

Oxford Admissions Test – Test Day Scenarios

School / Test Centre Administrator

06th Oct. 2023



Test Day Scenarios

- Scenario 1: Candidate forgot the login credentials
- Scenario 2: Candidate locked out of the testing platform due to interruption
- Scenario 3: Amendments to the request extra time
- Scenario 4: Candidate gets an error message while launching the test
- Scenario 5: Schedule a rest break for the candidate
- Scenario 6: Candidate gets a zip file at the end of the test (Backup Upload)

Scenario 1: Candidate forgot the login credentials

Candidate forgot the Username (Login ID)



Log in to the Oxford admissions test candidate portal

You should have received an email with login details when your school or test centre registered you for the test(s). If you haven't, contact them straight away. Please change the password on first login and keep the details safe for test day.

Username

We cannot find an account with that e-mail address

Password

A security image showing the number 874583 in a stylized font on a black background with a yellow and green gradient.

Log in

[Forgot password?](#)

Candidate forgot the Password

The image shows a dark-themed login page for the Oxford admissions test candidate portal. In the top left, there is the University of Oxford logo. A grey box at the top center contains the text "Press F11 to exit full screen". The main heading is "Log in to the Oxford admissions test candidate portal". Below this, a dashed box contains instructions: "You should have received an email with login details when your school or test centre registered you for the test(s). If you haven't, contact them straight away. Please change the password on first login and keep the details safe for test day." A white error message box is centered on the screen, containing the text: "* The login id and password combination does not match." Below the error message is a red "OK" button. In the background, there is a form with a text input field containing "da@test.com", a password input field, and a CAPTCHA image showing the number "371915". Below the CAPTCHA is a text input field with the placeholder "Type characters as shown in image". At the bottom of the form is a large red "Log in" button and a link for "Forgot password?". On the left side of the page, there is a faint image of a smiling woman in a yellow shirt holding a laptop. In the bottom right corner, there is a blue "ON" logo.

UNIVERSITY OF OXFORD

Press F11 to exit full screen

Log in to the Oxford admissions test candidate portal

You should have received an email with login details when your school or test centre registered you for the test(s). If you haven't, contact them straight away. Please change the password on first login and keep the details safe for test day.

* The login id and password combination does not match.

OK

da@test.com

371915

Type characters as shown in image

Log in

Forgot password?

ON



[BACK TO HOME](#)

Log in

Are you already an authorised test centre for Oxford admissions tests or have you applied to get authorised? If so, login here.

If you would like to become an authorised test centre [Apply now](#)

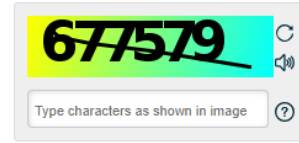
Not a centre? [Apply now.](#)

Log in to Test Centre

Login ID

1

Password



Type characters as shown in image

2

Log in

Forgot password?

After submitting your request to become a test centre, you should receive an acknowledgement and instructions outlining the next steps. If you do not receive an email from admissionstesting.ox.ac.uk, please check your junk and spam folders. If you still cannot find it, please contact your IT department and ask them to permit access from this domain and remove any security filters or similar which are blocking it.

Registered Candidates : Search for the candidate

UNIVERSITY OF OXFORD

HOME REGISTERED CANDIDATES TEST DASHBOARD Canada

Registered candidates

Download data in Excel file

Candidate sunita Sort by: UCAS ID Advanced filter Register a candidate

UCAS ID	Candidate detail	Course detail	Access requirement	Test 1	Test 2	Action
8767567890	Sunita Thakur thakur@tcs.com	V118-Ancient and Modern His... ID: V118	Y	Pending	Pending ID: H808057	

University of Oxford - Admissions Tests 2023

Version 15.00.01

Registered Candidates : Actions – View password

The screenshot displays the 'View password' modal on the University of Oxford Admissions Tests 2023 website. The modal is titled 'View password' and includes a close button (X) in the top right corner. Below the title, it states: 'To view the candidate credential you need to enter your password'. The modal contains a 'Password*' input field with a red '1' next to it. Below the input field is a security image showing the number '766414' on a yellow background, with a refresh icon, a speaker icon, and a help icon. Below the security image is a text input field with the placeholder 'Type characters as shown in image' and a help icon. At the bottom of the modal, there are two buttons: 'View Password' and 'Send Password'. The 'View Password' button is highlighted with an orange box and a red '2' next to it. The background shows the website navigation menu with 'HOME', 'REGISTERED CANDIDATES', and 'TEST DASHBOARD', and the University of Oxford logo.

