



CORSAT APPLICANTS SELECTION SYSTEM (CASS) - TECHNICAL FEATURES

**BY
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This document describes the technical features of Corsat Applicants Selection System (CASS). Although the document describes all the features included in CASS, the system is designed to compose of various interdependent modules, where the customer can select only those modules that satisfy his needs for managing the number of training applicants joining the customers training plans.

Corsat Applicants Selection System (CASS) has been specially developed in 2001 for the MCIT Professional Training Program. It has been developed in close cooperation with the MCIT program management, the National Telecommunications Institute (NTI) and IBM.

CASS covers the whole selection process in details starting from submitting applications through the internet, passing through the testing process, interviewing, preferences collection, results announcement and distribution until the filtration and final placement of trainees.

Integrated with CASS, Internet Blocks has developed Corsat Quiz Facility (CQF) to provide the most integrated solution for applicants' selection process. CQF intends to provide a comprehensive easy to use testing system to be used for running qualifying exams for applicants and to run the filtration exams online.

In addition to covering the whole process, CASS provides a very rich set of around 300 comprehensive online reports for project management to review the project status online. The reports include indications about the project progress, quality of applicants and nature and numbers of applying candidates from different geographic regions.

The following is a detailed description of the different CASS modules.

1- Web site

A comprehensive user friendly web site is a part of CASS to provide applicants with information about the project and the selection cycle. The website includes but not limited to:

- a. Introduction to the program
- b. Training Tracks description
- c. Terms and conditions for applying – The following figure shows the terms and conditions page from CASS

الشروط العامة لمشروع التدريب المتخصص لشباب الخريجين

- * أن يكون المتقدم مصري الجنسية (الفضية التقديم لحاملي بطاقة الرقم القومي)
- * أن يكون المتقدم حاصل على مؤهل عالي من احد الجامعات المصرية دفعة 2000 و ما بعدها
- * أن يكون المتقدم قد ادى الخدمة العسكرية او اعفي منها او حصل على تأجيل بشرط ان يكون ساري بعد تاريخ نهاية المنحة الدراسية بسنة شهر عتي الإقل
- * أن لا يكون المتقدم متحقق او سبق إلتحاقه بأي من الدورات او المنح المجانية المقدمة من وزارة الاتصالات .
- * أن لا يكون المتقدم يعمل بأي شكل من الأشكال في اي من القطاع العام او الحكومي او الخاص و التفرغ الكامل شرط أساسي للإلتحاق.
- * ان يوقع المتقدم على اقرار و تعهد بالالتزام بالقواعد المنظمة للبرنامج و الاستمرار في الحضور بشكل منتظم و عدم تجاوز نسبة الغياب المسموح بها . (يشترط أن يكون الإقرار موقعاً من ضامنين وموافق من جهة عمل الضامنين)

الصفحة الثانية من الإقرار

الصفحة الأولى من الإقرار

- * بالنسبة لمن لا يجد ضامنين يمكن تقديم خطاب ضمان بنكي عبر مشروع بتأمين نهائى بقيمة 10000 جنيه باسم المتقدم كدورة مع تقديم الإقرار مكتسب البيانات مع ترك الجزء الخاص بالضامنين فارغاً (صيغة خطاب الضمان المطلوبة)
- * أن يجازر المتقدم جميع الإختبارات المؤهلة للإلتحاق بالمنحة :
- o إختبار لغة إنجليزية
- o إختبار قدرات
- o إختبار تكنولوجيا المعلومات (عام و تخصص)
- o إختبار المقابلة الشخصية
- * التعهد بان جميع البيانات المقدمة صحيحة و سليمة و انه في حالة عدم ثبوت ذلك او عدم اتباع قواعد و نظم المنحة التدريبية يتعهد المتقدم بسداد و رد تكلفة التدريب للوزارة و التي تبلغ (10000 ج) عشرة آلاف جنيه مصري.

