

# ONFYX YouthCatalyx

## Career & Leadership Direction Mapping

### ONLINE ADMINISTRATION POLICY (Age 14–17 Years)

#### 1. Purpose of the Online Evaluation

*The Career & Leadership Direction Mapping is conducted online to ensure:*

- Standardised administration across schools
- Equal and fair access for all students
- Structured, objective scoring
- Automated readiness profiling
- Secure data handling and reporting

This evaluation is a developmental clarity tool.

It is not a competitive test and not an elimination process.

#### 2. Participation & Informed Acknowledgement

*Participation is developmental in nature and aligned with student growth.*

**Before beginning, students must acknowledge:**

“I understand that this evaluation is for guidance and self-development, not for grading, ranking, or selection.”

**For students below 18 years:**

- Institutional consent protocol must be followed
- School-level authorization is required
- Parental awareness (if mandated by the institution)

Students may withdraw before the final submission.

#### 3. Data Privacy & Confidentiality

*ONFYX YouthCatalyx follows strict data responsibility standards:*

- Individual responses remain confidential
- No public display of student-level scores
- No ranking lists are published
- No comparison between students

**Institutions receive only:**

- Cohort-level readiness distribution
- Career vs Entrepreneurship vs Integrated percentages
- Clarity index distribution
- Development recommendations

Personal data will not be sold or used for unrelated marketing purposes.

#### 4. No Ranking / No Labelling Policy

*This evaluation:*

- Does not rank students

- Does not label students as “strong” or “weak”
- Does not impact academic grades
- Does not determine admission eligibility

**It only:**

- Identifies orientation patterns
- Suggests suitable development pathways
- Establishes a baseline for mentoring

**5. Fair Administration Guidelines**

***To ensure integrity and fairness:***

- The evaluation must be completed individually
- No peer discussion during submission
- No external help (teachers, parents, friends)
- Estimated completion time: 20–30 minutes
- Students should respond honestly and instinctively

Overthinking or socially desirable responses may reduce guidance accuracy.

**6. Interpretation Transparency**

***Students may request:***

- Their personal development summary
- Explanation of pathway recommendation

**Institutions receive:**

- Structured internal dashboard
- Aggregated distribution reports
- Cohort-level interpretation

Individual results are not publicly disclosed.

**7. Ethical Use of Results**

***Results shall be used only for:***

- Career & leadership mentoring
- Exposure planning
- Programme alignment
- Institutional development mapping

**Results shall NOT be used for:**

- Academic penalisation
- Disciplinary action
- Public comparison
- Student segregation for negative labeling

**8. Technical Administration Policy**

***The online system will:***

- Be accessible via mobile, tablet, or desktop
- Use secure digital submission forms

- Apply automated scoring algorithms
- Generate pathway recommendation
- Provide structured summary output

All submissions are time-stamped and encrypted.

## **9. Developmental Basis**

*The 14–17 framework is built upon:*

- Early career awareness indicators
- Leadership confidence dimensions
- Initiative and innovation markers
- Exploration & clarity patterns

It is designed as a directional guidance system, not a psychometric diagnostic tool.

## **Closing Institutional Statement**

*The ONFYX YouthCatalyx Online Administration Policy ensures that the Career & Leadership Direction Mapping remains:*

- Fair
- Development-focused
- Non-competitive
- Secure
- Structured
- Age-appropriate

The purpose is clarity — not comparison.