View password: Share the password with candidate

The screenshot displays the University of Oxford Admissions Tests 2023 interface. At the top, there is a navigation bar with the University of Oxford logo, 'HOME', 'REGISTERED CANDIDATES', 'TEST DASHBOARD', and a location dropdown set to 'Canada'. A modal window titled 'View password' is open, showing the following information:

Candidate Name	Candidate Login ID	Candidate Password
Sunita Thakur	thakur@tcs.com	Tcs@1234

The background interface includes a 'Register a candidate' button and a table with columns for UCAS ID, Candidate Name, Candidate Login ID, and Candidate Password. The footer contains 'University of Oxford - Admissions Tests 2023' and 'Version 15.00.01'.

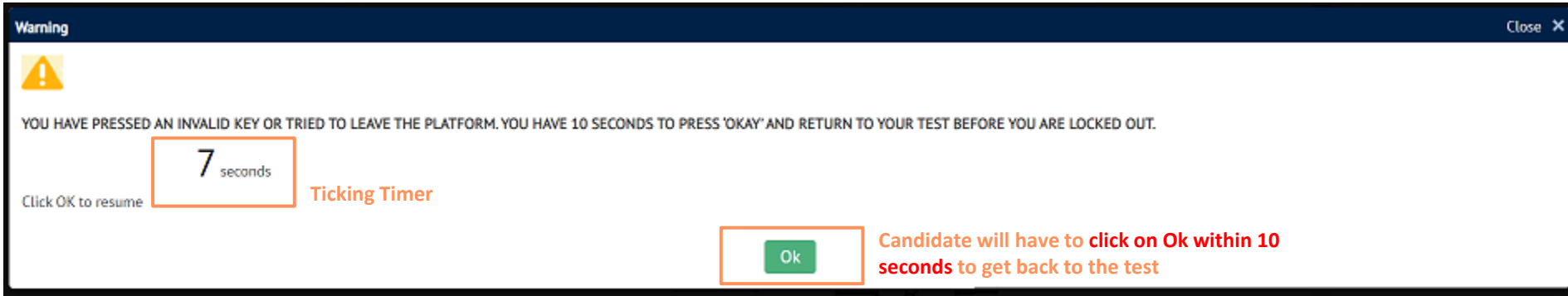


Scenario 2: Candidate locked due to interruption

Test has been interrupted: Candidate receives this screen


Candidates receive the below page when they perform the below actions for the first time:

- ✓ Candidate tried to minimise or close the test.
- ✓ Candidate has pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
- ✓ Candidate tried to move to another programme.
- ✓ Candidate tried to refresh the page.



The screenshot shows a warning dialog box with a dark blue header containing the text "Warning" and a "Close X" button. Below the header is a yellow warning icon. The main text of the dialog reads: "YOU HAVE PRESSED AN INVALID KEY OR TRIED TO LEAVE THE PLATFORM. YOU HAVE 10 SECONDS TO PRESS 'OKAY' AND RETURN TO YOUR TEST BEFORE YOU ARE LOCKED OUT." Below this text is a "Ticking Timer" showing "7 seconds" in a white box with an orange border. To the left of the timer is the text "Click OK to resume". To the right of the timer is a green "Ok" button with an orange border. To the right of the button is the text "Candidate will have to click on Ok within 10 seconds to get back to the test".

Warning Close X



YOU HAVE PRESSED AN INVALID KEY OR TRIED TO LEAVE THE PLATFORM. YOU HAVE 10 SECONDS TO PRESS 'OKAY' AND RETURN TO YOUR TEST BEFORE YOU ARE LOCKED OUT.

Click OK to resume 7 seconds Ticking Timer

Candidate will have to click on Ok within 10 seconds to get back to the test

Test has been interrupted: Candidate does not click 'Ok' within 10 seconds

Candidates will receive this error message.
Warn the candidates to not to go out of the test window. Ask the candidate to close the browser tab, wait for 1 minute and relaunch the test.



Note : The system records any unexpected activity during the test.

An interruption has been recorded in the system due to one of the following possible reasons:

- 1) You tried to minimise or close the test.
- 2) You have pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
- 3) You tried to move to another programme.
- 4) You tried to refresh the page.

