Many of Oxford's undergraduate courses require applicants to sit an admissions test on a given test day. This guidance is for anyone taking any of the following tests this year:

- Ancient History and Classical Archaeology Admissions Test (<u>AHCAAT</u>)
- Biomedical Sciences Admissions Test (BMSAT)
- Classics Admissions Test (CAT)
- Mathematics Admissions Test (MAT)
- Modern Languages Admissions Test (MLAT)
- Physics Admissions Test (PAT) including for Engineering Science and Materials Science
- Philosophy Test (PHILAT) only for Philosophy and Theology
- Thinking Skills Assessment (<u>TSA</u>)

If you are applying for Law, you need to follow a different process to take the <u>LNAT</u>. If applying for Medicine or Graduate Entry Medicine, follow the guidance for the <u>UCAT</u>.

In 2025, there are separate registration and appointment booking processes you need to follow to take your Oxford admissions test.

If you will **not be requesting access arrangements** for your test, please see instead our <u>2025</u> Candidate guidance on admissions test registration and booking without access arrangements.

Candidates will need to register for their test between Wednesday 18 June and Friday 19 September (6pm BST) via the Oxford Admissions Test Registration portal and book their test appointment via Pearson VUE's booking system between Monday 18 August and Friday 26 September (6pm BST). The link to the booking system will be available on your dashboard in the registration portal from Monday 18 August.

We strongly recommend you register before booking opens on 18 August and that you book as soon as possible as test centre places are allocated on a first come, first served basis. It is particularly important that you register early if you are requesting access arrangements as this involves a few additional steps. You will be required to submit documented supporting evidence of eligibility from a medical or educational specialist and have your request and evidence approved by Oxford. You are advised to read the Admissions Tests Access Arrangement policy before registering to ensure your evidence is suitable.

Note: You are required to provide your UCAS ID when you register for your test. UCAS applications open on 13 May. You do not need to submit your UCAS application to obtain your UCAS ID, you simply have to begin an application to obtain this. Oxford admissions tests are only available to University of Oxford applicants; failure to provide a UCAS ID which can be matched to your Oxford application will result in your test booking being withdrawn after the 15 October UCAS deadline and before test day.

REGISTERING FOR YOUR TEST VIA THE OXFORD ADMISSIONS TEST REGISTRATION PORTAL

Go to the <u>registration portal</u> and follow the instructions to create your Oxford admissions test user account and register for your test. If possible, we recommend following this process on a computer rather than a mobile.

Account Profile

- The first time you click through to the registration portal, you will be asked to provide your email address and a password. You must use the same email address you used for your UCAS application.
- You will then be sent a validation link to confirm your email address is correct. Check your email (including your spam folder) and click on the validation link.
- Once you have validated your email and logged back into the portal you will be presented with a guidance page. It is important that you read this guidance carefully and ensure you have to hand all the correct information and documentation to register correctly.

Personal Information

 You will then be asked for some personal information. Please ensure your legal first name and legal last name match the ID you plan to bring to the test centre. You can consult the <u>Pearson ID</u> <u>policy</u> to check that the ID you plan to use meets their requirements. This information is sent directly to Pearson VUE. This is important - if the ID you take on the day does not match the name in their system, you will regrettably be turned away and will not be able to sit your test.

Contact Information

• The next page will ask for your contact information. When booking opens, the Pearson VUE booking system will need your address to find the closest test centre to you. If you know you will be sitting your test in a different location, later when booking your test, you can manually override this and search on a different address. A valid phone number is also important as Pearson Vue or Oxford may need to contact you about your booking.

UCAS Information

- You will then be asked to provide your UCAS ID. It is mandatory to provide this so, once the 15
 October UCAS application deadline is past, we can match your test with your application to the
 University.
- You can then select your chosen course from a drop-down menu. It will be easier to do this if you know your course code; you can find this on our <u>course page</u>.
- On the basis of your selection, you will be automatically registered for the appropriate test or tests (most courses require only one admissions test, but a few joint courses require more than one).

