

# OXFORD ADMISSIONS TESTS

## Test centre preparation checklist

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Below you will find a test centre preparation checklist for the delivery of Oxford's own admissions tests which we hope you will find particularly useful for quick reference. This covers test centre activities before, during and after tests as well as guidance on managing certain scenarios.

For the final time in 2023, [Cambridge Assessment Admissions Testing \(CAAT\)](#) will deliver paper-based TSA and BMAT tests for candidates on Wednesday, 18 October. Any questions regarding either of these tests should be [directed to CAAT](#).

### BEFORE TEST DAY

#### Review and check details with candidates

- ✓ Go to the 'Registered candidates' section of the [test centre portal](#) and review entries with candidates. Check that their test registration details are correct - that they have been entered for the correct test(s) and any access arrangements have been requested.
- ✓ Confirm candidates have received their test login details and weblink to [the candidate test portal](#) as they will need these on the day to access their test. Candidates should be informed that they are permitted to write these login details on a piece of otherwise blank paper, and to bring this with them into the exam room.
- ✓ Share our [candidate preparation checklist](#) and make sure candidates are clear what time and where they should arrive and that they know to bring photographic ID, login details as well as any writing equipment, water bottles etc.
- ✓ Most tests have an online notepad but please make sure candidates are aware that they are also allowed rough paper and that this will be available to them. This should be collected and destroyed at the end of tests by test administrators.
- ✓ Note candidates' username/ID will be the original email address used to register them. They must use this email address to log in.

#### Bringing your own device

- ✓ If you have any candidates bringing their own device on test day, check that they have followed the instructions to check the device's compatibility in advance. If you or your candidate have any difficulties with completing these checks, get in touch with TCS as soon as possible to avoid issues on test day.

#### Create additional centre administrators

- ✓ Depending on how many candidates you have, and how many tests you are delivering, you may want to add more administrators to your centre's portal login. There is no limit to how many administrators are created and this avoids having to share centre login details and passwords. To do this, log in to the centre portal and you should see a drop-down menu top right below your centre's name. Select 'Create admin' and follow the instructions.

### Planning for candidates' arrival

- ✓ Plan for the start of test days - how you will manage checking candidates' IDs and marking them as 'present' - so they can access their test at the time it is scheduled to begin. Depending on the size of the centre and number of test administrators, you may want to stagger candidates' arrival.
- ✓ Note that if candidates are sitting two consecutive tests, you can mark them as present for both tests, before they sit their first one. This may save time between tests and ensure candidates have a rest.

### Timetabling of tests

- ✓ Given that these admissions tests are computer-based, to maintain test security and ensure the integrity of this assessment process, it is essential that centres abide by their [designated local start time](#) and follow the [suggested timetable](#).
- ✓ Tests can be started up to 30 minutes after their designated start time. Any further adjustments to test time due to exceptional circumstances would need to be discussed directly with TCS.

### Explore your centre's test dashboard and the candidate test platform

- ✓ It is strongly recommended to log in to your centre's test dashboard via the [centre portal](#) in advance of test day, so you can see what this looks like. (You can also read our [written guidance](#) and watch instruction videos on using this.)
- ✓ You might want to explore the candidate test portal so you know what this will look like for them on test day. (You can also watch our 'preparing for your test' videos available at [ox.ac.uk/tests](https://ox.ac.uk/tests).)

### Check for the arrival of any required answer booklets for MAT or PAT

- ✓ Answer booklets for the MAT and PAT should arrive by Tuesday, 17 October. If you don't receive them, please follow our contingency process and download and print these yourself from the test dashboard.

### Download and print any answer booklets needed for MLAT

- ✓ If you have candidates taking the Russian or Modern Greek sections of the MLAT, you will be emailed answer booklets to download and print out in advance.
- ✓ Download and print out any useful documents such as this preparation checklist, the test dashboard guidance and the test timetable.

### Check your IT support know about the tests and the requirement for internet connection

- ✓ Internet connection is required to mark candidates as 'present', for candidates to launch their test and for the automatic submission of test responses at the end. However, once the test is launched, no internet is needed for the duration of the test.
- ✓ If the connection is lost at the time of test submission, a contingency process will ensue and a ZIP file (a Reliable file) of responses will be automatically generated in the Downloads folder of a candidate's device. This can be transferred (using a USB drive or similar) to the test administrator's device and uploaded via the centre's test dashboard. Internet connection is also required for uploading answer booklets from hybrid tests.

