FAQs for those administering tests

(updated August 2017)

When will I receive the papers?

For UK centres, Cambridge Assessment Admissions Testing have scheduled the despatch of test materials to take place at (what for most schools will be) the end of half-term.

For international centres, materials will be despatched as soon as possible following the end of the candidate registration period.

Centres should receive their test materials by close of business on Tuesday 31 October at the latest.

In the unlikely event that your materials haven’t arrived by that time, please get in touch with Cambridge Assessment Admissions Testing: +44 (0) 1223 553366.

All test materials are despatched by secure courier/secure track-trace and require a signature on receipt.

Test materials will include copies of the Cambridge Assessment Admissions Testing Handbook and Test-specific instructions (these documents will also be available via the secure area of the Cambridge Assessment Admissions Testing support site and the ‘Help’ section of the Entries Extranet portal). Invigilators must be familiar with these documents and how to run the tests before the test day. The question packs are sealed separately in the administrative pack you receive and should be opened on the day of the test(s) in front of candidates.

Are candidates permitted to use…..?

The use of calculators, formulae booklets or any dictionaries is not permitted.

However, if you are also administering admissions tests on behalf of other institutions, please bear in mind that those tests may have different regulations regarding the use of calculators. Please refer to the Cambridge Assessment Admissions Testing Handbook and Test-specific instructions for guidance.

What should candidates write with?

Candidates for the CAT, ELAT, HAT, MAT, MLAT, OLAT or PHIL must use a black pen.

For BMAT: Candidates should use a soft pencil for Sections 1 and 2 of BMAT. It’s a good idea to have a pencil eraser too.

For Section 3 of BMAT you must use a black ink pen. Use of Tippex is not permitted.

For PAT: Candidates should use a pencil for sketches and a black pen for writing.
For TSA: Use a soft pencil for Section 1. It is a good idea to have a pencil eraser, too. For Section 2 use a black ink pen. Use of Tippex is not permitted.

There’s a problem on the day. Who should I contact?

Contact Cambridge Assessment Admissions Testing directly:

- Telephone: +44 (0) 1223 553366
- Website: www.admissionstestingservice.org
- Support website: support.admissionstestingservice.org

What do I need in the test room?

You will need the following for the test:

- a clock
- a whiteboard
- copies of the Cambridge Assessment Admissions Testing Handbook and Test-specific instructions (available from the secure area of the CAAT support site, the Help section of the Entries Extranet portal and contained in the administrative pack sent to you)
- ‘Test in progress’ signs and direction signs
- room plan and attendance register
- spare black pens and pencils
- Statements of Entry (they can be found in the administrative pack)
- Notice to candidates.

What items may candidates bring into the test room?

Authorised items:

- Photo ID, pens, pencils, erasers, highlighters, clear pencil cases, water in a clear plastic bottle with label removed, medicine, tissues and Statement of Entry.

Examples of unauthorised items:

- Mobile phones, smart watches, cameras or any other electronic items, calculators, dictionaries, notes, correction fluid/tape, erasable pens, paper, bags, handbags, luggage.

What forms of ID are acceptable?

Acceptable IDs include, but are not limited to, passports, national identity cards, driving licences and school/college IDs. IDs must be original and not expired. If a candidate cannot produce an
acceptable form of ID, centres must allow them to sit the test and add a note to the attendance register to indicate the ID was not produced.

**How do I return materials?**

You must return completed answer booklets/sheets, attendance registers and the room plan to Cambridge Assessment Admissions Testing directly via secure courier/secure track-trace within 48 hours of the test date.

**Centres** must refer to the accompanying instructions relating to the return of test materials by a reputable international courier service such as UPS.

All centres must use the pre-addressed Cambridge Assessment Admissions Testing envelopes provided in the administrative pack.

*Important: On no account must test materials be sent back by any other means, including registered or first class mail.*

**When do candidates get results?**

Information about results is available here:

[http://www.admissiontestingservice.org/administering-our-tests/how-to-access-results/](http://www.admissiontestingservice.org/administering-our-tests/how-to-access-results/)