*** يجب تسليم المستندات التالية في ميعاد المقابلة الشخصية و لن تقبل أي مستندات قبل ذلك :**

- o صورة من تحقيق الشخصية مع احضار الأصل للإطلاع
- o صورة من المؤهل الدراسي مع احضار الأصل للإطلاع
- o صورة من شهادة التخرج للذكور مع احضار الأصل للإطلاع
- o الإقرار مكتسب البيانات وموافق من جهة عمل الضامنين
- o صورة من تحقيق الشخصية لكلا الضامنين
- o صورة شخصية ملونة
- o صورة من شهادة الميلاد مع احضار الأصل للإطلاع

*** ستكون خطوات القبول في المنحة كالتالي:**

- o التقديم للمنحة من خلال موقع الشركة المنفذة.
- o حضور الإمتحانات التأهيلية.
- o حضور الندوة التعريفية المشتركة بين الشركات المنفذة لمن يتم قبوله في الإمتحانات التأهيلية.

- d. Process flow of the selection process
- e. CASS has been developed in a way to make it very easy to change the interface. It has been used with different interfaces in the same time in www.corsat.com/ibm-egp, www.Orascom-training.com and www.ibm-training.com.

2- System setup

System setup is a module used by system administrator to setup the main lists of the application. The following lists are set using this module in order to form the main preparation step for the system to be used:

- a. List of faculties
- b. List of universities
- c. List of Governorates
- d. List of allowed graduation years

- e. List of graduation grades
- f. List of allowed birth years
- g. List of testing centers
- h. List of tracks
- i. List of Participating training centers
- j. List of tracks per training center
- k. Allowed applicants per each track per training center
- l. Percentage of reserve capacity

3- Weighing system

Accessed by the system administrator only and setup only once, the weighing system is a very important module to give weights to several applicant data components in order to calculate the relative grade of each applicant to decide on who is eligible to join the program. The weighing system composes of the following modules:

- a. Maintain relative weights of application vs. tests vs. interview
- b. Sub-criteria for weighing
- c. Entering weights of different options of each criterion

4- Application form

Although a single form, yet includes a lot of sophistication in order to avoid any misinterpretation of data, double applications and wrong calculation of grades. A copy from the CASS application form is included in the next figure.

EGP Application Form

Please be careful to fill in the fields below in English, except the arabic fields. Fields with the * are Mandatory...

Personal Data:

First Name: * Middle Name(s): * Last Name: *
* : الاسم رباعيا (عربي)

Date Of Birth: Day Month Year *

Place of Birth: Please Select City *

ID Type: Personal Family National Number Passport *

ID Number: * Issue Date : Month Year * Issue Place : *

Gender: Male Female *

Marital Status: Married Single Widowed Divorced

Military Service: Completed Exempted Postponed Until: Month Year

Contact Data:

City: *

Home Address: *
 * العنوان (عربي):

District: *

Home Telephone: **

Mobile: **

E-Mail: **

(**) you have to enter 2 fields at least (Email Required)

Education:

High School Graduation Year *

Institute University *

Faculty *

Section (القسم) *

Graduation Year * Graduation Grade *

Additional Information:

- Are you holding an IT international certificate?
 Yes No *

- If yes, please select one
 Others, Explain

Preferences:

Please select the place that you prefer to take the scholarship in.

Haram Heliopolis Maadi Mohandeseen Nasr City

أقر بأنني قد أطلعت على كافة الشروط المؤهلة للألتحاق بالدورة وأوافق عليها وأن جميع البيانات الموضحة بطلب الألتحاق أعلاه صحيحة وسليمة ومطابقة للواقع وأنني أتعهد بتقديم جميع المستندات المؤيدة لصحة البيانات عند طلبها. كما أنني أعلم بأن الدراسة صباحية فقط و أنني على استعداد تام للالتزام بالحضور في أي من المراكز التدريبية حسب امكانية الأماكن المتاحة بها بأفضلية الدرجات ...
 وهذا أقرار مني بذلك *

a. Mandatory fields

Most of the application form fields are mandatory fields that have to be filled.

