Cambridge Assessment Admissions Testing

Entries Extranet user guide

https://www.entries.cambridgeassessment.org

Version 12.0

August 2021

Technical

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1.0 Introduction

The Entries Extranet is a secure online facility for registered centres to enter, modify and withdraw candidates for a range of tests administered by Cambridge Assessment Admissions Testing, including the pre-interview assessments used by the Universities of Oxford and Cambridge. For a full list, please refer to our website www.admissionstesting.org.

You will need internet access to use Entries Extranet. We recommend the latest versions of Firefox or Google Chrome.

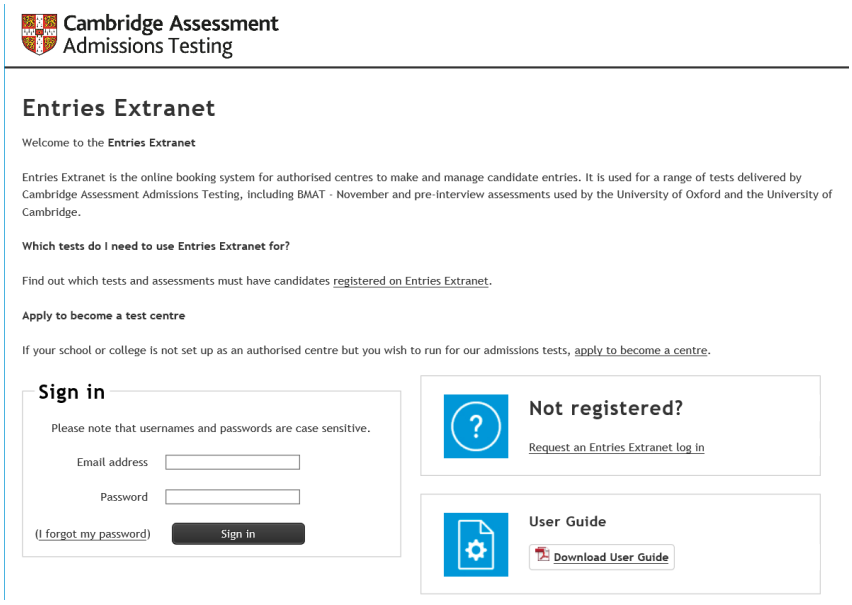
Screenshots in this guide may vary slightly from the screens you view in your browser. Please note the deadlines in these screenshots are for example purposes only; accurate current information will always be displayed on the Entries Extranet and/or the Cambridge Assessment Admissions Testing website.

You can download a PDF copy of this guide from the *Help* tab after logging in.

2.0 Getting started

2.1 Logging in

In your browser, navigate to www.entries.cambridgeassessment.org and enter your username and password. This will take you to the *Entries Overview* page. Information about navigating the *Entries Overview* page can be found in section 3 of this guide.

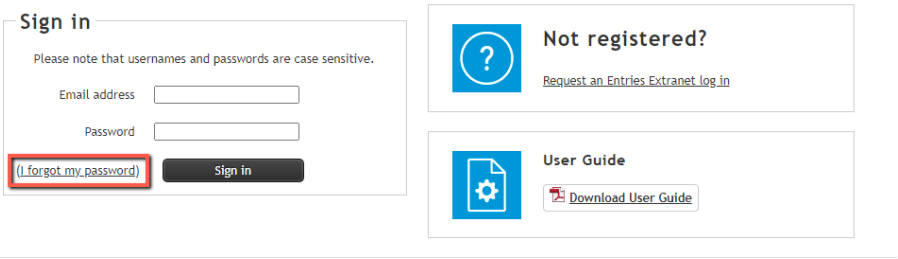


2.2 Usernames and passwords

Your username is the email address which you registered for an account.

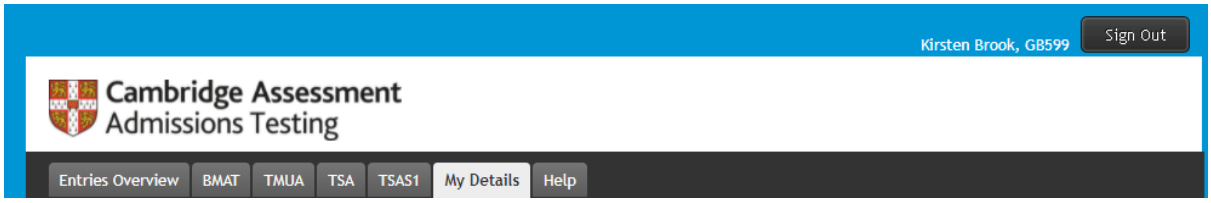
When you first register for an Entries Extranet account, you will receive an email with a password to log in. Please keep your username and password secret and secure at all times.

If you forget your password, you can request a replacement from the Entries Extranet login page by clicking on *I forgot my password* (see below) and following the instructions.

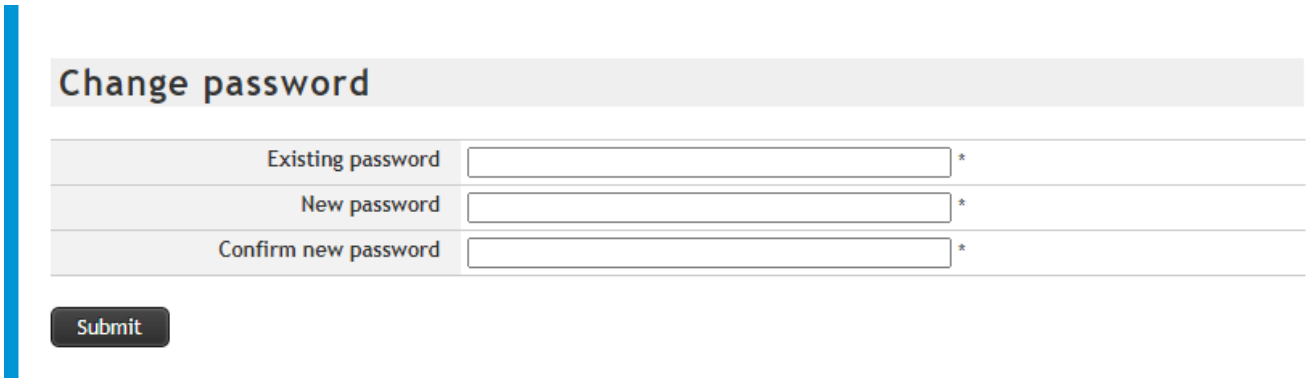


If an incorrect password is entered three times in succession, the account will be locked. In this case, please wait 30 minutes then request a new password via the *I forgot my password* link on the login page. A new password will be sent to you by email.