Amendments

- From registration opening on the 18 June to 17 August, you can return any time to the Oxford
 <u>Admissions Test Registration portal</u> using your login details to change your course selection and
 register for a different test.
- From 18 August when booking opens, until registrations close on 19 September (6pm BST), you can:
 - i. change your course selection and register and book for a different test
 - ii. connect with Pearson VUE's booking system to rebook your test at a different location
 - iii. withdraw your admissions test booking

- From 19 September (when registration closes) until booking closes on 26 September (6pm BST), on the registration portal, you can only:
 - i. request to rebook your test at a different location.
 - ii. withdraw your admissions booking

Access arrangements

- You will then be asked if you require access arrangements (sometimes known as reasonable adjustments or accommodations).
- When you select 'yes' you will be given a selection of time-based access arrangements to choose from. This selection list is mandatory and you are required to select one of the options provided. These are typical arrangements requested by the majority of candidates with Special Educational Needs and Disabilities (SEND).
- Once you have selected one of these arrangements, if you require anything further, please simply list any further arrangements required in the box provided.
- If you do not require any of the time arrangements listed, select 'no' from the list and then use the further requirements box to list anything you do need. This may include time arrangements that are beyond those listed; however, please note we can only approve arrangements that are included in your documented supporting evidence. If you request arrangements not indicated in your evidence, this may cause delays in approving your request and this could inhibit your ability to make a timely test booking.
- Supporting evidence should come from a recognised medical or educational specialist. You
 are advised to read the <u>Admissions Test Access Arrangement Policy</u> to check that the
 evidence you plan to upload meets our eligibility criteria. Note that your evidence must be
 uploaded when you register. If you do not have evidence, please wait until this is available to
 register.
- If you are concerned that you will not receive your evidence by the time registration closes on 19 September (6pm BST), please contact us via our <u>contact form</u>.
- It typically takes up to five working days to process and approve standard access arrangements; non-standard arrangements can take more than ten working days.
- It is your responsibility to ensure you submit your request in sufficient time for processing and approval so you are able you to book your test before booking closes on 26 September (6pm BST).
- Depending on the access arrangements requested, the process for booking your test at a Pearson VUE test centre will be slightly different.
- If you require standard time-based arrangements or items such as a glucose monitor, beverage, or an access locker, once your evidence is approved, you will be able to book your test yourself. You will be notified of your approval via email and on the dashboard in the registration platform so be sure to check your emails and dashboard notifications regularly.
- If your standard arrangements include a separate room, a reader/recorder, coloured overlays, an adjustable workstation, or snacks, you will be sent a link to an additional form from Pearson VUE as they will need to organise these arrangements for you. Once the form is completed, they will contact you within ten working days to arrange a test centre booking.
- If you require a non-standard arrangement, for example, needing to bring an item to a test centre or an exceptional time-based arrangement due to substantial need, Pearson VUE will create an implementation plan for you and will contact you directly to book your test.

Summary registration page

- For all candidates, the final registration step is a summary page where you can check that all
 the information you have entered is correct. It is important to take your time and check this
 information carefully. Any errors may delay your booking or prevent us from matching your
 registration to your UCAS application, which could result in your test being withdrawn and
 your booking becoming invalid.
- If you realise you have made a mistake, you can use the right-hand buttons to go back to the page with the error and make corrections.
- Once you are confident that the information you have entered is accurate, you can submit your form. At this final point, you will be asked to confirm that all the information you have entered is correct.

BOOKING YOUR TEST AT A PEARSON VUE TEST CENTRE

- On 18 August, when booking opens, all registered candidates with standard access arrangements that have been approved by Oxford, will find a Pearson VUE booking link on their registration dashboard. You will be able to click this link and be automatically transferred to Pearson VUE's test booking platform.
- If you have been sent and completed the Pearson VUE form regarding your access arrangements, or have requested non-standard arrangements, Pearson VUE will be in touch with you directly to book your test appointment. If you do not hear from them within 10 working days, please contact Oxford through the secure messaging on your <u>registration</u> <u>portal</u>.

Policies

 When on the Pearson VUE test centre platform, you will be asked to read and agree to Oxford's admissions test policies before proceeding.