b. Optional fields

The application form includes some optional fields such as a secondary telephone number. Moreover, Applicants are requested to fill at least two of three fields: Mobile, telephone and/or email. Also fields such as military status are disabled with female applicants.

c. Validation

CASS does not allow the submission of any application unless all mandatory fields are filled and compliant.

d. Unique key(s)

The application form has more than one unique key in order to avoid multiple applications of the same person. Unique keys are either simple keys or compound ones. ID Number is one unique key and a combination of First Name, Birth date, graduation grade, graduation year and faculty is another.

e. Unique application number

For every application, a unique application number is assigned. It is used as another way of identifying applicants all through CASS. Application number is optionally formed of the concatenation of any of the mandatory fields of the application form and the selected testing center. Mainly, it has been the habit to build this number from the applicant ID – an incremental one – plus his testing center.

f. Trying to re-apply

If an applicant tries to re-apply, CASS revises his new data with different unique keys. In case they resemble a message appears to the applicant that he has already applied before and that he need not re-apply and that his application number is the one assigned to him before.

g. Select preferred testing center

Applicants are prompted to select the nearest testing center to them. This also helps in scheduling tests and interviews in a later stage of the process. Please see the next figure.

Exams Locations

Training will take place in Cairo, Alexandria, Mansoura, Tanta, Shepin Alkoom, Zagazig, Port Said, Ismailia, Fayoum and Assiut. However the selection process will take place in the following locations . Please select one of the following locations for your qualification process, knowing that you will be able to select a different location for training during a later phase.

سيتم التدريب في مدن القاهرة، الإسكندرية، المنصورة، طنطا، شبين الكوم، الزقازيق، بورسعيد، اسماحيلية، فيوم، أسيوط. ولكن سيتم اختبارات القبول في الأماكن التالية. الرجاء اختيار المكان الذي ترغب في تأدية اختبارات القبول فيه مع ملاحظة أن هذا لا يؤثر في اختياركم لمكان التدريب والذي سيتم في مرحلة لاحقة

<input type="radio"/> Cairo	<input type="radio"/> Alexandria	<input type="radio"/> Ismailia
<input type="radio"/> Assiut	<input type="radio"/> Mansoura	

[Register Now](#) سجل الآن

h. Automatic email is sent to each applicant

After successful application submission, an automatic email is sent to the applicant confirming his successful application and instructing not to forget the application number that is his main application ID.

i. Thank you page

In addition to the email, a “Thank You” page is displayed to the applicant with confirmation of successful submission of application and reminding him not to forget the application number that is his main application ID.

5- Redundancy System

a. How to know redundant applications

In order to diminish the opportunity for re-applying, an extra module is developed to cancel applications manually. The module depends on reporting applicants who share part of the unique keys but not all of them.

b. Filtering redundant applications

Manually the system operators view the similar applications and decide if they are of the same person or not to cancel one of them.

6- Test Scheduling

Based on the data fed to the system, CASS generates a testing schedule. Each applicant is assigned a test date and time based on this schedule. The scheduling module has the following options implemented:

a. Option to test all applicants

Any applicant is assigned a test date and time as soon as he applies. The test date, time and location are informed to the applicant in both the application form “Thank you” page and the sent email. The following figure is a sample “Thank You” page.

Thank You

Your application has been successfully entered.

Your application number is: **7047cai**

You are entitled for a qualification exam in English, IQ and Information Technology. The following is your exam schedule:

Exam Date:	Saturday, May 08, 2004
Exam Start Time:	9:00:00 AM
Exam Location:	EUTS, Arkadia Mall, Cornish El Nil, 6th floor, Cairo.

Please do not forget your number. You will always need it along with your date of birth (**Sunday, February 01, 1981**) in all your future application processes.

