



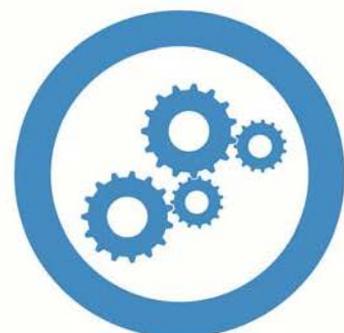
# Cambridge Assessment Admissions Testing

Results Online user guide - centres

<https://results.cambridgeassessment.org.uk/centres>

Version 5.0

*October 2017*



Technical

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## 1.0 Introduction

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The Results Online system was developed to enable candidates and centres to retrieve their results online for admissions tests administered by Cambridge Assessment Admissions Testing. This system replaces paper-based results which were previously sent to candidates via centres. The Results Online system acts as a secure online facility for registered centres and candidates to retrieve their results for admissions tests administered by Cambridge Assessment Admissions Testing:

- BioMedical Admissions Test (BMAT)
- English Literature Admissions Test (ELAT)
- Thinking Skills Assessment (TSA) Oxford
- Test of Mathematics for University Admission\*
- Sixth Term Examination Paper (STEP) Mathematics

Screenshots shown in this user guide may vary slightly from the screens that you view with your browser. Different browsers can display websites differently and we may also make some amendments to the site. The dates displayed in screen shots are subject to change; current information will always be displayed through Results Online or on our website [www.admissionstestingservice.org](http://www.admissionstestingservice.org).

**Please note:** Centre users **do not need to register to use Results Online.** The same usernames and passwords used for Entries Extranet can be used to access Results Online.

\*Centres can access results for the Test of Mathematics for University Admission via Results Online but candidates will need to use the Metritests website where they will be able to share their results with universities. Candidates will be given the log in details for their results on Metritests on the Confidential Results Information (CRI) sheet which you give to candidates on the test day. This is the only way candidates can share results with some universities so it is very important you provide the CRI sheet to the candidate on the test day. Cambridge Assessment Admissions Testing and the centres cannot share results on candidates' behalf for this test.

## 2.0 Results Online - centres

The Results Online - centres system contains three sections: Results Overview, Change Password and Help.

### 2.1 Results overview

Results Overview displays three areas of information for centres relating to their candidates' results, along with user details.

**Cambridge Assessment Admissions Testing**

**Results Online - Centres**

You are logged in as: US153 Test Text size: Smaller - | Larger +

Results Overview Change Password Help Sign Out

#### Available Results

Test	Date Released	Available Until:	Days Available	No. of candidates	Export Format		Explanation of Results
STEP	14-Aug-2013	30-Sep-2013	31	1	CSV	PDF	PDF

Username: centreuser@email.com  
Centre name: BMAT CAMBRIDGE CENTRE  
Centre Number: US153

#### Forthcoming Results

There are currently no forthcoming results for your centre.

#### Candidate List

Filter candidates

Type candidate name or number, or test name

Candidate Name	Candidate Number	Test	Release Date	Statement of Result
Step Test Candidate	S02174	STEP	14-Aug-2013	PDF

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2.1.1 Available Results

2.1.2 Candidate List

2.1.3 User Details

2.1.4 Forthcoming Results

#### 2.1.1 Available results

When results become available for centres to download in bulk they will be listed under this heading.

Note that results are only available for 60 days after the results release date.

##### 2.1.1.1 Export format

Centres can download their candidates' results in two different formats. The CSV format allows centres to import results information directly into their school management system. The PDF format produces a single PDF file containing Statements of Results for all candidates at a centre for a single test.

### 2.1.1.2 CSV export format

Centres can download a CSV file containing results information for all their candidates. CSV files will typically open in Microsoft Excel. To download the CSV file, centres should click on the 'CSV' button and the window below will open:



Centres will then be able to import candidates' information into their school management system or carry out their own analysis of their candidates' results.

### 2.1.1.3 PDF export format

Centres can download all their candidates' Statements of Results as a single PDF file. **Candidates can download their own Statement of Results and should not need to approach centres for a copy of their Statement of Results.** Individual candidates' [Statements of Results \(2.1.2.3\)](#) can be downloaded by centres should candidates be unable to access their own results.