Should you wish to change your password, you can do this via the *My Details* tab when you are logged in.



Scroll to the bottom of the page. You will need to enter your existing password and a new password in the relevant fields. You will need to retype your new password in the *Confirm new password* field before clicking the *Submit* button.



Emails from Entries Extranet may appear in your junk or spam folders.

Please remember to clear your cache and cookies to remove the previous login data. Then log in using the new password (it is easiest to copy and paste this from the email). If the issue persists, please contact the Admissions Testing support team on https://support.admissionstesting.org/hc/en-gb or call +44 (0) 1223 553366.

2.3 Amending/adding users

To add an additional user, amend a user's details or remove a user from the system, please contact the Admissions Testing support team on https://support.admissionstesting.org/hc/en-

gb with your centre name, centre number, the username of the account to be amended and details of the changes needed.

Your name and centre number can be found in the top right of the *Entries Overview* screen.

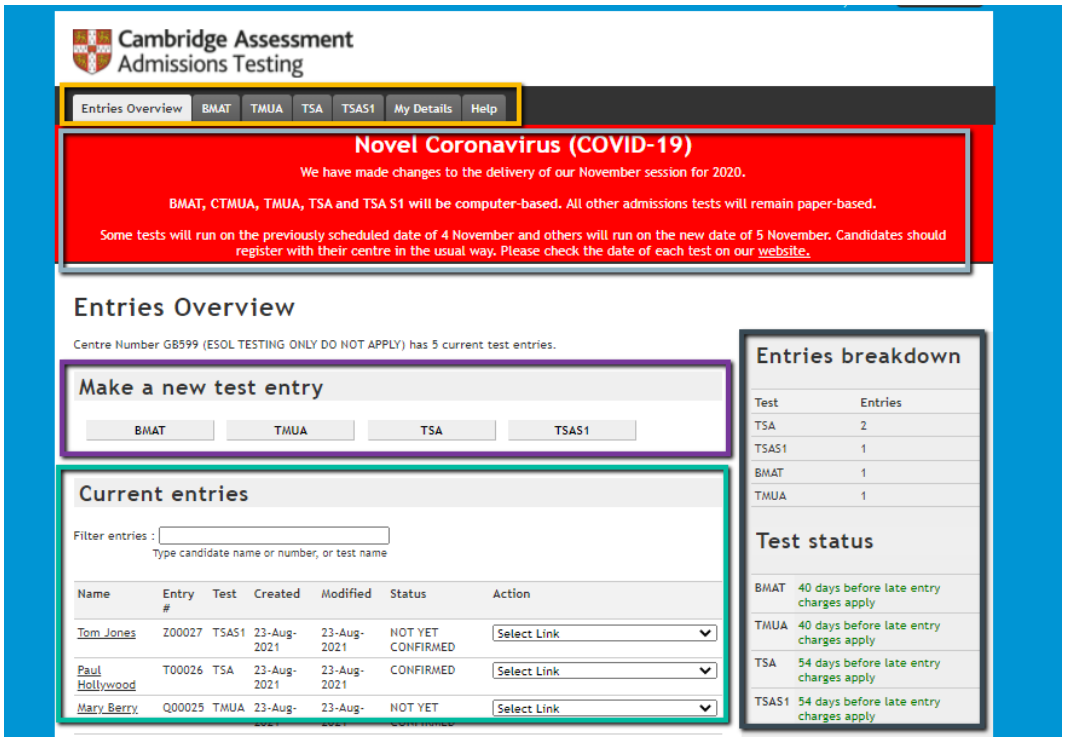
To request a change of Examinations Officer or inform us of a change to your centre's name or address, please use the *Change of Exams Officer Request Form* available on the Admissions Testing support site at https://support.admissionstestingservice.org/hc/en-gb/articles/205655655.

3.0 Entries overview

Please note that our Admissions tests are only listed on the *Entries Overview* when the registration window is open and if you have the appropriate permissions for a test.

Depending on your access to the site you may only see some of the tabs in the screenshots below. If you cannot see certain tests that you think should be visible to you and the registration window has opened, please contact the Admissions Testing support team: https://support.admissionstesting.org/hc/en-gb or visit www.admissionstesting.org.

The *Entries Overview* is your homepage in Entries Extranet and displays an overview of your account. Below is a screenshot and some further guidance as to what information you can find in the *Entries Overview*.

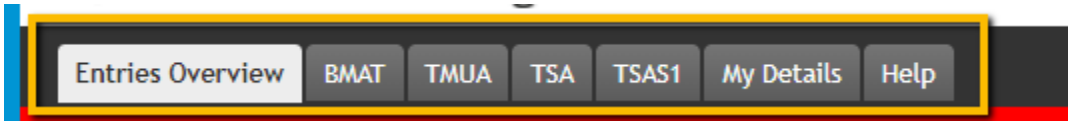


1. **The tabs -** use these tabs to navigate around the Entries Extranet.