This window will now close down and you will have to re-launch the assessment once it has been unlocked by your school or test centre administrator. You will not lose any time while this happens. To avoid this happening again, please do not move out of the program or navigate to other applications during the test.

How to proceed

This window will now close down and can only be unlocked and re-launched by your centre administrator.
If you attempt to move out of the test platform again, you may be removed from the test and reported for malpractice.

Candidate test has been locked: Candidate receives this screen

Candidates receive the below page when the test is interrupted

twice. See the list of possible interruptions:

- ✓ Candidate tried to minimise or close the test.
- ✓ Candidate has pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
- ✓ Candidate tried to move to another programme.
- ✓ Candidate tried to refresh the page.



Candidate test timer will be paused when the test is locked.

Your test has been locked.

How to proceed

Please connect with your administrator / exam officer.

Candidate test has been locked: Actions to be taken by the centre admin



HOME

REGISTERED CANDIDATES

TEST DASHBOARD

Canada

1

Test dashboard

Note: Date and timeslot is shown as per the UK time zone (BST). To find the start time for your location, please refer to [Oxford website](#).

Test name	Candidate count	Date	Time-slot (BST)	Action	Printable answer booklet
PAT Materials	7	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
MAT	30	19-Oct-2023	05:00 PM - 07:30 PM	Launch	
ELAT	20	19-Oct-2023	07:00 PM - 08:30 PM	Launch	---
MLAT	18	20-Oct-2023	05:00 PM - 06:30 PM	Launch	---
PAT Physics	10	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
PAT Engineering	5	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
HAT	24	20-Oct-2023	06:00 PM - 07:00 PM	Launch	---

2



Monitoring Dashboard : Admin Actions – Unlock

Assessment Id :85 | Assessment name :Mathematics Admissions Test 1

Attendance | Admin actions 2

About admin actions
Click here to download the monitoring dashboard guidance

Filter your search

Candidate details Locked Submit status : all

Search Reset Backup upload Cancel 3

Candidate details


Candidate Details	Attempt Details	Started At	Completed At	Status	File Upload Status	Comments	Actions
<input type="checkbox"/> Gupta Sandeep M621122 5	4 Interruptions	28/09/2023 05:31 AM (GMT+01:00)	NA	Locked 4	Not uploaded Yet		

Showing 1 to 1 of 1 Records

Lock Unlock 6

Admin Actions – Unlock : Provide reason for unlocking the record

Filter your search




Candidate details 

Current status : staging-g61.tcsion.co.uk says
Kindly check after few minutes

Search **Reset** **Backup upload** **Cancel**

OK 3

Candidate details

Candidate Details	Attempt Details	Started At	Completed At	Status	File Upload Status	Comments	Actions
<input checked="" type="checkbox"/> Gupta Sandeep M621122	3 Interruptions	09/28/2023 05:31 AM (GMT+01:00)	NA	Locked	Not uploaded Yet	--	  

Showing 1 to 1 of 1 Records

Lock **Unlock** 1

Define Reason

State the reason (No special characters allowed)

The candidate clicked on Windows button by mistake. This is the last warning for the candidate.

Max 155 char limit

OK **Cancel** 2

Admin Actions : Verify if the candidate status is now changed to *InProgress*

Assessment Id :85 | Assessment name :Mathematics Admissions Test

Attendance Admin actions





About admin actions
Click here to download the monitoring dashboard guidance

Filter your search

Candidate details In progress Submit status : all

Search Reset Backup upload Cancel

Candidate details

Candidate Details	Attempt Details	Started At	Completed At	Status	File Upload Status	Comments	Actions
<input type="checkbox"/> Gupta Sandeep M621122	3 Interruptions	09/28/2023 05:31 AM (GMT+01:00)	NA	InProgress	Not uploaded Yet	The candidate clicked on Windows button by mistake. This is the last warning for the candidate. 09/28/2023 05:58 AM (GMT+01:00)	   

Showing 1 to 1 of 1 Records

Lock Unlock

- After the status has been changed to InProgress, ask the candidate to relaunch the test.
- Candidate will start from the same point where he / she was locked.
- The timer will resume only after candidate relaunches the test.

iON

Scenario 3: Extra time to be allocated at the start of the test

Test Dashboard: Click on Launch



HOME

REGISTERED CANDIDATES

TEST DASHBOARD

Canada ▾

1

Test dashboard

Note: Date and timeslot is shown as per the UK time zone (BST). To find the start time for your location, please refer to [Oxford website](#).