### 2.1.1.4 Explanation of Results

An Explanation of Results is produced for each test session and is designed to help candidates and centres understand their results in relation to all other candidates who sat the test. The Explanation of Results is available to download as a PDF from Results Online or from our website: [www.admissionstestingservice.org](http://www.admissionstestingservice.org)

## 2.1.2 Candidate list

In the 'Candidate List', centres can see all their candidates for whom results are available. This allows centres to view a particular candidate's results in isolation.

### 2.1.2.1 Filtering results

Centres can search for a particular candidate by entering their name or candidate number into the 'Filter Results' search box. Results can be filtered by test, by entering the name of the test into the 'Filter Results' search box.

### 2.1.2.2 Candidate name

Clicking on a candidate's name will display the candidate's results onscreen. From this screen, centres can download the candidate's Statement of Results and Explanation of Results.

### 2.1.2.3 Statement of Results

Candidates are expected to download their own Statement of Results, however if a candidate cannot access their results, centres can download Statements of Results for individual candidates using this link. The Statement of Results contains the candidate's results along with some explanatory notes. A more detailed explanation can be found in the Explanation of Results.

Centres and candidates do not receive any paper-based results from Cambridge Assessment Admissions Testing; the PDF Statement of Results acts as proof of results.

## 2.1.3 User details

Centres' user details will be displayed after logging in to the Results Online system. If any of these details are incorrect, centres should contact Cambridge Assessment Admissions Testing.

## 2.1.4 Forthcoming results

Centres can log into Results Online before results are released. If there are results due to be released, details of these will be displayed when the centre logs in.

## 2.2 Change Password

When centre users are registered by Cambridge Assessment Admissions Testing to use the Entries Extranet and the Results Online systems, they will be sent a username and password. As the password is computer-generated, it is recommended that centre users change this password to something more memorable. Passwords must be at least 8 characters long and contain 2 numbers.

Note that changing a password for the Results Online system will also change a user's password for the Entries Extranet.

The screenshot shows the 'Change Password' page in the Results Online system. At the top, the Cambridge Assessment Admissions Testing logo is displayed. Below the logo, the page title is 'Results Online - Centres'. A navigation bar contains 'Results Overview', 'Change Password', and 'Help' tabs, along with a 'Sign Out' button. The main content area is titled 'Change Password' and contains a warning message: 'Please note that changing your Results Extranet password will also change your Entries Extranet password. Your password must be at least 8 characters long, and include at least 2 numbers.' Below the warning are three input fields: 'Enter current password', 'Enter new password', and 'Confirm new password'. A 'Change Password' button is located below the input fields. At the bottom of the page, there is a footer with links for 'Contact Us', 'Terms & Conditions', 'Data Protection', 'Accessibility & Standards', and 'Download Adobe Acrobat software', along with the copyright notice '© 2013 UCLES'.

Cambridge Assessment  
Admissions Testing

Results Online - Centres

You are logged in as: US153 Test Text size: Smaller - | Larger +

Results Overview **Change Password** Help Sign Out

### Change Password

Please note that changing your Results Extranet password will also change your Entries Extranet password. Your password must be at least 8 characters long, and include at least 2 numbers.

Enter current password

Enter new password

Confirm new password

**Change Password**

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## 2.3 Help

The 'Help' tab includes Frequently Asked Questions, contact information for Cambridge Assessment Admissions Testing and more information about our admissions tests.

Cambridge Assessment  
Admissions Testing

Results Online - Centres

You are logged in as: US153 Test

Results Overview Change Password Help

### Help

- ▶ ? Why aren't all of my centre's candidates listed?
- ▶ ? Do I need to print and supply a Statement of Results and Explanation of Results to each of my candidates?
- ▶ ? Can I download test results?
- ▶ ? What is the Explanation of Results?
- ▶ ? How do I view the Explanation of Results files?
- ▶ ? For how long will my centre's results be available?
- ▶ ? How can I change my password?
- ▶ ? If I change my password here, will I still be able to log in to the Entries Extranet?
- ▶ ? How do I get another authorised user added or removed?
- ▶ ? I have another question that is not answered here, how can I contact Cambridge Assessment?

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### 2.3.1 Frequently Asked Questions

### 2.3.1 Frequently Asked Questions

To see the answer to a frequently asked question, click on the question and the response will be displayed below the question. More than one answer can be viewed at a time. To hide the answer, click on the question again.