a. **Entries Overview** – click to return to the homepage

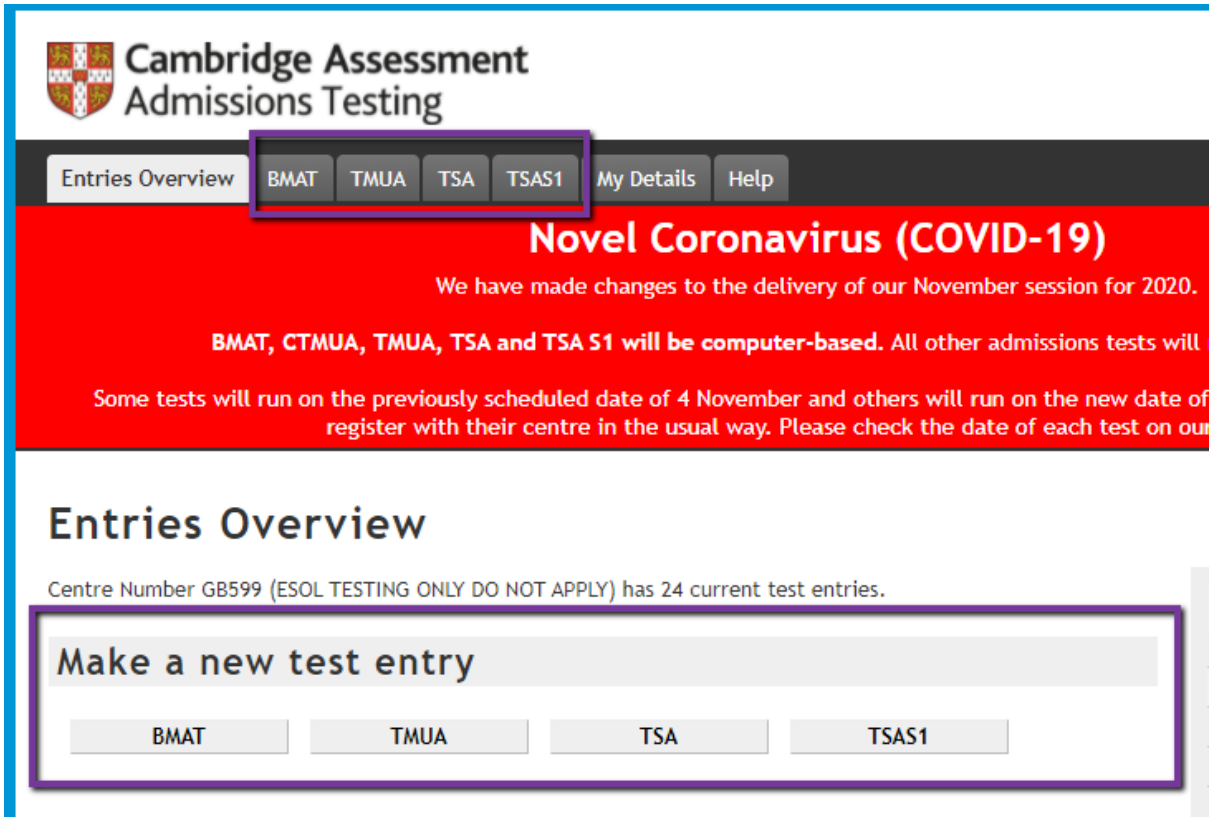
b. **The test names** – click to register a candidate and view basic information about each specific test

c. **Help** – to find this guide, other useful information and contact details for the Admissions Testing support team

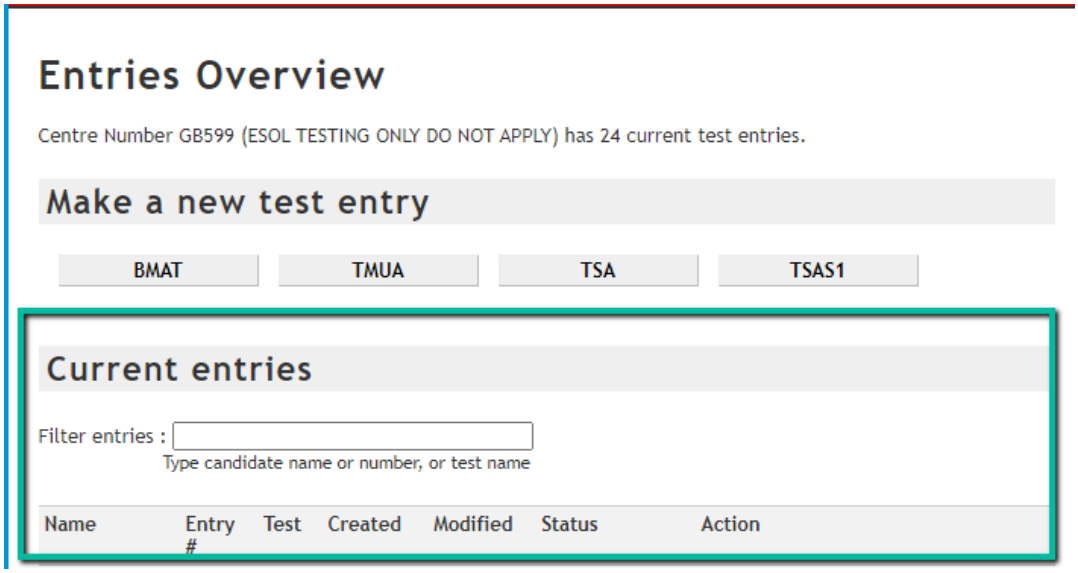


2. **Session specific notices** – we will alert you to some key changes to the running of our admissions tests in the banner. It will be updated per session. Below is an example from our November 2020 session.

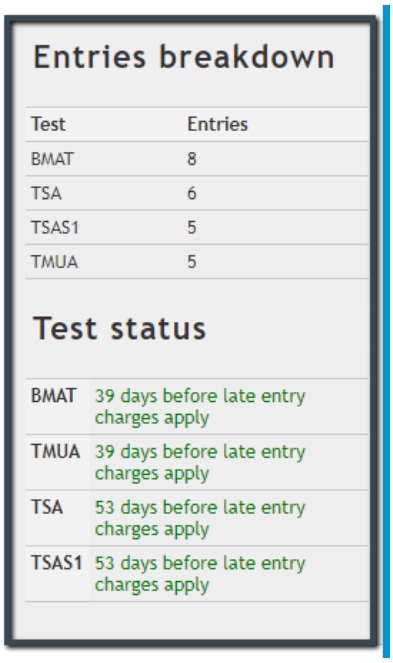
3. **Make a new test entry** - you can click on the test name here as well as using the named tab to make a new test entry.



4. **Current entries** – all entries that you make will appear in the table below. By clicking on the individual candidates, the entries can be amended or withdrawn.



5. **Entries breakdown** – a summary of your entries and upcoming deadlines.



