNOLOGY **BACHELOR OF INDUSTRIAL TECHNOLOGY** ARCHITECTURAL DRAFTING TECHNOLOGY CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 300 | Global Override: 600
COLLEGE OF ENGINEERING **BACHELOR OF SCIENCE IN CIVIL ENGINEERING** STRUCTURAL ENGINEERING CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 500 | Global Override: 600	COLLEGE OF ENGINEERING **BACHELOR OF SCIENCE IN COMPUTER ENGINEERING** CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 500 | Global Override: 600	COLLEGE OF ENGINEERING **BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING** CUT-OFF: 600 STUDENTS: 0 Program Cut-Off: 500 | Global Override: 600

Screenshot 6: Transfer page (`/progchair/transfer_student.php`).

You are assigned to **BACHELOR OF SCIENCE IN COMPUTER SCIENCE** under **Isulan Campus**.

This dashboard provides an overview of placement test performance.

Use the header search bar to find students.
Global SAT cutoff is active: showing SAT range 600-800.

1455 QUALIFIED / 8938 UPLOADED

CORBAL, PRECIOUS SHANE ACEBES
Examinee #: 509127 | SAT: 800 | OUTSTANDING | **SCORE: 95.30%**   Manage Detail.. | Pending Transfer

TUPAS, JUSTIN JAMES DIZON
Examinee #: 508634 | SAT: 800 | OUTSTANDING | **SCORE: 99.40%**   Manage Details | Transfer

DOMINGO, COGIE JOHN TOLENTINO
Examinee #: 503710 | SAT: 800 | OUTSTANDING | **SCORE: 96.70%**   Manage Details | Transfer

LANZAGARITA, ABBY JULIENNE CERVANTES
Examinee #: 506686 | SAT: 800 | OUTSTANDING | **SCORE: 92.00%**   Manage Details | Transfer

JEBULAN, SUMELIA LOUISE AGREDA
Examinee #: 508796 | SAT: 786 | OUTSTANDING | **SCORE: 91.95%**   Manage Details | Transfer

OSORIO, J. ALEXANDRA GABRIELLE MAGUAD
Examinee #: 507465 | SAT: 781 | OUTSTANDING | **SCORE: 95.57%**   Manage Details | Transfer

CHO, IL NAM OLARTE
Examinee #: 509118 | SAT: 781 | OUTSTANDING | **SCORE: 92.07%**   Manage Details | Transfer

Screenshot 7: Pending transfers page (`/progchair/pending_transfers.php`).

You are assigned to **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

Program Ranking - BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Capacity: REGULAR: 5/5 | SCC: 3/3 | ETG: 2/2

⊕ Add SCC (Regular)   🖶 Print   ⬆ Export Excel

Red rows are outside capacity but still shown in the list.

RANKING LIST

RANK	EXAMINEE #	STUDENT NAME	CLASS	SAT	SCORE
1	500079	ELKHARASHI, JASMINE POLAO	R	776	97.60
2	505241	GANI, LAYHA ALAMADA	R	766	97.45
3	508552	SOMBERO, GRACIELLE ZAMORA	R	771	97.13
4	503710	DOMINGO, COGIE JOHN TOLENTINO	R	800	96.70
5	501057	AFZAL, MARYAM BAUTISTA	R	776	96.60
6	509118	CHO, IL NAM OLARTE	SCC	781	92.07
7	507483	BERNABE, KARBE RALPH VILLAN	SCC	771	92.93
8	509397	DE LEON, JASMINE CARBONELL	SCC	776	94.40
9	508634	TUPAS, JUSTIN JAMES DIZON	ETG	800	99.40
10	505082	LAMERA, ROTHYLE DAWN SUBALDO	ETG	766	97.88
11	507465	OSORIO, J. ALEXANDRA GABRIELLE MAGUAD	R	781	95.57
12	509127	CORBAL, PRECIOUS SHANE ACEBES	R	800	95.30
13	506219	LEAL, KEY CABUS	ETG	766	95.63
14	506686	LANZAGARITA, ABBY JULIENNE CERVANTES	ETG	800	92.00
15	508796	JEBULAN, SUMELIA LOUISE AGREDA	ETG	786	91.95

