



University of Oxford Admissions Tests 2023

Oxford University/TCS Test Centre bulletin 3

Welcome to your next test centre communications update. You are receiving this bulletin because you recently became a test centre authorised to deliver Oxford University tests in October 2023. This edition will include answers to the most popular questions submitted via the enquiry form posted in our last bulletin as well as a few other key updates on test centre guidance and arrangements for test day.

Answering your questions

Thank you to all those who submitted questions last week. The most popular are addressed below but you can find a complete list of answers to all your questions we received on the [Oxford/TCS communications](#) tab of our [Information for schools, colleges and other test centres webpage](#).

Candidate registration

Registration now closed

The grace period for registering candidates or requesting access arrangements or modified papers has now closed. All candidates should have received their login details to the test platform almost immediately. Please get in touch if you have a candidate who is not aware of receiving these details.

BYOD

TCS are aware that some candidates who are registered as using their own device on test day have not yet completed the checks and tests necessary to ensure this process will work. To avoid issues on the day, please encourage any candidates in this position to complete the actions they have been instructed to perform asap.

Getting ready for test day

Preparing students

As well as recommending students explore our resources and do the online practice test available from our individual test webpages, we have produced a [candidate's preparation checklist](#) including guidance on what to do:

- Before test day
- On test day
- During the test

- After the test

This information will be on the individual test webpages and available to download and share from the *Preparing students* tab on the [Information for schools, colleges and other test centres webpage](#). This guidance will also be communicated in video form, via our SM channels and our *Choosing Oxford* applicant newsletter.

Preparing your centre:

Comprehensive [written guidance on running test days and managing the test dashboard](#) is available. We would also recommend watching the recorded webinar explaining how to use the dashboard. In addition, there are [instruction videos](#) available on:

- Marking test attendance and launch approvals
- Locking/unlocking tests (in case of emergency breaks)
- Scanning and uploading answer booklets for hybrid tests (MAT, PAT and MLAT (Russian or Modern Greek only))

We are also drafting a quick reference checklist for test centres.

On test day

ID checks

All candidates must bring photographic identification with them on the day of the test. This must be checked by test centres on their arrival. Examples of valid ID are a passport, driving licence, provisional driving licence or student ID. The time scheduled for students' arrival will need to factor in time for this initial check so all candidates are ready to start their test on time.

Test login

We have received several enquiries about how centres or candidates will access the tests on test days. On test day and using the test dashboard, centres will need to mark registered candidates as present and approve them to take their test. This will then enable candidates to launch their test using their own login credentials when instructed to do so and at the appointed start time on their allocated device. Test administrators will still be able to access and retrieve candidates' login details via the Registered Candidates window, in case these are forgotten on the day. In case needed, test administrators will also be given the url to the test portal: admissiontesting.ox.ac.uk/candidates. Where practical, we would suggest that test administrators switch on allocated computers and bookmark this url in advance of candidates arriving.

Please note candidates are permitted to bring in their login credentials on a piece of paper which should be security checked when verifying the candidate's identity and ideally retrieved by invigilators once the candidate has successfully logged in.

This will also flag if a candidate does not have their login details and will need your help retrieving these from the 'Registered students' section of the centre portal.

Test timetable

The [test timetable](#) has been produced as a guide for authorised test centres delivering multiple and consecutive tests on 19 and 20 October. Given that these admissions tests are computer-based, to maintain test security and ensure the integrity of this assessment process, it is essential that all tests are started as instructed and that centres abide by their designated [local start time](#).

Some courses require candidates to sit the ELAT in addition to the CAT on 19 October or the HAT in addition to the MLAT on 20 October. This is why the start times for all candidates sitting ELAT and HAT are later - to allow candidates applying for a course that requires more than one test to sit both consecutively.

Note: the test platform allows candidates up to 30 minutes to begin their test after the test start window opens. This will allow candidates taking more than one test a maximum of 25 minutes break. Tests must not begin before the designated local start time.

Marking attendance and launching consecutive tests

If you have candidates for the later ELAT (on 19 October) and HAT (on 20 October), you will need to plan how to manage ID checks, mark attendance and launch tests for those candidates so they can start on time. If easier, you can perform these tasks for all candidates at the beginning of the day. There is no security risk to doing this. Candidates for the later tests will still not be able to launch the test(s) until the appointed time.

Extra time

If extra time has been requested, this should be automatically included in the time shown on the timer at the centre top of the candidate's test view. Confirmation of access arrangements is not needed. As instructed when registering candidates, centres must be able to provide evidence of need if they grant candidates extra time. The test dashboard allows for the adjustment of test length but this should not be used except in extreme extenuating circumstances and as the result of some unforeseen event or emergency.

Scanning and uploading answer booklets for MAT, PAT and MLAT (Russian and Modern Greek only)

This is covered in the Test Dashboard guidance but there will also an Uploading answer booklets video available [on the Information for schools, colleges and other test centres webpage](#).

Note: centres have until 4pm UK time on Tuesday, 24 October to scan and upload answer booklets for hybrid test. Please contact us for advice with any difficulties with this.

What happens if internet connection is lost?

Connection to the internet is required to mark candidates as present, for them to start/launch their tests and for submission at the end. Otherwise, the test duration will progress as normal whether or not there is internet connection. In the unlikely event that internet connection is lost when the candidate is submitting their test, this will not happen automatically. Instead, a ZIP file will be generated in the Downloads folder of their computer. This should be shared (via USB drive or similar) with the test administrator who can upload this to the centre portal. Detailed instructions are available in the [test dashboard guidance](#).

Once your internet connection returns, please scan and upload answer booklets for hybrid tests (MAT, PAT, MLAT (Russian and Modern Greek only)).

Test centre support/helpdesk

Please note Oxford and TCS will be providing telephone support during the two test days. Further details will be shared in the next bulletin.

Contact details

In the meantime, in addition to using this [test centre enquiry form](#), and for a same day response, you are welcome to contact us via the following email addresses:

- Tata Consultancy Services (TCS): oxford.testcentresupport@tcs.com
- Oxford undergraduate admissions and outreach: study@ox.ac.uk

Additional sources of information

In addition to exploring the extensive information provided on our website, you may like to check out our ever-expanding Oxford Admissions Tests playlist at youtube.com/@StudyAtOxford.

We hope you have found this information useful and will be in touch again soon.

With very best wishes,

Undergraduate Admissions and Outreach, University of Oxford

Tata Consultancy Services (TCS)