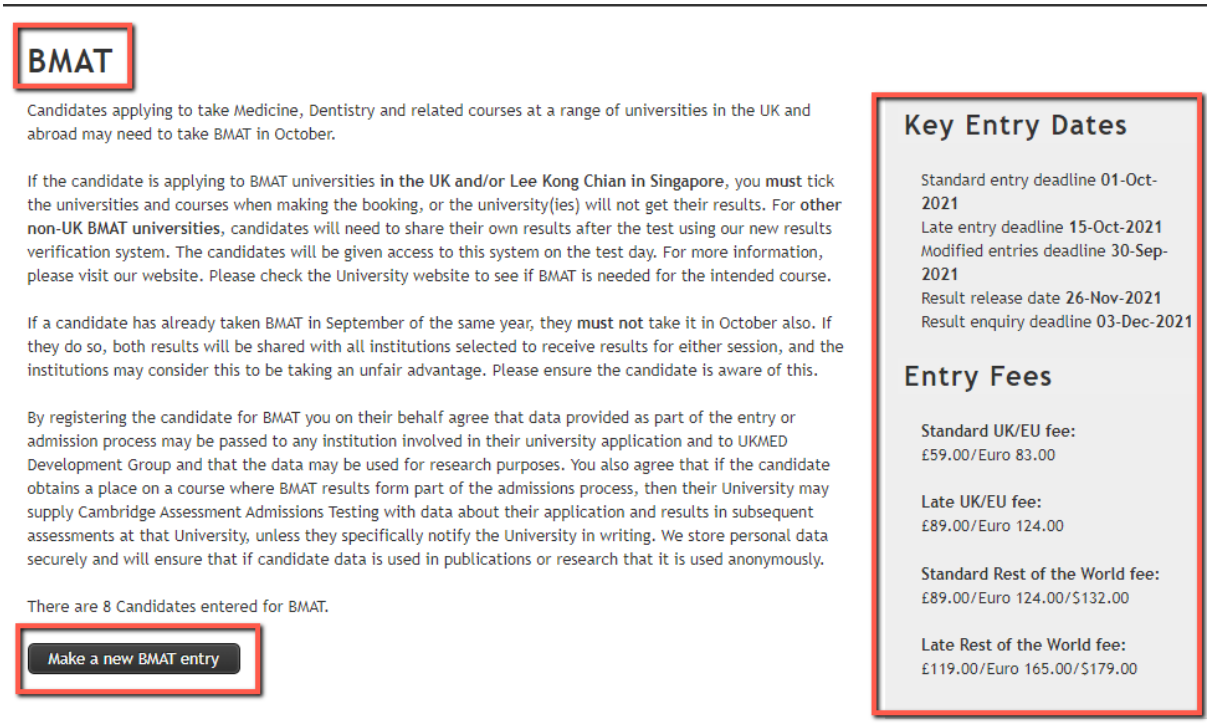
4.0 Making a new test entry

4.1 Selecting the test

You can make a new entry by clicking the test name in the tabs or the button in the *Make a new test entry* section of the *Entries Overview*. You can only make one entry at a time. If you have a large number of candidates to enter for the same test, please contact the support team.

Please select the test carefully as some have very similar names (e.g. TSA and TSA S1). When you click on a tab or box, you will be taken to an information screen specifically for the selected test.

Please read the information to ensure you are booking for the right test. You will also be able to see the important dates and entry fees (if applicable).



BMAT

Candidates applying to take Medicine, Dentistry and related courses at a range of universities in the UK and abroad may need to take BMAT in October.

If the candidate is applying to BMAT universities **in the UK and/or Lee Kong Chian in Singapore**, you **must** tick the universities and courses when making the booking, or the university(ies) will not get their results. For **other non-UK BMAT universities**, candidates will need to share their own results after the test using our new results verification system. The candidates will be given access to this system on the test day. For more information, please visit our website. Please check the University website to see if BMAT is needed for the intended course.

If a candidate has already taken BMAT in September of the same year, they **must not** take it in October also. If they do so, both results will be shared with all institutions selected to receive results for either session, and the institutions may consider this to be taking an unfair advantage. Please ensure the candidate is aware of this.

By registering the candidate for BMAT you on their behalf agree that data provided as part of the entry or admission process may be passed to any institution involved in their university application and to UKMED Development Group and that the data may be used for research purposes. You also agree that if the candidate obtains a place on a course where BMAT results form part of the admissions process, then their University may supply Cambridge Assessment Admissions Testing with data about their application and results in subsequent assessments at that University, unless they specifically notify the University in writing. We store personal data securely and will ensure that if candidate data is used in publications or research that it is used anonymously.

There are 8 Candidates entered for BMAT.

Make a new BMAT entry

Key Entry Dates

Standard entry deadline **01-Oct-2021**
Late entry deadline **15-Oct-2021**
Modified entries deadline **30-Sep-2021**
Result release date **26-Nov-2021**
Result enquiry deadline **03-Dec-2021**

Entry Fees

Standard UK/EU fee:
£59.00/Euro 83.00

Late UK/EU fee:
£89.00/Euro 124.00

Standard Rest of the World fee:
£89.00/Euro 124.00/$132.00

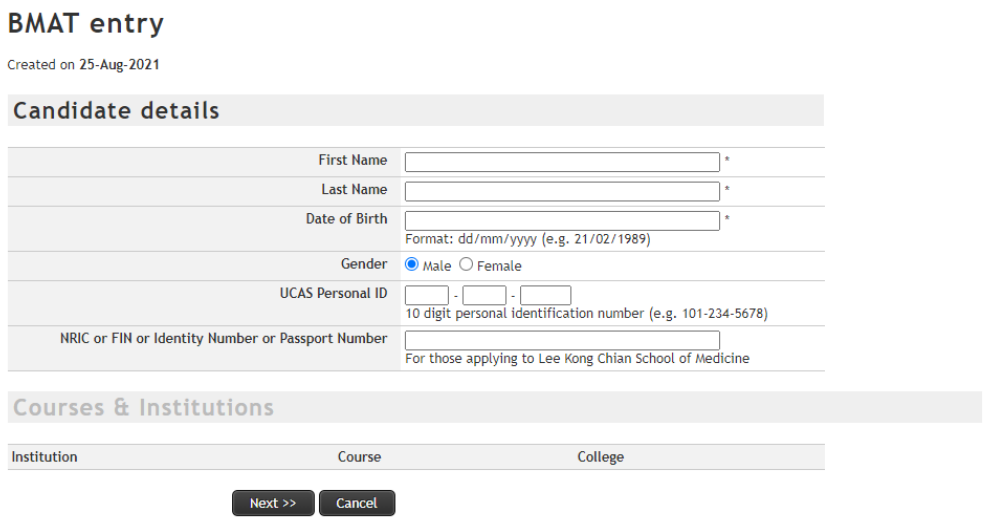
Late Rest of the World fee:
£119.00/Euro 165.00/$179.00

If it is the correct Test, click on *Make a new entry* button at the bottom of the page. If not, use the tabs to go back to the *Entries Overview* or to the correct test.

