



# Admissions Testing Service

Results Online user guide - centres

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

Version 4.1.6

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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 the Admissions Testing Service. 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 the Admissions Testing Service:

- 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 the Admissions Testing Service 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.admissionstesting.org](http://www.admissionstesting.org).

Substantial amendments to the site will result in a new edition of the Results Online user guide.

\*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. The Admissions Testing Service and the centres cannot share results on candidates' behalf for this test.

## 2.0 Login page

The login page will be displayed at <https://results.cambridgeassessment.org.uk/centres>. The login page has three main functions:

**Admissions Testing Service**  
Measuring Potential

**Results Online - Centres**

You are not logged in. [Sign In](#) Text size: [Smaller -](#) | [Larger +](#)

### Centre Sign In

[Sign In](#) [Forgotten your password?](#)

**Get Started**  
[View Tutorial](#)

\* Please note that browser cookies need to be enabled in order to access this site.

Results Online only supports up to Internet Explorer 8 and Firefox 4.5 browsers. If you are using any other browser you may not be able to use the Results Online system.

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Centre users do not need to register to use Results Online, as the same usernames and passwords used for the Admissions Testing Service's Entries Extranet can be used to access Results Online.

## 3.0 Tutorial video

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The tutorial video will take you through all the screens and functions that Results Online has to offer. Once you click on the 'View Tutorial' button, a screen will pop up and the video will play itself. If you wish to exit the tutorial at any time, click the 'Close' button.

## 4.0 Results Online - centres

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

### 4.1 Results overview

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

**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

**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

**Forthcoming Results**

There are currently no forthcoming results for your centre.

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

4.1.1 Available Results

4.1.2 Candidate List

4.1.3 User Details

4.1.4 Forthcoming Results

#### 4.1.1 Available results

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

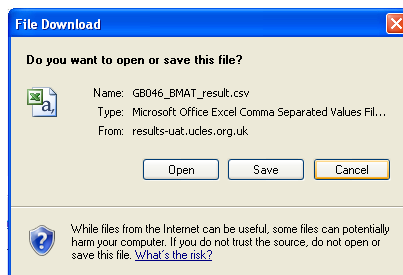
Note that results are only available for 60 days after the results release date.

##### 4.1.1.1 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.

#### 4.1.1.1.1 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.

#### 4.1.1.1.2 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 \(4.1.2.3\)](#) can be downloaded by centres should candidates be unable to access their own results.

#### 4.1.1.2 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 the Admissions Testing Service's website: [www.admissionstesting.org](http://www.admissionstesting.org)

### 4.1.2 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.

#### 4.1.2.1 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.

#### 4.1.2.2 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.

#### 4.1.2.3 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 the Admissions Testing Service; the PDF Statement of Results acts as proof of results.

### 4.1.3 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 the Admissions Testing Service.

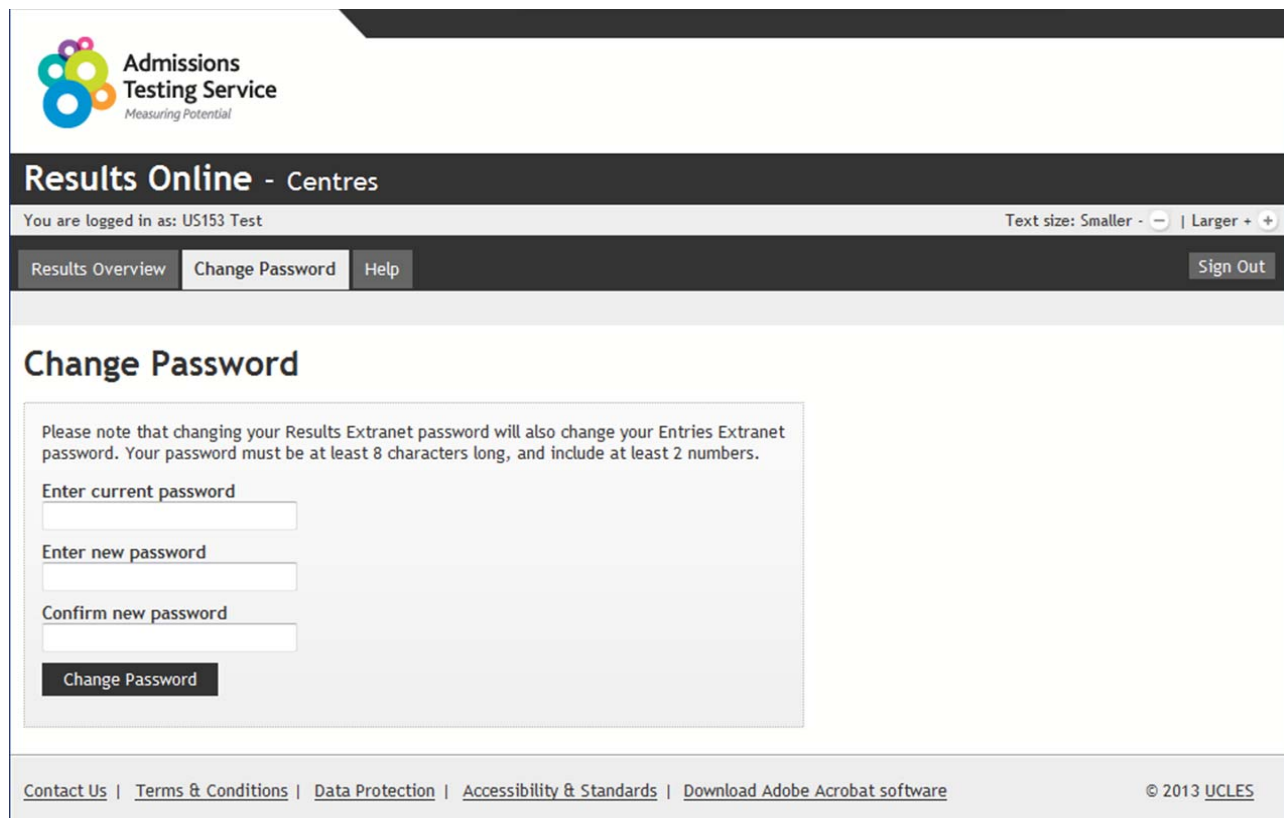
### 4.1.4 Forthcoming results

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.

