

OXFORD ADMISSIONS TESTS

Candidate preparation checklist

Read on for some useful tips and information to help you prepare for the day of your online Oxford admissions test. (If you are taking the paper-based TSA or BMAT, please refer to the guidance given by [Cambridge Assessment Admissions Testing](#)).

BEFORE TEST DAY

Test login details – where are they?

- ✓ Do check that you have received your test login details and that as instructed you have logged in and changed your password. The candidate test portal address is: **admissionstesting.ox.ac.uk/candidates**
- ✓ Make sure you keep these login details safe. You will need these to access your test on the day. Tell your test centre administrator immediately if you don't have these.

Talk to your test centre

- ✓ If you haven't already, talk to your test centre. In many cases this will be run by your school's Exams Officer. Check with them that your registration details are correct - that you have been entered for the correct test(s) and any access arrangements have been requested.
- ✓ Confirm to them that you have received your test login details as you will need these on the day and talk through anything which you are unclear about.

Bringing your own device

- ✓ If you have arranged with your centre to **bring your own device** on test day, you must follow the instructions you have been sent in order to check your device's compatibility in advance. If you have any difficulties with completing these checks, get in touch with your test centre as soon as possible to avoid issues on test day.

Check when and where, and travel times

- ✓ Sounds obvious but **check the date, time and exact location of your test.**
- ✓ Please note that although you should have your test login details yourself, you will not be able to access your test unless you are at your test centre and have been marked as present. You will not be able to take your test from any other location.
- ✓ Make sure you know how long it will take to travel to your test centre at the time you need to travel. Check what time your test centre wants you to arrive and make sure you are there well before the scheduled start times. We will talk a bit later about what you need to bring.

Explore the test platform

- ✓ Your test is taken online and we strongly recommend that you familiarise yourself with how to navigate the test platform and practise using the support tools available so on test day you

can focus on your answers. An online practice test and many other useful resources are available on our individual test webpages at ox.ac.uk/tests. Unless you are taking the MAT, PAT or MLAT (Russian or Modern Greek only) - practise typing your answers - just like you will on the day.

- ✓ Your centre may give further instructions about what to bring or do on test day so make sure you read these carefully and follow them. Here are our top tips:

ON TEST DAY

What to bring

- ✓ You must bring valid photographic identification to the test so a passport, driving licence, provisional driving licence or student ID. Aim to arrive early so that there is plenty of time to complete your identity check. Your test administrator will also need to mark you as present and approve your access to the test before you can begin so again, ensure there is plenty of time for this.
- ✓ You will need your login details in order to access your online test, so if it's easier than memorising them **you can bring these along to your test on a piece of paper**. If for any reason you forget them, your test centre can recover these details for you from the Student Registration section of the Test Centre portal - so don't panic - but this will take up everyone's time so is best avoided. Perhaps set yourself a reminder the night before?

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

- ✓ If you are taking the MAT, PAT or MLAT (Russian or Modern Greek only) and will be using a printed answer booklet - make sure you bring the equipment you need - so pen, pencil, eraser etc. 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.
- ✓ You can bring a clear bottle of water with you so long as any labels have been removed. No other food or drink is allowed in the test room.

DURING THE TEST

Belongings

- ✓ Your centre will tell you where to put your belongings. You will not be allowed to take any electronic items to your desk unless you are using your own computer to take the test.

Listen carefully to your invigilator

- ✓ Always listen carefully to your invigilator and follow their instructions. If you have any questions, need help or want to leave the room, raise your hand and an invigilator will come over. NEVER TALK TO OTHER TEST TAKERS.

Access arrangements

- ✓ If you applied for access arrangements or modified papers, due to a disability or special requirement, these arrangements will be made available to you on the day. Any allowance for

extra time should automatically have been added to your online test and you should be able to see this on the clock timer displayed on your test when you start it. Remember to confirm

these arrangements with your test centre before test day. If you are entitled to extra time and cannot see this has been added to your clock timer, then tell your test centre administrator or invigilator immediately and before you start your test.

Stopping and starting

- ✓ If you are entitled to rest breaks or something unexpected happens during your test which means you have to stop - don't worry - your answers so far will all have been saved. Your test administrator will lock your test and the timer will stop until you return to your desk. Your test administrator can then re-start your test so you can continue.
- ✓ For security reasons, if you attempt to navigate away from the test platform during your test, it will lock. Your test administrator can unlock this for you so you can continue and the incident will be recorded.
- ✓ If you are entitled to rest breaks or something unexpected happens during your test which means you have to stop - don't worry - your answers so far will all have been saved and the timer will stop until you return to your desk. Your test administrator can start your test again.

Add details to front page of answer booklet (is using)

- ✓ If you are taking the MAT, PAT or MLAT (Russian or Modern Greek only) make sure you complete the front page of your answer booklet and enter your details carefully.

Multiple test sections

- ✓ If your test has more than one section, each section is completed one after the other. If you are taking CAT and MLAT you might be required to complete more than one section; this depends on the course you are applying for. If you are taking more than one section of CAT, you are asked to select the section you are taking. If you are taking more than one section in MLAT, these are pre-selected for you based on your course choice. Every test begins with a set of clear instructions, so make sure you read this through carefully. You can have a look at these instructions via our videos on test preparation or via the online practice test available from your test webpage.

Using rough paper

- ✓ All candidates are allowed to use rough paper during their test. Ask for this if you would find this useful and it is not automatically provided by your test centre. Any notes you make must be collected by your invigilator immediately after the test and destroyed.

Internet connection

- ✓ Note that once your test has been launched, your device no longer needs internet access to run your test, so don't worry about any loss of connection. If you are taking the MAT or PAT, your test centre will have been given special instructions on how to scan and upload your answer booklet while having internet issues but they have until 4pm on Tuesday, 24 October to return this, so plenty of time.

Your centre may give further instructions about what to bring or do on test day so make sure you read these carefully and follow them.

AT THE END OF YOUR TEST

Submitting answers

- ✓ If you haven't submitted your answers yourself by the end of your allocated test time, this will happen automatically and you won't be able to make any further changes. There is a clock timer in the centre of the screen view which will go yellow when you have five minutes left so make sure you finish and submit in time.

Don't move

- ✓ Stay seated until you are told you may leave the room.

Leave rough paper

- ✓ Do not take any rough notes or answer booklets out of the room.

If you have any problems or questions, tell the invigilator immediately.

AFTER THE TEST

Don't worry!

- ✓ Give yourself a big pat on the back and try not to worry if you found the test hard. It's supposed to be! So long as you did the recommended preparation, you will know you have done your best. And remember - everyone applying for your course is in the same boat!

Special consideration

- ✓ If for any reason you feel that your performance in the test has been impacted by something that happened during your test, talk to your test centre and ask them to submit a Special Consideration form on your behalf. This will be available online from 9am on 19 October. If you have taken your test at an open centre, you can submit this form yourself.

Test results

- ✓ Admissions tutors will receive the results of all candidates' tests directly and in time to make their shortlisting decisions in November. You will find out if you have been shortlisted and invited to interview towards the end of November, or beginning of December. Check the timetable to see when online interviews for your 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.

Finally, GOOD LUCK!

Any questions? Contact us via: study@ox.ac.uk