You are now creating a new test entry.

4.2 Candidate details

In the *Candidate details* screen shown below, you must enter the details of your candidate **exactly** as they appear on the candidate's UCAS entry. Otherwise, the university/ies may not be able to use the results and the candidate will not be considered for a place.



BMAT entry

Created on 25-Aug-2021

Candidate details

First Name	*
Last Name	*
Date of Birth	* Format: dd/mm/yyyy (e.g. 21/02/1989)
Gender	Male Female
UCAS Personal ID	- - 10 digit personal identification number (e.g. 101-234-5678)
NRIC or FIN or Identity Number or Passport Number	For those applying to Lee Kong Chian School of Medicine

Courses & Institutions

Institution	Course	College

Next >> Cancel

Please check:

1. The names are entered in the correct boxes as per the UCAS entry.

2. The names are full names, not nicknames/usernames, with gaps as per the passport/birth certificate.
3. The date of birth is **DD/MM/YYYY** (e.g. 01/01/2003) and the dates entered are correct (e.g. not today's date, not the American date system).
4. The UCAS ID is accurate.

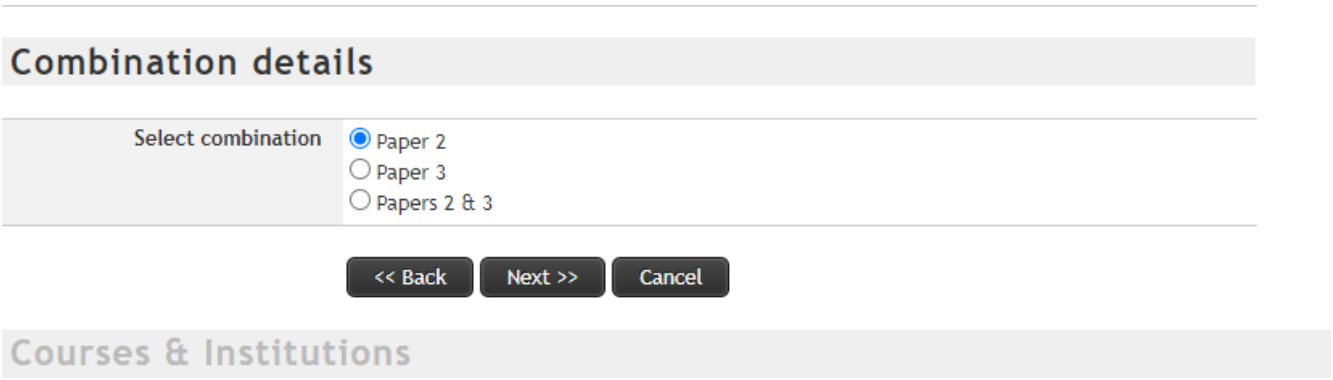
You do not need to add the UCAS ID at this stage but it will assist with distributing scores to universities. You can add it later, see section 6 (Modifying entries).

Note: The Entries Extranet cannot support diacritics (commas, hyphens, umlauts). In these cases, please leave them out and write the name as closely as possible to the original.

Some fields are obligatory and have to be filled in before moving on to the next page. When you have accurately completed the candidate's details, click *Next*.

4.3 Combination details (this will only appear for STEP entries)

You will need to select the correct combination of papers for STEP, as specified in the candidate's UCAS offer(s).



Once you have completed and checked this section, please click *Next*.

4.4 Courses and institutions

Please tick **all** the relevant courses and institutions that are offered on Entries Extranet to ensure the results are distributed correctly.

Courses & Institutions

Brighton and Sussex Medical School	☐ A100: Medicine	
Imperial College London	☐ A100: Medicine	
Keele University	☐ A100: Medicine	
Lancaster University	☐ A100: Medicine	
	☐ A101: Gateway Year to Medicine	
	☑ A104: Medicine & Surgery with a Gateway Year	
Lee Kong Chian School of Medicine	☐ MBBS: Medicine	
LSE	☐ B100: Physiological Sciences	
Qatar University (Internal Applicants Only)	☐ MD: Medicine	
University College London	☐ A100: Medicine	
University of Cambridge	☐ A100: Medicine	No college selection required
	☐ A101: Graduate Course in Medicine	No college selection required
	☐ A10S: Doctor of Medicine (joint with University of Nottingham)	Girton
University of Leeds	☐ A100: Medicine	
	☐ A101: Gateway Year to Medicine	
	☐ A200: Dentistry	
University of Manchester Medical School (international applicants)	☑ A104: MBChB Medicine (with foundation year)	
	☐ A106: MBChB Medicine	
University of Oxford	☐ A100: Medicine	No college selection required
	☐ A101: Graduate Course in Medicine	No college selection required
	☐ BC98: Biomedical Sciences	No college selection required
Other	☐ ZZ99: Candidate shares results after test with non UK universities	

<< Back | Submit | Cancel

If the course/institution is not selected here, then results will not be provided to the university by Cambridge Assessment Admissions Testing. Some assessments are unique to a single institution and/or course. Entries Extranet is separate from UCAS; selecting an institution here does not replace the usual university applications processes.

For MLAT, OLAT and CAT, you will need to enter the four-character UCAS course code in the first box manually. A drop-down list will appear when you start typing. Select the course code you want from the drop down. The course name will then appear next to the box, please check it is the correct course before submitting.

For TMUA, candidates can allocate results after the test via our Metritests system. Candidates will be given logins for Metritests on the test day. This also applies to non–UK universities that accept results from the BMAT November session other than Lee Kong Chian. For all other tests, including BMAT universities in the UK and Lee Kong Chian in Singapore, if the course/institution is not selected on Entries Extranet, results will not be provided to them. You can add or change courses and institutions at any point during the registration window, see section 6 (Modifying entries).