Test name	Candidate count	Date	Time-slot (BST)	Action	Printable answer booklet
PAT Materials	7	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
MAT	30	19-Oct-2023	05:00 PM - 07:30 PM	Launch	
ELAT	20	19-Oct-2023	07:00 PM - 08:30 PM	Launch	---
MLAT	18	20-Oct-2023	05:00 PM - 06:30 PM	Launch	---
PAT Physics	10	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
PAT Engineering	5	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
HAT	24	20-Oct-2023	06:00 PM - 07:00 PM	Launch	---

2



Attendance : Select extra time with comments

Assessment ID :22 | Assessment Name : ENGLISH LITERATURE ADMISSIONS TEST 1

Attendance Admin actions Press F11 to exit full screen

2

About attendance
Click here to download the monitoring dashboard guidance.

Filter your search

Chan2 ... x Registered

Search Reset Backup upload Cancel

3

Candidate details Extra time cannot be changed for candidates who are already marked as present [Collapse all](#)

Select all

Chan2 ELAT102 E634535 Status : Registered Show more

50% Extra Time (50%)
No Extra Time
25% Extra Time (25%)
30% Extra Time (30%)
35% Extra Time (35%)
40% Extra Time (40%)
45% Extra Time (45%)
50% Extra Time (50%)

due to medical condior

Select the appropriate extra time value from the dropdown and add relevant comments. Comments are mandatory if the extra time is changed.

Showing 1 to 1 of 1 Records

Select the candidate and click on Approve. Candidate will see the specific extra time when they launch the test.

Approve

4 5

Scenario 4: Candidate gets an error message while launching the test

Error Page on Test Launch : Advice for the candidates

Advice the candidate to close all other browser tabs and relaunch the test after one minute.



Your test attempt appears to be either: currently active in another window, or; you have recently closed the portal window.

How to proceed

Please speak to your school/test centre admin to unlock your test, and wait one minute to launch the test again. The time you are allowed for the test will not be affected, however any future interruptions will be noted against your submission.

Error Page on Test Launch : Actions to be taken by the centre admin



Your test centre has not yet marked you as present. Please wait until the approved test start time for your location, or speak to your school or test centre.

This message will appear only when the candidate is not marked as Present.

Actions to be taken by Admin:

1. Navigate to Test Dashboard page and launch the monitoring dashboard to which candidate is enrolled
2. Search for the candidate and approve the candidate to mark him/ her as Present

Scenario 5: Schedule a rest break for the candidate

Test Dashboard: Click on Launch



HOME

REGISTERED CANDIDATES

TEST DASHBOARD

Canada ▾

Test dashboard

Note: Date and timeslot is shown as per the UK time zone (BST). To find the start time for your location, please refer to [Oxford website](#).

Test name	Candidate count	Date	Time-slot (BST)	Action	Printable answer booklet
PAT Materials	7	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
MAT	30	19-Oct-2023	05:00 PM - 07:30 PM	Launch	
ELAT	20	19-Oct-2023	07:00 PM - 08:30 PM	Launch	---
MLAT	18	20-Oct-2023	05:00 PM - 06:30 PM	Launch	---
PAT Physics	10	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
PAT Engineering	5	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
HAT	24	20-Oct-2023	06:00 PM - 07:00 PM	Launch	---



Monitoring Dashboard: Select the candidate and Lock

Filter your search

Chan2... X

1

Current status : all

Submit status : all

Search

Reset

Backup upload

Cancel

Candidate details

Candidate Details	Attempt Details	Started At	Completed At	Status	Comments	Actions
<input checked="" type="checkbox"/> Chan2 ELAT102 L521081	0 Interruptions	09/28/2023 06:30 AM (GMT+01:00)	NA	InProgress	--	

2

Showing 1 to 1 of 1 Records

3 Lock

Unlock

Define Reason

State the reason (No special characters allowed)

Max 250 char limit

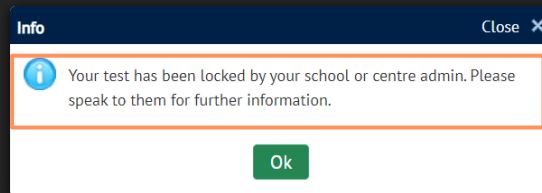
OK

Cancel

4

This will pause the test for the candidate.
Candidate test duration will remain unaffected.