تمكراً لتقديم، رقمك هو **7047cai** ميعاد امتحانك في اللغة الإنجليزية والقدرات وتكنولوجيا المعلومات هو

Saturday, May 08, 2004	تاريخ الامتحان:
9:00:00 AM	ميعاد الامتحان:
EUTS اركاديا مول، كورنيش النيل، الدور السادس، القاهرة	مكان الامتحان:

الرجاء الاحتفاظ برقمك لأنه في حالة فقدانه لن يمكنك الإستمرار في عملية التقديم ولأسف لن يمكننا مساعدتك في أن تجده.

Best of luck

b. Option to test all applicants who fulfill certain conditions

Any applicant who fulfills certain conditions (e.g. faculty) is assigned a test date and time as soon as he applies. The test date, time and location are informed to the applicant in both the application form “Thank you” page and the sent email. Applicants who do not achieve the pre-set criteria receive an immediate apology informing that they do not fulfill the required conditions.

- c. Option to filter applicants and select some of them to sit for qualifying tests

On applying, applicants are asked to log to the system back in a later date after the applying period is summed up to know if they are selected to be tested or not and to know their test logistics. Before scheduling, applicants are filtered to a certain number and then scheduling takes place. Applicants log in time to view their test date, time and location.

- d. Select different number in each testing center according to applicants preferences.

Each applicant is assigned a testing location based on his selection in the application form.

- e. Schedule tests according to allowed time and number of applicants to be tested

Tests’ dates and times are scheduled based on the capacity of testing centers and the number of applicants being tested at this testing center.

7- Login system

- a. Applicants log using their application number and date of birth
- b. Depending on the stage of the project the applicant is directed to different pages such as:
 - i. Applications results
 - ii. Test results – please see next figure.

Filteration Exam Results

Application No.:* 00ca1 or 00alx or 00mns or 00ast or 00ism
Date Of Birth:* Day Month Year

- iii. Interview results
- iv. Preferences entry
- v. Distribution results
- vi. Course evaluation maintenance
- vii. Bad login

- c. Security system ensures that each applicant can only view his own data and no applicant can view others' information.

8- Announce personalized test schedule

Each applicant can only view his test's date, time and location with a personalized message to inform how the test would look like and what to do during the test or an apology for rejection with a personalized reason.

9- Interface with testing system (CQF)

CASS has two main methods to produce test data and load test results depending on the format of the test results and the testing system. The following is a description of the two methods:

- a. Automatic migration of database to CQF including applicants database and scheduled test time and location.

Due to the complete integration between CASS and CQF, CASS is designed to migrate data to CQF database automatically after the test scheduling.

- b. Automatic output of applicants database in MS excel format to upload to any other system

To migrate data to other testing systems, CASS may produce the test data in predefined MS excel format. Other system have to have a facility to load the data from MS excel.

- c. Automatic upload of results from CQF to CASS

After applicants have sat for the test using CQF, the results are uploaded automatically to CASS.

- d. Upload of Excel based results from other systems (Standard format)

If applicants have been tested using a system other than CQF, the system is requested to produce the results in a standard MS excel format where CASS can upload them into its database.

10- Filter tested applicants

After qualifying tests, applicants are filtered to a certain number according to test results and based on

- a. Relative weights of each test,
- b. Application weight
- c. Expected accepted number in each geographic location

11- Interview scheduling

CASS schedules applicants who are selected for Interview based on data pre-fed to the system such as:

- a. Number of applicants
- b. Expected duration of interview
- c. Allowed time
- d. Number of interviewers at a time
- e. Number of expected accepted applicants

12- Announce Personalized Test results and/or Interview schedule

Having scheduled some applicants for interview and rejected some applicants, personalized results are announced on the site as usual.

a. Each applicant can only view his results with a personalized message to inform of interview schedule or an apology for rejection with a personalized rejection reason.

b. Option to allow for results script printing

In case of the decision to produce results script, CASS provides the facility to print results scripts directly from screen.

c. Option to hide results and just announce next selection step

CASS also provides the option to show or hide the test results of each applicant depending on management decision.