For STEP (available in June only), if a course/institution for which the candidate intends to use the results does not appear in the list, please select *Other* as well as any specific courses/institutions.

Once you have completed and checked this section, please click *Submit*. The candidate is not entered until you click *Submit*.

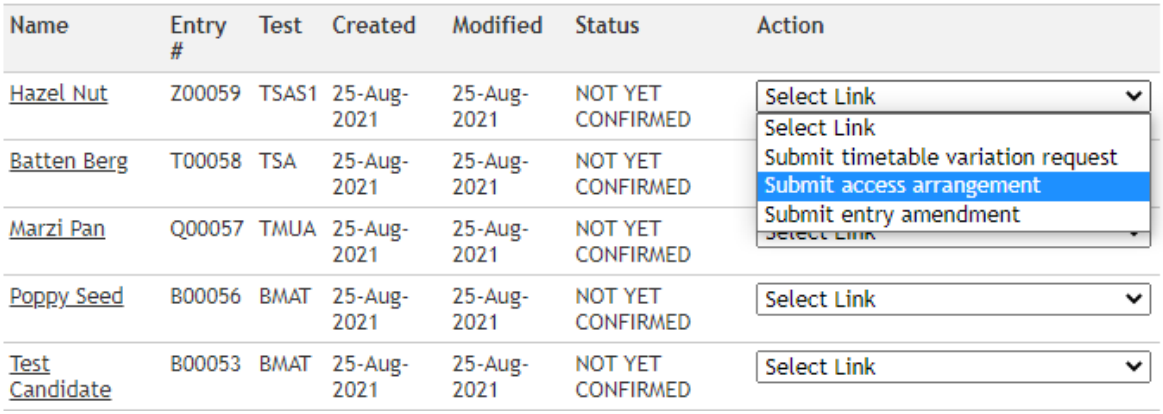
Note: In previous years, the college name has been requested at this stage for the Universities of Oxford and Cambridge. This is no longer a required field so where the box appears, it will be pre-populated with *no college selection required*. Please note it does not appear on recently added courses.

Once the candidate is registered, they are automatically assigned a unique Entry Number (the letter designator for that assessment followed by five digits).

You must provide the candidate with their entry number as confirmation that the entry has been made.

4.5 Submitting access arrangements

To request an access arrangement for a candidate, find the entry on the *Entries Overview* screen and select *Submit access arrangement* from the *Action* dropdown. This will open a webform in a new browser page.



Name	Entry #	Test	Created	Modified	Status	Action
Hazel Nut	Z00059	TSAS1	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link
Batten Berg	T00058	TSA	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	
Marzi Pan	Q00057	TMUA	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	
Poppy Seed	B00056	BMAT	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link
Test Candidate	B00053	BMAT	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link

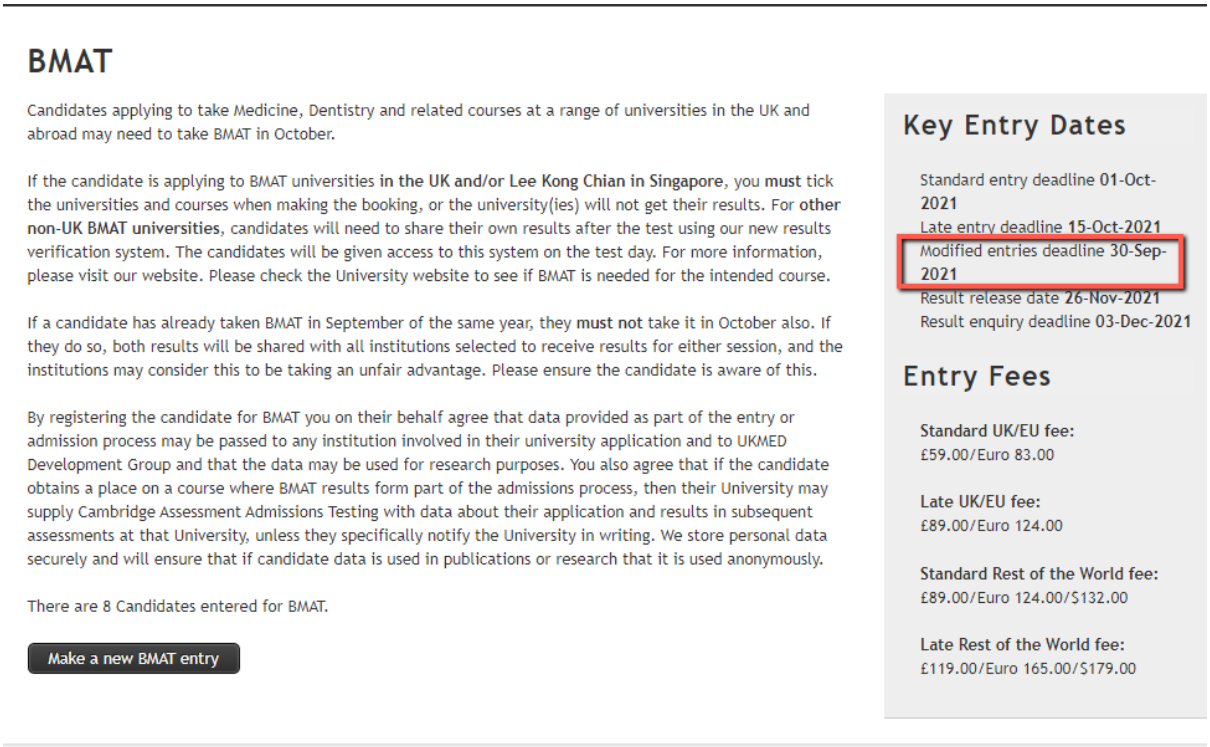
The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to accurately complete the remaining fields in the form.

Note: If the candidate requires modified materials, you must request this before the deadline. The deadline for modified materials is often earlier than the closing date for registrations and other access arrangements.

The deadline is shown in the box on the right-hand side of the main page for each test, please see the example below.



BMAT

Candidates applying to take Medicine, Dentistry and related courses at a range of universities in the UK and abroad may need to take BMAT in October.