Candidate screen when the test is locked for scheduled break



Click on Ok to close the test window.

Monitoring Dashboard: Select the candidate and Unlock

Filter your search

Chan2 ... ✕ 1 ☰ Current status : all ▼ Submit status : all ▼

Search Reset Backup upload Cancel

Candidate details 🔄

Candidate Details	Attempt Details	Started At	Completed At	Status	Comments	Actions
<input checked="" type="checkbox"/> Chan2 ELAT102 621081 2	0 Interruptions	09/28/2023 06:30 AM (GMT+01:00)	NA	Locked	Mandatory break required as part of special arrangement 09/28/2023 07:17 AM (GMT+01:00)	

Showing 1 to 1 of 1 Records


Lock Unlock 3

Define Reason
State the reason (No special characters allowed)

Max 250 char limit

OK Cancel 4

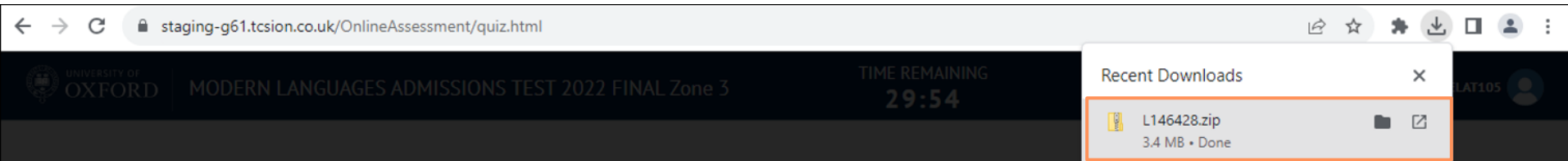
Candidate will have to relaunch the test. They will start from the same point they left.



Scenario 6: Candidate gets a zip file at the end of the test (Backup Upload)

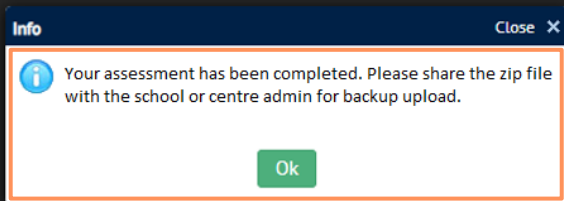
Internet is not available at the end of the test

Test Completed by Candidate: No internet at the end of the test



Candidate will get an encrypted zip file at the end of the test. Admin will have to upload this encrypted zip file in the Monitoring Dashboard.

* Ignore this if it is a PAT / MAT Test



Candidate will click on Ok to exit the test.

Test Dashboard: Click on Launch



HOME

REGISTERED CANDIDATES

TEST DASHBOARD

Canada ▾

Test dashboard

Note: Date and timeslot is shown as per the UK time zone (BST). To find the start time for your location, please refer to [Oxford website](#).

Test name	Candidate count	Date	Time-slot (BST)	Action	Printable answer booklet
PAT Materials	7	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
MAT	30	19-Oct-2023	05:00 PM - 07:30 PM	Launch	
ELAT	20	19-Oct-2023	07:00 PM - 08:30 PM	Launch	---
MLAT	18	20-Oct-2023	05:00 PM - 06:30 PM	Launch	---
PAT Physics	10	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
PAT Engineering	5	20-Oct-2023	05:00 PM - 07:00 PM	Launch	
HAT	24	20-Oct-2023	06:00 PM - 07:00 PM	Launch	---



Monitoring Dashboard – Admin actions : Backup upload

Assessment Id :98 | Assessment name : English Literature Admissions Test

Attendance Admin actions

About admin actions
Click here to download the monitoring dashboard guidance

Filter your search













Candidate details

Current status : all

Submit status : all

Search Reset Backup upload Cancel













Candidate details

Candidate Details	Attempt Details	Started At	Completed At	Status	File Upload Status	Comments	Actions
<input type="checkbox"/> Ash Ketchum L797689	0 Interruptions	09/22/2023 10:41 AM (GMT+01:00)	09/22/2023 10:41 AM (GMT+01:00)	Completed ✓ Candidate Submit	Not uploaded Yet		  
<input type="checkbox"/> Shinchan Noara L306343	0 Interruptions	09/22/2023 09:09 AM (GMT+01:00)	09/22/2023 09:12 AM (GMT+01:00)	Completed ✓ Candidate Submit	Not uploaded Yet		  
<input type="checkbox"/> Chan5 ELAT105 L146428	0 Interruptions	09/28/2023 06:38 AM (GMT+01:00)	NA	InProgress	Not uploaded Yet	--	  
<input type="checkbox"/> Chan2 ELAT102 L621081	0 Interruptions	09/28/2023 06:30 AM (GMT+01:00)	NA	InProgress	Not uploaded Yet	--	  