## 4.2 Change Password

When centre users are registered by the Admissions Testing Service 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 Admissions Testing Service's Entries Extranet.

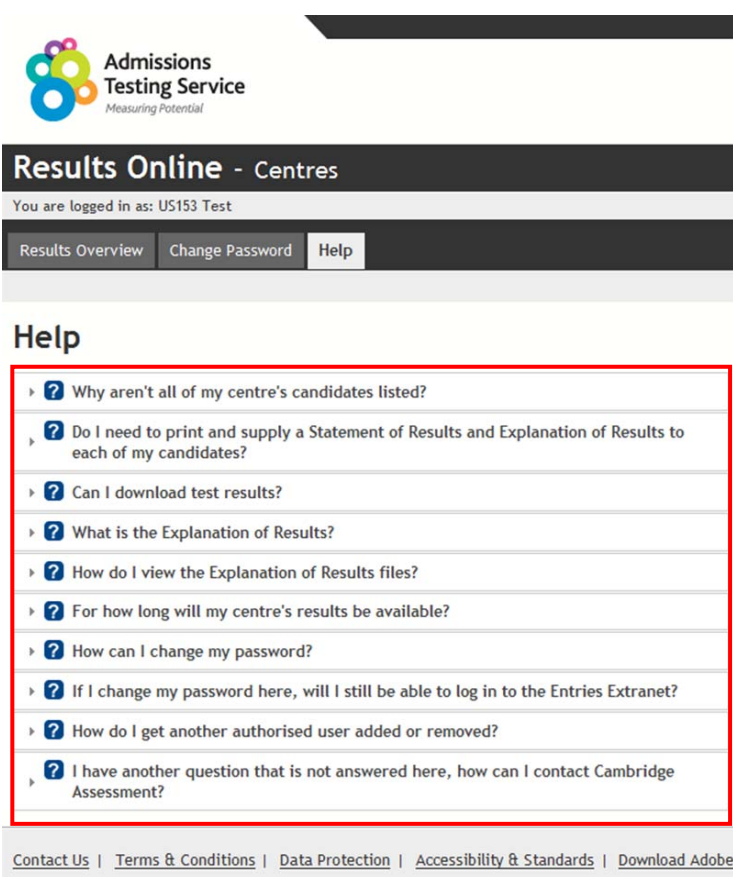


The screenshot shows the 'Change Password' page within the 'Results Online - Centres' interface. At the top left is the Admissions Testing Service logo with the tagline 'Measuring Potential'. The page title is 'Results Online - Centres'. Below the title, it indicates the user is logged in as 'US153 Test' and provides text size controls. A navigation bar contains 'Results Overview', 'Change Password', and 'Help' tabs, along with a 'Sign Out' button. The main heading is 'Change Password'. A warning box states: '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 this are three input fields: 'Enter current password', 'Enter new password', and 'Confirm new password'. A 'Change Password' button is positioned below the fields. The footer contains links for 'Contact Us', 'Terms & Conditions', 'Data Protection', 'Accessibility & Standards', and 'Download Adobe Acrobat software', along with the copyright notice '© 2013 UCLES'.



## 4.3 Help

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



The screenshot shows the Admissions Testing Service logo at the top left, with the text 'Admissions Testing Service' and 'Measuring Potential' below it. The main heading is 'Results Online - Centres'. Below this, it says 'You are logged in as: US153 Test'. There are three tabs: 'Results Overview', 'Change Password', and 'Help'. The 'Help' tab is selected. The 'Help' section contains a list of frequently asked questions, each with a question mark icon and a right-pointing arrow. The questions are: '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?', and 'I have another question that is not answered here, how can I contact Cambridge Assessment?'. At the bottom of the page, there are links for 'Contact Us', 'Terms & Conditions', 'Data Protection', 'Accessibility & Standards', and 'Download Adobe'.

4.3.1  
Frequently  
Asked  
Questions

### 4.3.1 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.

### 4.3.2 Contact us

The Admissions Tests Support Team is available to answer any questions not included in the Frequently Asked Questions, Monday-Friday, 8:30am-5pm GMT/BST. Please see details below ([6.0 Contact us](#)).

### 4.3.3 More information

The Admissions Testing Service's website, [www.admissionstesting.org](http://www.admissionstesting.org), contains information about all tests administered by the Admissions Testing Service.

## 5.0 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.



### Results Online - Centres

You are not logged in. [Sign In](#)

Text size: Smaller - | Larger +

### Password Reset

Email Address

Submit

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## 6.0 Contact us

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The Admissions Tests Support Team is available Monday-Friday, 8:30am-5pm GMT/BST to answer any queries that are not covered by our websites or user guides.

 [www.admissionstesting-service.org/help](http://www.admissionstesting-service.org/help)

 + 44 (0)1223 553366



The Admissions Testing Service is part of Cambridge English Language Assessment, a not-for-profit department of the University of Cambridge. It offers a range of tests and tailored assessment services to support selection and recruitment for educational institutions, professional organisations and governments around the world. Underpinned by robust and rigorous research, its services include:

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

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