Close

Screenshot 8: Program Ranking modal.
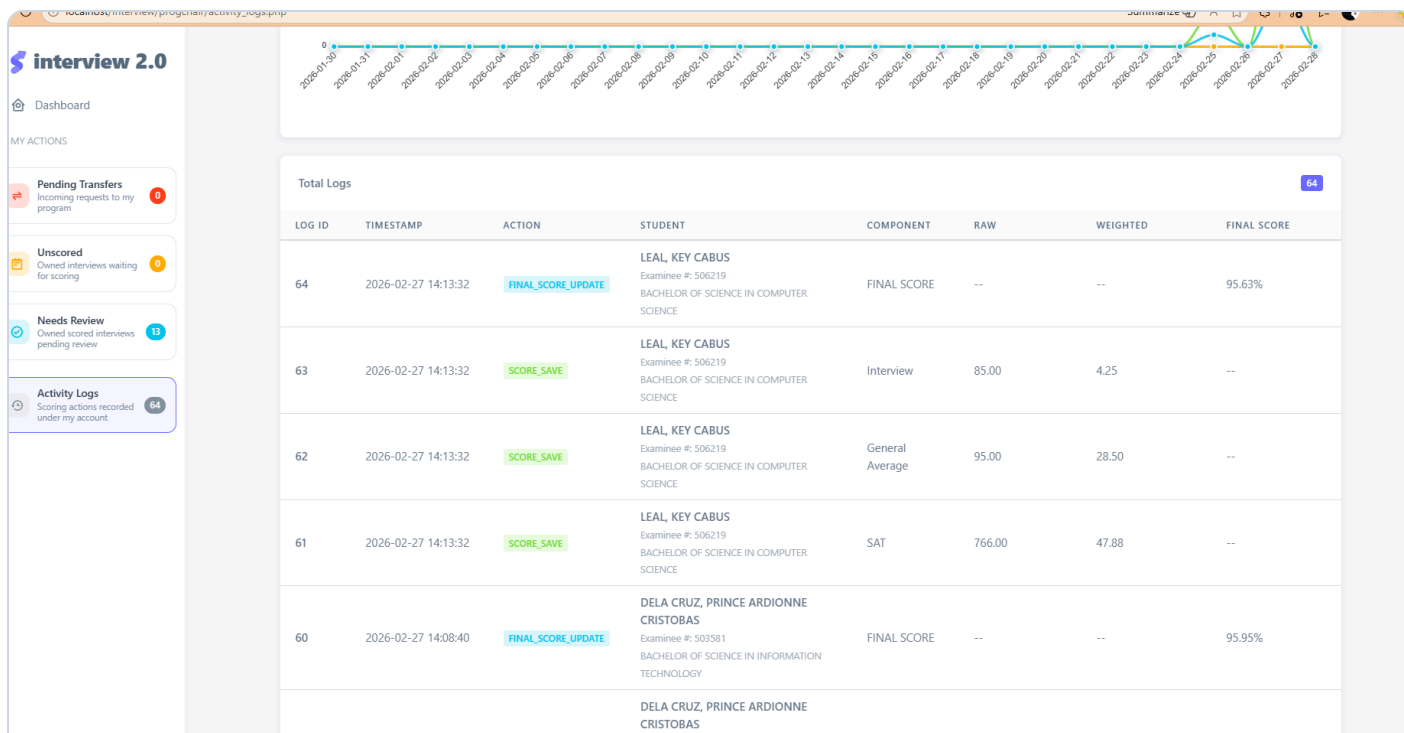
Screenshot 9: Activity logs page (`/progchair/activity_logs.php`).

#	Screen	Path
1	Login page with Google sign-in	`/index.php`
2	Program Chair dashboard	`/progchair/index.php`
3	Student card actions	`/progchair/index.php`
4	Student Details Verification modal	`/progchair/index.php`
5	Interview scoring page	`/progchair/interview_scores.php`
6	Transfer page	`/progchair/transfer_student.php`
7	Pending Transfers page	`/progchair/pending_transfers.php`
8	Program Ranking modal	`/progchair/index.php`
9	Activity Logs page	`/progchair/activity_logs.php`

5. Quick Troubleshooting

- **Cannot login:** check account status, non-admin lock, and your program lock.
- **Student not visible:** verify latest batch and cutoff configuration.
- **Cannot edit details:** only interview owner can edit.
- **Cannot transfer:** resolve existing pending transfer first.
- **Cannot add SCC:** student must be REGULAR and SCC capacity available.