If the candidate is applying to BMAT universities **in the UK and/or Lee Kong Chian in Singapore**, you **must** tick the universities and courses when making the booking, or the university(ies) will not get their results. For **other non-UK BMAT universities**, candidates will need to share their own results after the test using our new results verification system. The candidates will be given access to this system on the test day. For more information, please visit our website. Please check the University website to see if BMAT is needed for the intended course.

If a candidate has already taken BMAT in September of the same year, they **must not** take it in October also. If they do so, both results will be shared with all institutions selected to receive results for either session, and the institutions may consider this to be taking an unfair advantage. Please ensure the candidate is aware of this.

By registering the candidate for BMAT you on their behalf agree that data provided as part of the entry or admission process may be passed to any institution involved in their university application and to UKMED Development Group and that the data may be used for research purposes. You also agree that if the candidate obtains a place on a course where BMAT results form part of the admissions process, then their University may supply Cambridge Assessment Admissions Testing with data about their application and results in subsequent assessments at that University, unless they specifically notify the University in writing. We store personal data securely and will ensure that if candidate data is used in publications or research that it is used anonymously.

There are 8 Candidates entered for BMAT.

Make a new BMAT entry

Key Entry Dates

Standard entry deadline 01-Oct-2021
Late entry deadline 15-Oct-2021
Modified entries deadline 30-Sep-2021
Result release date 26-Nov-2021
Result enquiry deadline 03-Dec-2021

Entry Fees

Standard UK/EU fee:
£59.00/Euro 83.00

Late UK/EU fee:
£89.00/Euro 124.00

Standard Rest of the World fee:
£89.00/Euro 124.00/$132.00

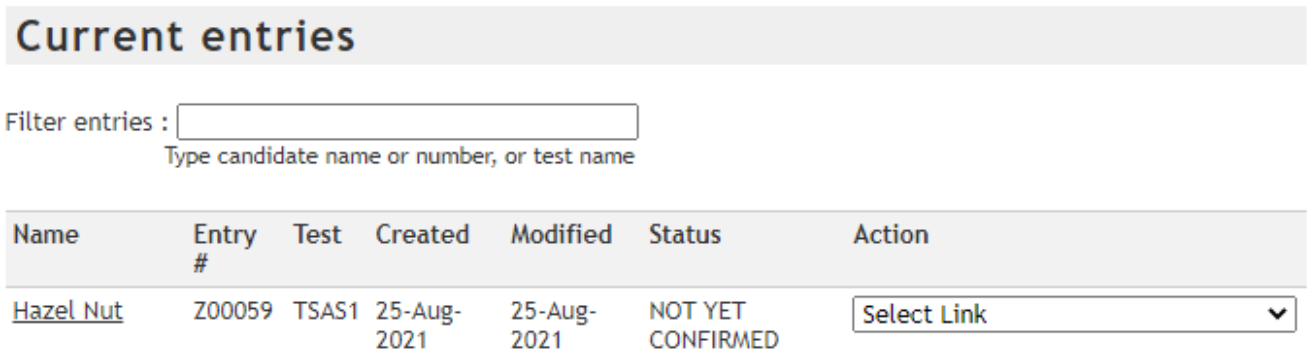
Late Rest of the World fee:
£119.00/Euro 165.00/$179.00

Access arrangements that do not require modified papers, such as extra time, can be requested up until the registration window closes. Any requests after this will be reviewed on a case-by-case basis.

You can find more information about access arrangements on our support site.

5.0 Current entries

The table under the *Current entries* lists all currently registered candidates for upcoming admissions tests for your centre and is found at the bottom of the *Entries Overview* page.



Current entries

Filter entries :
Type candidate name or number, or test name

Name	Entry #	Test	Created	Modified	Status	Action
Hazel Nut	Z00059	TSAS1	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link

The different columns represent:

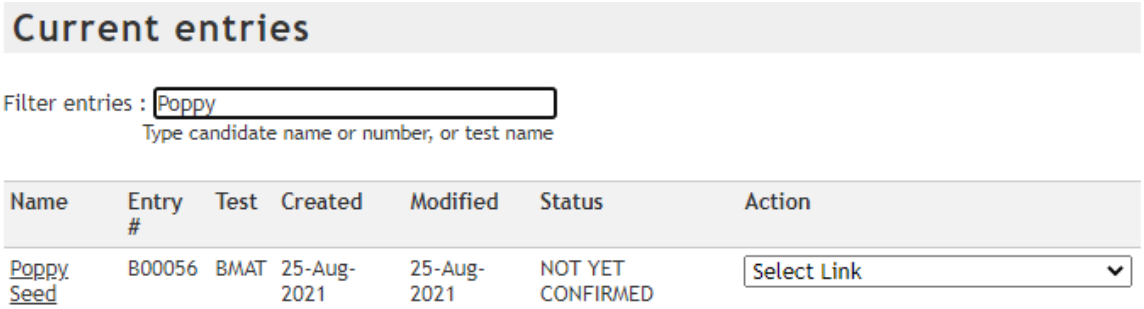
- **Entry #:** the candidate's unique entry number. The letter identifies the paper for which they have been entered, with a five-digit number.
- **Test:** the acronym for the assessment for which the candidate has been entered.

- **Created:** the date the entry was made.
- **Modified:** the last date the entry was amended.
- **Status:** This will show NOT YET CONFIRMED for the first couple of hours after making the entry until it has been accepted by the Admissions Testing system. After this it will show as CONFIRMED. If you notice that any of your entries take longer than 48 hours to show as confirmed, please contact atadministration@cambridgeassessment.org.uk.

You can search for a specific candidate under Current Entries using either their name or candidate number.

Note: The search function does not recognise wildcards – you will need the correct start of either the candidate's first name or last name or candidate number, including the letter designator.

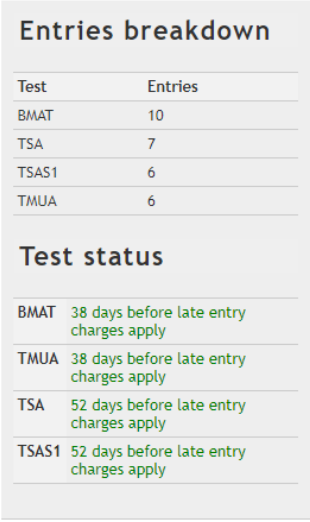
Alternatively, you can search by test name to view your candidates entered for a particular test.



