



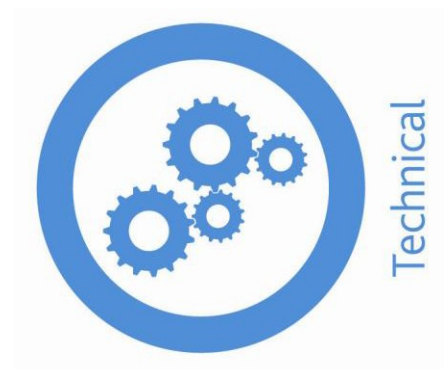
**Admissions  
Testing Service**  
*Measuring Potential*

## **Entries Extranet user guide**

<https://www.entries.cambridgeassessment.org>

**V7.1**

***August 2016***



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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 the Admissions Testing Service, including the pre-interview assessments used by the Universities of Oxford and Cambridge. For a full list, please refer to our website [www.admissionstestingservice.org](http://www.admissionstestingservice.org).

You will need internet access to use Entries Extranet. We recommend Internet Explorer 8.0 or 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 screen shots are for example purposes only; accurate current information will always be displayed on the Entries Extranet and/or the ATS website.

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

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## 2.0 Getting started

### 2.1 Logging In

In your browser, navigate to [www.entries.cambridgeassessment.org](http://www.entries.cambridgeassessment.org) and enter your username and password. This will take you to the homepage.

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### 2.2 Usernames and passwords

Your username is the email address with which you registered for an account. 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. Should you wish to change your password, you can do this via the 'My Details' tab.

<b>Sign In</b>	<b>Not registered?</b>
Please note that usernames and passwords are case sensitive.	<a href="#">Register with Extranet</a>
Email address <input type="text"/>	
Password <input type="password"/>	
<a href="#">(I forgot my password)</a> <input type="button" value="Sign in"/>	

If an incorrect password is entered 3 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 log-

in page. A new password will be sent to you by email - please note that this may appear in your 'Junk' folder. Please remember to clear your cache and cookies to remove the previous 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 Support team on <https://support.admissionstestingservice.org> or call +44 (0) 1223 553366.

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### 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 Test Support Team on <https://support.admissionstestingservice.org> with your centre name, centre number, the username of the account to be amended and details of the changes needed. Your centre name and number appear on the Entries Overview screen.

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### 2.4 Changing your password

Click on the My Details tab on the toolbar. You will see your details and have the option to change your password.

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

If you need to change other details, please contact the ATS Support team using the details provided.

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## 3.0 The Homepage

Please note that tests are only visible on the Homepage when registrations for that test are open and if you have the appropriate permissions for a test. So depending on when you access the site you may only see some or none of the tabs in the screenshots below. If you cannot see assessments that you think should be visible to you and for which bookings have opened, please contact the ATS Support Team. To check when bookings open, please visit [www.admissionstestingservice.org](http://www.admissionstestingservice.org).

The homepage shows you an overview of your account:

**Admissions Testing Service**

Entries Overview | AMESAA | ASNCAA | BMAT | CAT | ECAA | ELAT | ENGAA | GAA | HAA | HAT | HSPSAA | MAT | MLAT | NSAA | OLAT | PAT | PBSAA | PHIL | TAA | TMUA | TSA | TSAC | Help

**Entries Overview**  
Centre Number PH001 (BRITISH COUNCIL MANILA) has 2303 current test entries.

**Make a new test entry**

AMESAA | ASNCAA | BMAT | CAT  
ECAA | ELAT | ENGAA | GAA  
HAA | HAT | HSPSAA | MAT  
MLAT | NSAA | OLAT | PAT  
PBSAA | PHIL | TAA | TMUA  
TSA | TSAC

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

Name	Entry #	Test	Created	Modified	Status	Special Arrangements

**Entries breakdown**

Test	Entries
ECAA	2
BMAT	2276
AMESAA	11
NSAA	1
PBSAA	2
TMUA	1
ELAT	1
TSA	1
ASNCAA	8

**Test status**

AMESAA 124 days before late entry charges apply  
ASNCAA 124 days before late entry charges apply

1. **The tabs** – use these tabs to navigate around the system:
  - a. Entries overview – click to return to this homepage
  - b. The assessments – click to register a candidate, and view basic information about the assessment
  - c. **Help** – to find this guide, other useful information and contact details for the Admissions Testing Service Support team
2. **Make a new test entry**: you can click on the assessment here as well as using the tabs
3. **Current entries** – to view, amend or withdraw entries.
4. **Entries breakdown** – a summary of your entries and upcoming deadlines.

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## 4.0 Making a New Test Entry

### 4.1 Selecting the assessment

You can make a new entry using either the tabs or the box in the “Make a new test entry” section of the homepage. You can only make one entry at a time. If you have large numbers of candidates to enter for the same assessment, please contact the Support team.

Please select the assessment carefully as some have very similar names (e.g. HAA for Cambridge, HAT for Oxford). Once you click on a tab or box, you will be taken to an information screen for that assessment; please read the information carefully to ensure you are booking for the right assessment. You will also be able to see the important dates and entry fees (if applicable).