13- Interviews marks upload

Interview that are run offline, produce a set of interview marks per each interviewer. CASS provides a module to enter interview marks divided in the following sub-modules:

a. Interviewers sign up

Each interviewer should define himself to the system.

b. Interviewer sign in

Using a username and a password, interviewers sign in to the system.

c. Enter Interview marks per applicant

Enter the application number and mark for each interviewee.

d. Ability to revise marks before upload

Before uploading to the system, the marks are advised to be revised in order to ensure accuracy of evaluation and data entry.

e. Ability to revise documents and check incomplete documents

Interviewers can check incomplete documents for each interviewee in order to follow up with him later for completing his documents or being rejected from the program.

f. Upload marks to the system

After documents and marks revision interviewers upload the data.

g. Option of data entry staff

In case Interviewers cannot use the system online, operations staff can use the system and indicate the interviewer name before data entry.

14- Filter Interviewed applicants

After the interviews have finished, CASS filters applicants based on

a. Interview grades

b. Accumulated grades

c. Expected accepted number in each geographic location

15- Preferences Selection

Applicants are required to enter their preferred training center and track. A preference is a combination of training center and a track. Applicants are requested to enter a maximum of 7 preferences. Applicants may choose the same track but in different training center and may choose different tracks in the same training center. However due to the fact that many applicants have got high grades but unfortunately their preferences are filled with higher grades applicants they are requested to select one of three options for this case:

- a. The first track in any other Training Center
- b. Any track in the first Training Center
- c. Do not want to resume the scholarship application process

16- Distribution

CASS is ready to do the distribution of applicants after they have entered their preferences and finished their interviews. The following is a description of the distribution process done by CASS:

- a. Automatic distribution of applicants sorted by descending accumulated grade and based on their preferences on different tracks in Training Centers using a FIFO technique.
- b. Applicants whose preferences are not achieved are distributed manually to a track or location according to their preference.
- c. Centers are only filled to their maximum capacity per track plus a predefined reserve capacity

17- Announce personalized distribution results

Each applicant can only view his distribution results with a personalized message to inform of where and when the training will start and what track he has joined and whom to contact or an apology for rejection with a personalized rejection reason.

18- Transfer Applicants form one preference to another

After distribution results are announced, some applicants request to be transferred because their preferences are not achieved. CASS allows for manual transfer of applicants from a preference to another.

In order not to exceed the maximum capacity of centers and classes, CASS shows the both the maximum and current number of trainees during transfer to warn operators from overloading centers with trainees.

19- Training Center Login

In order to access the different features assigner for training centers, a unique user name and password are assigned to each training center. Training Centers may change password after logging in to the system. They are entitled to different functions after having been assigned applicants such as:

- a. Change password
- b. View applicants details
- c. Tests results module

20- Management Login

The management login module allows users to be directed to different pages depending on their rights and the nature of their jobs. Managers login to the

managers page while administrators login to administration pages that include management features in addition to administration modules such as:

- a. Change password
- b. Reporting system
- c. Recommended Applicants system
- d. System setup

21- Recommended Applicants System

Recommended applicant system is a special system developed to help MCIT and other management staff appear as if helping people to enter into the program although this is not the truth. It is a decision support system where management can add some applicants to recommended list and view their status easily without having to use the other more complicated features of CASS. Using this system management can do the following:

- a. Add recommended applicant
- b. Add the name of the person/entity who has recommended each applicant
- c. Remove applicant from recommendation list
- d. View status of all recommendation list applicants

22- Reporting

CASS is unique for its very rich set of reports. The following is brief list of reports in the system:

- a. Search for applicant
 - i. By date of birth
 - ii. By application number
 - iii. View all details of any applicant
- b. Preferences report
 - i. View all preferences sorted by Training Center
 - ii. View all preferences sorted by Most required
 - iii. View all preferences sorted by Least required
 - iv. Analysis of preferences
- c. Statistical Reports
 - i. 13 set of statistical reports
 1. Analysis Per governorate that Applicants live in
 2. Analysis of those having mobile or email or both per governorate
 3. Analysis Per university – Please see the next figure