5.1 Entries breakdown and test status

The *Entries breakdown* summarises the number of entries made by your centre per assessment.

The *Test status* shows how long until the registration window closes or when we will start charging late fees (if applicable) or if the registration window has closed for each assessment. Further key dates and fees (if applicable) are shown in the individual test area.



6.0 Modifying entries

6.1 Entry amendments

You can amend your candidates' entries until the registration window closes. To amend an entry, click on a candidate's name to view their entry. You will see a summary of the entry, like the one below.

Created on 25-Aug-2021 | Last edited on 25-Aug-2021

Candidate details Edit candidate details

Name	Test Candidate
Entry #	B00053
UCAS ID	123-456-7890
Date of Birth	01-May-2003
Gender	Female
NRIC or FIN or Identity Number or Passport Number	

Courses & Institutions Edit courses & institutions

Institution	Course	College
Lancaster University	A104 Medicine & Surgery with a Gateway Year	[No college]
University of Manchester Medical School (international applicants)	A104 MBChB Medicine (with foundation year)	[No college]

You can modify any of their personal details by clicking *Edit candidate details*. Institution and/or course choices can be amended by clicking *Edit courses & institutions*.

For STEP (June only) there will be an additional option for you to amend the paper combination details.

If you need to make any amendments after registrations close, you will need to submit an entry amendment form. To submit the form for a candidate, find the candidate under *Current entries*. In the *Action* column, select *Submit entry amendment* from the dropdown. This will open a webform in a new browser page.

Current entries

Filter entries : Test Candidate
Type candidate name or number, or test name

Name	Entry #	Test	Created	Modified	Status	Action
Test Candidate	B00053	BMAT	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link

Select Link
Submit timetable variation request
Submit access arrangement
Submit entry amendment

The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number

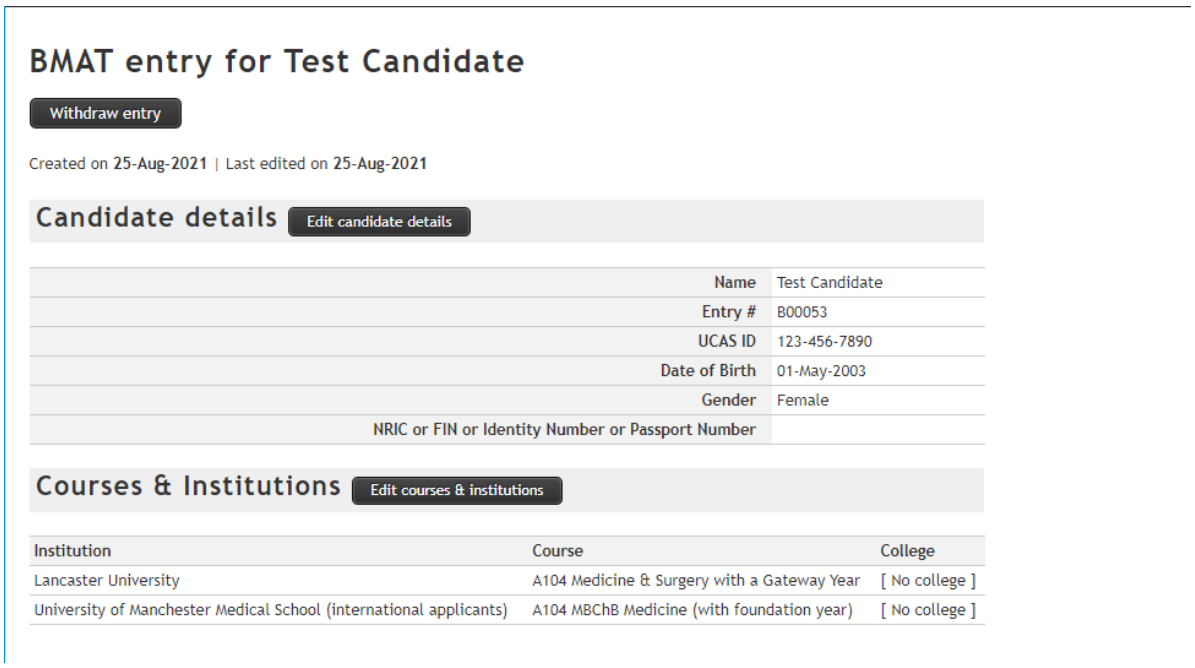
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to accurately complete the form to let us know the required amendments for the entry.

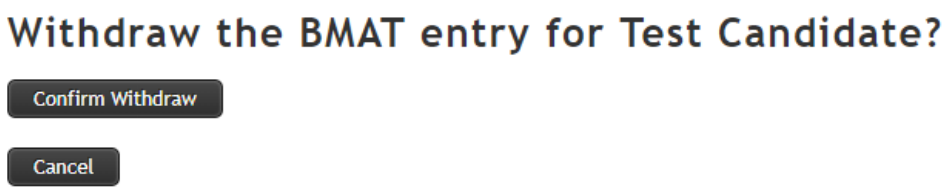
If you have entered a candidate for the **wrong** assessment (e.g. for MAT but they need to take PAT), please withdraw the first entry and then create another entry through the appropriate assessment screen. You cannot swap the registration to another assessment.

6.2 Withdrawing candidates

You can withdraw a candidate in Entries Extranet before the registration window closes. Click on the candidate's name to view their entry.



Click the *Withdraw entry* button.



You will then be asked to confirm the withdrawal. If you click *Confirm Withdraw*, you will be taken back to the *Entries Overview* page and the candidate will no longer be present under *Current entries*. If you click *Cancel*, you will be taken back to the candidate's entry and the entry will not have been removed from your list of current entries.

If the candidate is withdrawing from your centre completely, even if they intend to take the test at another centre, please withdraw them here. The candidate's new test centre should then re-register the candidate.

If you withdraw a candidate on Entries Extranet in error, you can re-enter them at any point up to the final registration closing date. We will not be able to re-register the candidate after this date if they are accidentally withdrawn.

To return from a candidate record to the home screen, click on the *Entries Overview* tab.

No entries, amendments or withdrawals can be made after the final closing date. After the final closing date, please contact the Admissions Testing support team directly to advise them of any required changes. Late entries cannot usually be accepted.

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