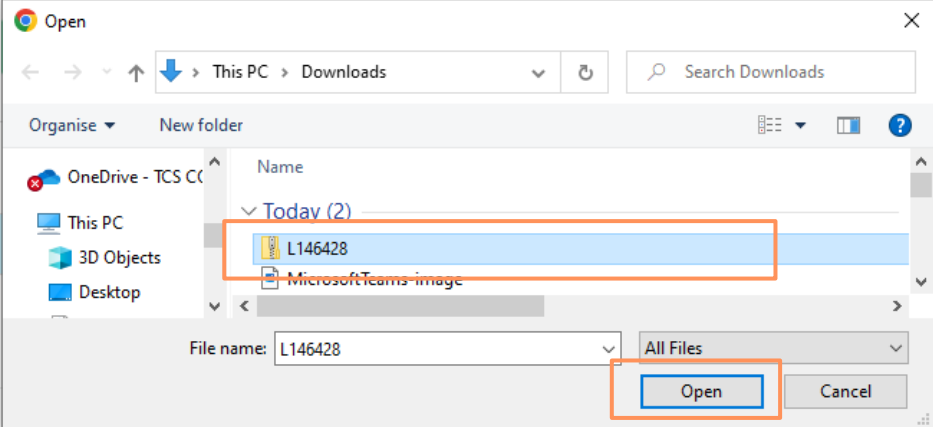
Admin actions : Backup upload – Select the file

Search Reset Backup upload

Candidate details

Candidate Details	Attempt Details	File Upload Status	Comments	Actions
<input type="checkbox"/> Ash Ketchum L797689	0 Interruptions	Not uploaded Yet		  
<input type="checkbox"/> Shinchan Noara L306343	0 Interruptions	Not uploaded Yet	Completed	  
<input type="checkbox"/> Chan5 ELAT105 L146428	0 Interruptions	Not uploaded Yet	NA	  
<input type="checkbox"/> Chan2 ELAT102 L621081	0 Interruptions	Not uploaded Yet	NA	  

Showing 1 to 4 of 4 Records



The screenshot shows a Windows 'Open' dialog box with the following details:

- Location: This PC > Downloads
- Search: Search Downloads
- Organise: New folder
- Content: A list of files under 'Today (2)', with 'L146428' selected and highlighted by a red box.
- File name: L146428
- File type: All Files
- Buttons: Open (highlighted with a red box) and Cancel.

Admin actions : Backup file uploaded successfully

Assessment Id :98 | Assessment name : English Literature Admissions Test

Attendance Admin actions

About admin actions
Click here to download the monitoring dashboard guidance

Select filter Search

Candidate details

Candidate Details	Attempt Details	Started At	Completed At	Status	Comments	Actions
<input type="checkbox"/> Ash Ketchum L797689	0 Interruptions	09/22/2023 10:41 AM (GMT+01:00)	09/22/2023 10:41 AM (GMT+01:00)	Completed ✓ Candidate Submit		
<input type="checkbox"/> Shinchan Noara L306343	0 Interruptions	09/22/2023 09:09 AM (GMT+01:00)	09/22/2023 09:12 AM (GMT+01:00)	Completed ✓ Candidate Submit		
<input type="checkbox"/> Chan5 ELAT105 L146428	0 Interruptions	09/28/2023 06:38 AM (GMT+01:00)	09/28/2023 07:05 AM (GMT+01:00)	Completed ✓ Admin Submit	Reliable file Uploaded successfully	
<input type="checkbox"/> Chan2 ELAT102 L621081	0 Interruptions	09/28/2023 06:30 AM (GMT+01:00)	NA	InProgress	--	

Showing 1 to 4 of 4 Records

Lock Unlock

Thank You