**Centres have until 4pm UK time, Tuesday, 24 October to return any files of completed tests.**

### Check for potential disruptions

- ✓ To minimise the likelihood of disruption, check whether fire alarms, building works, IT maintenance or other activities are scheduled during test times and if at all possible arrange

- ✓ for these to be delayed or rescheduled. See below for instructions on what to do in the event of a large-scale disruption.

## ON TEST DAY

### Getting help

- ✓ In addition to the usual email and live chat, phone support will be available on both test days. Details are at the end of this document.  
**Tata Consultancy Services (TCS):** email [oxford.testcentresupport@tcs.com](mailto:oxford.testcentresupport@tcs.com)  
**Oxford undergraduate admissions and outreach:** email [study@ox.ac.uk](mailto:study@ox.ac.uk)

### Log in to the centre portal

- ✓ On arrival, log in to your centre portal and access the test dashboard where you will see a list of the tests and numbers of candidates. (Read our [test dashboard guidance](#) or watch our [instruction videos](#) for how to manage tests via your centre's test dashboard.)

### Set up candidates' computers and bookmark the test portal

- ✓ To save time, before candidates arrive, switch on all devices and using either Google Chrome or Firefox browsers only - search for and bookmark the [candidate test portal](#). Note the test portal will not work properly on other browsers. If already arranged as an exception and candidates are using MacBooks or Chromebooks, they must log in only via Google Chrome.

### Checking photographic IDs and test login details

- ✓ On arrival, a candidate's identity must be verified using valid photographic identification, for example a passport, driving licence, provisional driving licence or student ID. We recommend that you use this time also to check that students have remembered to bring their login details (and that nothing else is on the piece of paper).
- ✓ If a candidate has forgotten their login details, test administrators can recover these details from the 'Registered candidates' section of the test centre portal - but this will take up time, so is best avoided.

### Extra time

- ✓ Check that any extra time allowed has been requested for the candidate and this time allowance is correctly registered BEFORE marking them as present. Note: it is not possible to adjust the test time AFTER a candidate has been marked as present or launched their test.

### Marking candidates as 'present'

- ✓ No candidate will be able to access their test unless their centre has marked them as 'present' via the centre's test dashboard. This means, even using their login details, they will not be able to access their test anywhere other than at their test centre.
- ✓ Note: you can 'select all' if you have multiple candidates but only for one test at a time. (You can watch a video on ['Marking test attendance and launch access'](#).)

### Equipment for hybrid tests (MAT, PAT and MLAT – Russian and Modern Greek only)

- ✓ Candidates for hybrid tests will be using a printed answer booklet and will need the necessary writing equipment, including a black pen. Please note that no calculators are allowed for the MAT. There is an online calculator available for the PAT. NO other calculator is allowed, unless approved for a candidate with special requirements.

## Invigilator guidelines

- ✓ Details on what to say to candidates and other test regulations can be found under [Detailed guidelines on managing test days](#) (which test centres were asked to read and confirm compliance with when applying for authorisation to become test centres).

## DURING THE TEST

### 'In progress'

- ✓ During tests, the centre dashboard will show candidates' tests as 'in progress'. Internet access is needed for candidates to launch their test but not during it. Once a candidate begins, their responses will be saved every minute or so and this will not be affected by any loss of internet connection.