**Analysis Per University
(All Applications)**

University	No. Of Applicants
Ain Shams	1464
Cairo	1616
Helwan	929
Alexandria	1024
6th of October	42
10th of ramadan	32
Mansoura	857
Ganoob El Wady(South Valley)	115
Suiz Canal	549
Zagazig	866
Tanta	583

4. Analysis Per faculty
5. Analysis per graduation grade
6. Analysis Per graduation year
7. Analysis Per graduation grade and governorate – Please see the next figure

Analysis Per Graduation Grade and Governorate :(All Applicants)

Governorate	No. Of Applicants	Excellent	Vgood	Good	Pass	Unknown	Faculty Graduate
Alexandria	1421	16	82	452	893	0	1368
Cairo	6667	50	452	2718	3523	0	5872
Mansoura	1508	9	111	569	834	0	1449

Total: 11095

8. Analysis Per graduation year and governorate
9. Analysis per birth year and governorate
10. Analysis Per graduation year and grade – please see the next figure

Analysis Per Graduation Year and Grade:

Graduation Year	Excellent	Very Good	Good	Pass	Unknown
2003	33	371	1980	2435	0
2002	17	152	1102	1744	0
2001	15	101	623	986	0
2000	17	98	594	806	0

Total: 11095

11. Analysis Per faculty and governorate
12. Analysis Per faculty and grade – please see the next figure

Analysis Per Faculty and Grade :

Faculty	Excellent	Very Good	Good	Pass	Unknown
Engineering	10	99	751	909	0
Commerce	7	46	915	2549	0
Science	4	57	298	84	0
Medicine	0	10	10	11	0
Arts	1	19	384	548	0
Media	0	3	17	4	0
Law	1	5	71	393	0
Hotels and Tourism	3	30	42	21	0
Applied Arts	0	17	85	19	0
Computer	13	63	216	123	0
Fine Arts	2	14	81	72	0
Education	3	100	514	277	0
Agriculture	5	15	65	119	0

13. Analysis Per date of application submission

- ii. 20 status per each set of statistical reports
 1. All Applicants
 2. Selected For Exam
 3. Refused Before Exam
 4. Attended Exam
 5. Absent From Exam
 6. Selected For Interview
 7. Refused Before Interview
 8. Attended Interview
 9. Absent From Interview
 10. Completed Papers
 11. Selected For Orientation Day
 12. Refused After Interview

13. Entered Preferences
 14. Did Not Enter Preferences
 15. Refused By MCIT
 16. Accepted
 17. Absent
 18. Attended
 19. Continued
 20. Filtered
- d. General reports
- i. View all applicants
 - ii. View all applicants selected for qualifying tests
 - iii. View all applicants selected for interview
 - iv. View all accepted applicants
 - v. View all rejected applicants
 - vi. View applicants in a Training Center
 - vii. View applicants in a track in a Training Center
 - viii. View applicants in same track
 - ix. View list of filtered and/or transferred applicants after filtration
 - x. View all applicants who are institute graduates
- e. Filtration test reports
- i. Live report to view number of planned tested trainees
 - ii. Live report to view status of test
 - iii. Live report to view grades of tested trainees
- f. Absences reports
- i. View absence by Training Center by day
 - ii. View absence by Training Center by month
 - iii. View trainees approaching absence limit
 - iv. View absence of any trainee
- g. Regular and International test reports
- i. View reports of applicants grades in different assigned regular test per training center per track
 - ii. View lists of applicants grades in different international exams per track
 - iii. View lists of applicants grades in different international exams per track per training center
- h. Evaluation reports
- i. View accumulated evaluation per course
 - ii. View accumulated evaluation per course per training center
 - iii. View accumulated evaluation per course per training center per class
 - iv. View accumulated evaluation per course per training center per instructor
 - v. View accumulated evaluation per trainee
 - vi. View evaluation per trainee per course