## OLAT

Candidates applying to the University of Oxford to study a Middle Eastern language as part of an undergraduate degree course (single or joint honours) must take the Oriental Languages Aptitude Test (OLAT). Additional tests may be required for joint honours, please check the University website.

By registering the candidate for OLAT 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 that the data may be used for research purposes. You also agree that if the candidate obtains a place on a course where OLAT results form part of the admissions process, then their University may supply ATS 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 your data is used in publications or research that it is used anonymously.

There are 0 Candidates entered for OLAT.

[Make a new OLAT entry](#)

### Key Entry Dates

Standard entry deadline  
**15-Oct-2016**  
 Late entry deadline **15-Oct-2016**  
 Modified entries deadline  
 01-Oct-2016

### Entry Fees

Standard fee: £0.00  
 Late fee: £0.00

If it is the correct assessment, click on “Make a new entry” at the bottom of the page. If not, use the tabs to go back to the Entries Overview or to the correct assessment.

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## 4.2 Candidate details

### OLAT entry

Created on 14-Jun-2016

**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)  
 Access arrangements  None  
 Access arrangement note

### Courses & Institutions

Institution	Course	College

[Next >>](#) [Cancel](#)

You must enter these details **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. In particular, please check:

1. the names are entered in the correct boxes as per the UCAS entry;
2. The names are full names, not nicknames/use names, with gaps as per the passport/birth certificate;

3. the date of birth is DD/**MM**/YYYY and the dates entered are correct (e.g. not today's date, not the American date system);
4. The UCAS ID is added and 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 via **Modifying Entries** (see below).

Please note that Entries Extranet cannot support diacritics (commas, hyphens, umlauts etc). In these cases, please leave them out but otherwise write the name as closely as possible to the original.

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### 4.3 Access Arrangements

If the required access arrangement does not appear in the dropdown options, please select Other and explain the nature of the requirement in the Note box. For all access arrangements, please provide the reason for the requirement in the Note box.

If the candidate requires modified papers, you must request this before the Modified Entry deadline (shown in the box on the right hand side of the main screen for that assessment). You can add an access arrangement request at any stage up to that date by **Modifying Entries**. If the required arrangement is not listed in the dropdown, please select Other and use the note section to explain the requirement. Arrangements that do not require modified papers, such as extra time, can be requested later but we still recommend requesting them as early as possible.

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

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### 4.4 Combination Details (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.

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

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### 4.5 Courses and Institutions

Please tick **all** the relevant courses and institutions to ensure the results are distributed correctly. If the course/institution is not selected here, then results will not be provided to the University by the Admissions Testing Service. Please note some assessments are unique to a single institution and/or course. Please note the Entries Extranet is completely 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 4 character UCAS course code in the first box manually. It will provide a drop down list when you start typing. Select the one 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.

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. For the Test of Mathematics for University Admission, candidates can allocate results after the test via the [metritests.com](http://metritests.com) system, for which they will be given log-ins on the test day. For all other tests, including BMAT, 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 via **Modifying Entries** (see below).

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

Once the candidate is registered they are automatically assigned a unique Entry Number (the letter designator for that assessment and 5 digits). You will now be able to search for them under Current Entries.

In previous years, the college 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.

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## 5.0 Current Entries

**This lists all currently registered candidates for upcoming assessments for your centre.**

The different columns represent:

- Entry #: candidate unique entry number; the letter identifies the paper for which they have been entered, with a 5 digit number.
- Test: the acronym for the assessment for which they have been entered.
- Created: the date the entry was made.
- Modified: the last date the entry was amended.
- Confirmed: This will show NOT YET CONFIRMED for the first couple of hours after making the entry until it has been accepted by the ATS system. After this it will show as CONFIRMED.
- Special arrangements: If you have requested special access arrangements, this will say Yes. Please note this does not mean that the arrangements have been agreed. You will be advised of this by email.

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## Entries Breakdown and Test Status

The Entries Breakdown summarises the number of entries made by your centre per assessment. Test Status shows how long till the registration window closes/reaches late fees (if applicable); or if registration has closed, by assessment. Further key dates and fees (if applicable) are shown in the individual test area.

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## 6.0 Modifying Existing Entries (amend/withdraw etc.)

You can view and manage entries from the Entries Overview screen. Search for a candidate by entering their name, entry ID or the test name in the Filter Entries box. NB it does not recognise wildcards – you will need the correct start of the name (any name entered in either box) or candidate ID, including the letter designator.

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

Click on the candidate's name to view their entry. Here you can withdraw the candidate or modify any of the candidate, institution, course or paper details, until the registration window closes. **Please use this function if you are making any change other than changing the assessment, do not make a second booking.**

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

If the candidate is withdrawing from your centre completely, even if they intend to take the test at another centre, please withdraw them here.

If you withdraw a candidate on Entries Extranet in error, you can re-enter them at any point up to the closing date.

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

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