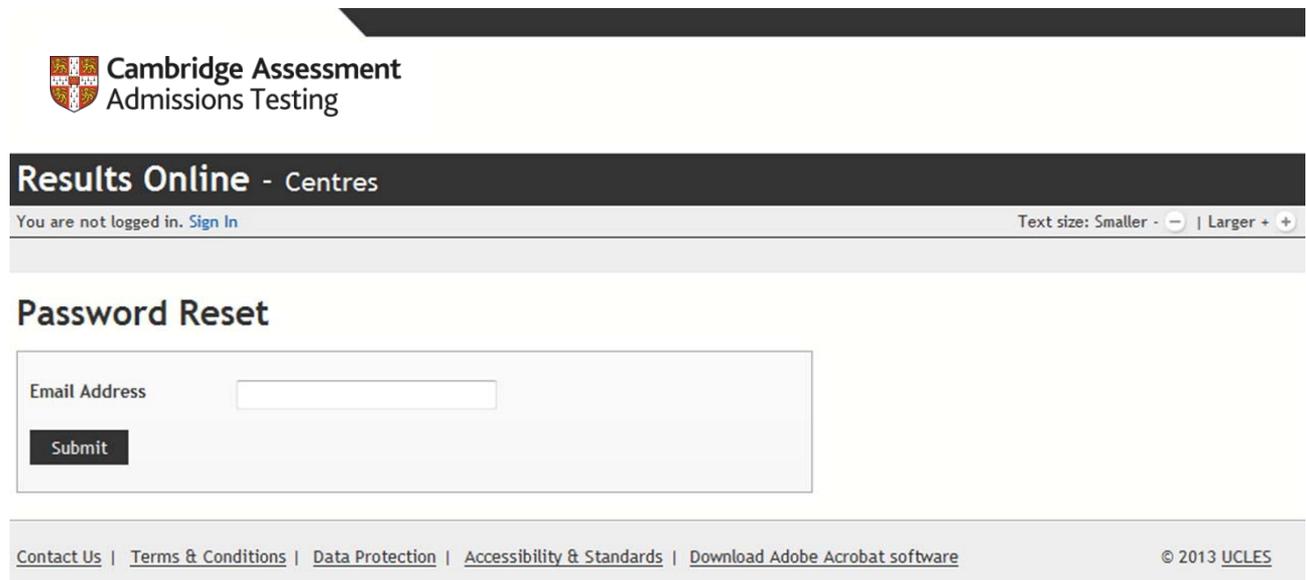
### 2.3.2 More information

Our website, [www.admissionstesting.org](http://www.admissionstesting.org), contains information about all tests administered by Cambridge Assessment Admissions Testing.

## 3.0 Forgotten password

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If a centre user forgets their password, they can use the 'Forgotten your password?' link on the login page of Results Online to have their password reset and emailed to their registered email address.



The screenshot shows the Cambridge Assessment Admissions Testing Results Online - Centres website. At the top left is the Cambridge Assessment Admissions Testing logo. Below it is a dark header with the text "Results Online - Centres". Underneath the header, it says "You are not logged in. [Sign In](#)" and "Text size: Smaller - | Larger + +". The main content area is titled "Password Reset" and contains a form with an "Email Address" label, a text input field, and a "Submit" button. At the bottom of the page, there is a footer with links for "Contact Us", "Terms & Conditions", "Data Protection", "Accessibility & Standards", and "Download Adobe Acrobat software", along with the copyright notice "© 2013 UCLES".

## 4.0 Contact us

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Our support team is available Monday-Friday, 8:30am-5pm GMT/BST to answer any queries that are not covered on our website or in our user guides.

 [www.admissionstestingservice.org/help](http://www.admissionstestingservice.org/help)

 + 44 (0)1223 553366

Cambridge Assessment Admissions Testing offers a range of tests to support selection and recruitment for higher education, professional organisations and governments around the world. Underpinned by robust and rigorous research, our assessments include:

- assessments in thinking skills
- admissions tests for medicine and healthcare
- behavioural styles assessment
- subject-specific admissions tests.

We are part of a not-for-profit department of the University of Cambridge.

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Admissions testing support:

[www.admissionstestingservice.org/help](http://www.admissionstestingservice.org/help)