### Managing scheduled or emergency breaks

- ✓ Your test dashboard allows you to lock and unlock a candidate's test. This ensures that the timer is stopped and a candidate doesn't lose any of their test time during their break. For security reasons, the test may also lock if a candidate accidentally or intentionally attempts to navigate away from the test. The first time this happens, they will just receive a warning which they can override by pressing 'OK' within 10 seconds. If this happens twice or more, their test will lock and a pop-up will tell them to contact their test administrator to have their test unlocked. When locking or unlocking tests, you will be asked to log a reason for this activity. A record is kept and automatically sent with the candidate's responses to TCS and Oxford. (You can watch a video on [how to lock/unlock tests](#).)
- ✓ Note: internet connection is required to unlock a test. In the unlikely event that this is lost whilst a candidate is on a break, the test administrator will need to wait until the connection resumes before unlocking the test. The candidate will be able to proceed with their test as soon as the connection returns and the test is unlocked. They will not lose any test time. However, if this disruption is over a prolonged period of time, the test administrator will need to consider any possible consequence of the test finishing later than anticipated, for example, if the device is needed for a candidate sitting a later test.
- ✓ If your centre experiences a large-scale disruption during test time, for example a fire alarm requiring evacuation, and you do not have time to lock each candidates' test, ask them to hit 'Esc' on their device. If no further keyboard action is taken, the test will automatically lock. (Essentially this triggers the same security mechanism which occurs if a candidate navigates away from their test.) Test centre administrators will need to 'unlock' candidates' tests when the test resumes. There will be no loss of time for the candidates.

### Access arrangements

- ✓ If candidates have access arrangements or modified papers, due to a disability or special requirement, these arrangements must be made available to them on the day. Any allowance for extra time should automatically have been added to their online test and this should be clearly visible on the clock timer displayed on their test when they start it. (See note above on how to adjust the extra time allowance before a candidate is marked as present.) Your centre must be able to produce evidence of need if requested by TCS or Oxford.

## AT THE END OF THE TEST

### Submission of online tests

- ✓ Candidates' completed online tests are automatically submitted at the end of the test. If they don't submit themselves in time, the test will still finish and they will no longer have access to it.

- ✓ If, at the time of submission internet access is lost, as a contingency, a ZIP file (a Reliable file) of the test responses will be automatically generated and saved in the 'Downloads' folder of the candidate's computer. This can then be transferred (via USB drive or similar) to the centre's portal and uploaded.

### Submission of answer booklets for hybrid tests (MAT, PAT and MLAT – Russian or Modern Greek only)

- ✓ Before collecting answer booklets make sure candidates have completed the front page and entered their details carefully. They should also have added their candidate test ID to subsequent pages.
- ✓ Answer booklets will need to be scanned and uploaded via the centre's test dashboard before 4pm UK time on Tuesday, 24 October.

### Collect and destroy rough paper

- ✓ For security reasons, please collect and destroy any rough paper used by candidates.

### Marked as 'completed'

- ✓ Once candidates have finished their online tests and responses have been automatically submitted, their status on your test dashboard should change to 'completed'.
- ✓ The status of candidates taking hybrid tests will also change to 'completed', once you have uploaded their answer booklets. (You can watch a video on [uploading answer booklets](#).)

## AFTER THE TEST

### Special consideration

- ✓ If for any reason you feel that a candidate's performance in the test has been impacted by something that happened during the test, please submit a Special Consideration form on their behalf. This form will be available online from 9am UK time on 19 October. If a candidate is taking their test at an open centre, they can submit this form themselves.

### Test results

- ✓ Admissions tutors will receive the results of all candidates' tests directly and in time to make their shortlisting decisions in November. Candidates will find out if they have been shortlisted and invited to interview towards the end of November, beginning of December. They can [check the timetable](#) to see when online interviews for their course will be held.
- ✓ Test scores will be automatically distributed to applicants shortly after college decision letters are sent in January. Please note that PAT scores will be distributed to all applicants for Materials Science and Engineering Science but only to unsuccessful applicants for Physics, and Physics and Philosophy.

## CONTACT DETAILS FOR TEST DAYS

Phone, live chat and email support will be available to test centres on Thursday, 19 and Friday, 20 October. Please only contact us via phone if you have an urgent situation which we can resolve. Use the [Special Considerations form](#) (live from 9am UK time on 19 October) to report any unforeseen extenuating circumstances.

- Tata Consultancy Services (TCS): Email: [oxford.testcentresupport@tcs.com](mailto:oxford.testcentresupport@tcs.com)
- Oxford undergraduate admissions and outreach: Email: [study@ox.ac.uk](mailto:study@ox.ac.uk)
- **Telephone: main UK lines: +44 20 45680291; back-up only: +44 1865 288000**