Test centre search

- The 'Find a test centre' function will automatically suggest centres near the address associated with your user account. An interactive map will pinpoint the location of any selected centre.
- If you will be taking your test away from home, you can override this selection and enter another location to search.
- Using your Oxford Admissions Test account, you may be able to change the location of your test until up until 26 September (6pm BST).
- Any late changes cannot be guaranteed as places are allocated in order of booking.

Find an appointment

- Once you have chosen your test centre you will be asked to 'Find an appointment'.
- Some tests are only available for one day (AHCAAT, PHILAAT, CAT, MLAT), others are
 available over multiple days (TSA, BMSAT, MAT, PAT). You will need to find and select the
 date you require on the calendar. Check your available test date/s via our website.

• If there are multiple test sittings at your chosen test centre, you will be invited to select the time you want to sit your test and book the appointment.

Confirm appointment

- Finally, you will be asked to check all the booking details are correct. It is very important that you scroll to the bottom of this page and press the 'Submit Order' button. Until this button is pressed, your booking will not be processed and is not confirmed.
- Once you press the final confirmation button, you will be taken to your Pearson VUE dashboard where you will see confirmation that your test has been successfully booked.

Booking confirmation and reminders

- You will also receive direct email confirmation of your test appointment from Pearson VUE, giving the date, your appointment time and duration, the address of the test centre you have selected and directions.
- If you have standard access arrangements, these will also be included on the confirmation email. If you requested non-standard arrangements, these should be confirmed in a separate email from Pearson VUE customer services.
- If you do not receive this confirmation, please check your spam folders. The two email addresses you should expect to receive emails about your test booking are:
 - o PearsonVUEConfirmation@pearson.com
 - o oxford-noreply@useclarus.com
- If you now return to the dashboard on the <u>Oxford Admissions Test Registration portal</u>, you should also see confirmation of your successful booking. It is a good idea to check this to ensure you have correctly completed your booking.
- Please note that the duration of your test appointment will show as longer than the time of your test. Time will be added for a tutorial before the test (10 minutes) and a feedback survey at the end (5 minutes).
- If you have been pre-approved for a time extension (because of a medical or neurological condition), your exam appointment slot time will be increased, and the total appointment duration will be indicated in the confirmation email you receive upon scheduling the appointment. However, bear in mind, on the day of your test, the only timed component where you will see extra time added is the actual test which will be increased by the percentage you have been granted, rounded up to the nearest whole number. The allotted time will be displayed in the corner of the screen at the moment of starting the test section. As an example, if you were taking a 60-minute test and you had 25% extra time (15 minutes), your confirmation email would state an appointment time of 94 minutes. This would comprise a 10-minute tutorial + your 60-minute test with 15 minutes extra time (giving you 75 minutes) + 5-minute feedback survey + 4 minutes for transitions. This should reassure you that you have been given the correct allocated time.

Cancellations and withdrawals

- If at any time you want to withdraw your booking or rebook, you should go to *Manage appointment* or *Withdraw registration* on the <u>Oxford Admissions Test Registration</u> <u>portal</u>.
- If you book a test but do not submit your UCAS application by the deadline of 15
 October, or provide the incorrect UCAS ID on the registration platform, you will be
 notified that your test booking has been automatically cancelled. Oxford admissions
 tests can only be taken by Oxford applicants.

- If you have not submitted sufficient evidence for your request for access arrangements by the time registration closes on 19 September, Oxford will approve your registration without arrangements. This will mean you can still book a test, but will not be able to have access arrangements applied to your booking.
- If you change your mind and decide not to apply to Oxford and/or sit an admissions test, and have made a test booking, please cancel your booking as soon as possible to free up available slots for candidates. You can cancel your booking up to 48 hours before your scheduled test time.

Additional support

- View our FAQs or contact Oxford through the secure messaging available on the Oxford Admissions Tests Registration portal.
- You can also contact us through Oxford's <u>undergraduate applicant helpdesk</u> with questions regarding your Oxford application.
- Contact <u>Pearson VUE customer service</u> with queries about your test centre booking.
- You can make changes to your test appointment by <u>signing in to your Oxford Admissions</u>
 <u>Test user account</u> and selecting 'manage appointment'.

Please use the secure messaging on the registration platform if you have any difficulty accessing the content in this document.

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