

Economics and Management

Admissions Procedures 2018-2019



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Introduction

This document describes the procedures to be used for Economics & Management Admissions in 2018-2019. As well as describing procedures, selection criteria, mark schemes and deadlines, it gives information specific to the Economics & Management pages of ADSS, which can be used in conjunction with the General Reference Manual for ADSS. The ADSS software has been changed and updated since last year, so please take time familiarise yourself with it.

Contact Details

If you have any queries about the system or Economics and Management admissions, please contact in the first instance the Economics and Management Admissions Co-ordinator or Administrative Support. If you have technical queries about ADSS please refer to the main reference manual for contact details and telephone support hours.

Admissions Co-ordinator
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Administrative Support
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1. Overview of Economics & Management Admissions Exercise

October

- Closing date for applications, and for registration for the pre-interview test, is 15th October. Open applicants are assigned a first choice college by the University Admissions Office.
- UCAS forms distributed to first choice colleges for review.
- College affiliations collected from tutors by Admissions Coordinator.
- E&M Pre-Interview Test takes place in schools and other test centres on Wednesday 31 October 2018, Week 4.

November

- E&M tutors update their college information by Monday 5 November, Week 5.
- Test Scores and Test Essays available in ADSS on Wednesday 14 November, Week 6, or Thursday at the latest. Banding done by Thursday 15 November mid afternoon.
- Shortlisting to be completed by **Monday 6pm, 19 November (Week 7). Strict deadline.**
- Reallocation during end-Week 6 and Week 7. Letters inviting candidates to interview sent out from Monday 26 November, Week 8.
- Test essays of all candidates are marked in colleges and scores are entered on ADSS by Friday 30 November, Week 8 at the latest.

December

- Shortlisted candidates are interviewed in Oxford by their first choice college on Wednesday 5 and Thursday 6 December, Week 9. Provisional decisions entered on ADSS by **5pm** on Thursday 6 December. **This deadline is strict.**
- Second round interviews are held at 10am, 10.30am and 11am on the morning of Friday 7 December.
- Decisions on all candidates to be finalized by Monday 10 December, Week 10.

2. Using ADSS for Initial Review of Candidates

2.1 User IDS

Your Single Sign-on username and password will allow you access to ADSS. This is what you use to access Nexus, OxCort or Weblearn. Admissions Co-ordinators provide information to the ADSS Team on college representatives who will require access. The Admissions Coordinator **cannot** allocate tutors access. If you require changes to access, please notify the ADSS Team, or contact the Admissions Coordinator who will notify the team.

If you are using the system for the first time you will need to contact the Admissions Co-ordinator to request access from the ADSS team. You will need to provide your name, your Single Sign-on ID (SSO), College and the level of access required i.e. whether 'read/write' or 'read only'. If you are representing more than one college, you will need to inform your Admissions Co-ordinator when you supply them with your SSO.

If you are aware of a tutor previously registered for ADSS use who no longer requires it, please also inform the Admissions Co-ordinator, who will de-register them.

If you do not currently have an SSO and password for (or have forgotten them) you will need to go to <http://help.it.ox.ac.uk/webauth/oxfordusername> for help and information.

2.2 Logging in

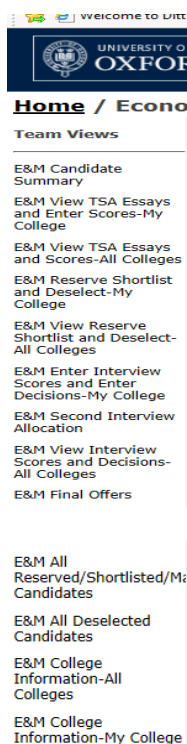


Figure 1. List of actions in left hand pane for Lead Tutors with read/write access

Log in to ADSS at:

<https://adss.ox.ac.uk>

When you have logged on with your SSO, you will need to select a team from the dropdown menu on the top right of the screen, beneath the date. See below.



You will now see a list of views in a pane on the left hand side. See Figure 1 alongside for the views for Lead Tutors with read/write access. (Tutors with read only access will see a reduced set of views.) Click on 'E&M Candidate Summary' at the top of the left hand pane to see details of the E&M candidates. The actions occur more or less in chronological sequence, so you should find that you work down through the list during the admissions process.

If you need to change your 'identity' or team, this can be achieved by clicking again on the dropdown menu, and selecting a different team.

If the system fails to recognise you, you will need to contact your Admissions Co-ordinator and get them to contact the ADSS team authorising your access to the system.

2.3 Updating college information

Choose 'E&M College Information – My College' towards the bottom of the left hand pane, to see the information for your college. (This action has been placed out of chronological sequence towards the bottom of the list because you will likely only need to do this once.)

Please check the figures given for the total number of E & M places still *available* at your college for 2019 entry (i.e. that you are intending to fill in this admissions round) and the number of places for 2019 entry *already filled* with deferred candidates from last year. The sum of the two will equal the total number of places for 2019 entry. These numbers will be used as a guide in the short-listing and reallocation process. They are not binding.



Please check, and if necessary update, contact details and the number of places available, by Monday 5 November, Week 5.

2.4 E&M Candidate Summary

The Candidate Summary provides an overview of the most important information about each candidate. See Figure 2. This is a wide table, and you will need to scroll well to the right to see everything.

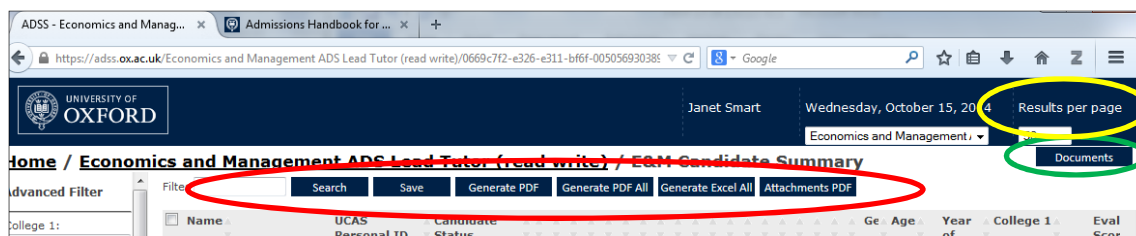


Figure 2. E&M Candidate Summary screen header

Note that there is a search box and a number of dark blue buttons below the 'E&M Candidate Summary' title that you will find useful (ringed in red in Figure 2). These may change at each stage of the admissions process. Note also the 'Documents' button (ringed in green). Click on this to access the manuals available for ADSS. There is also a 'Results per page' selector, which allows users to vary the number of candidates that may be viewed on each page (ringed in yellow).

When you click on 'E&M Candidate Summary', the first-choice candidates for your own college will be displayed. You can view the candidates for other individual colleges, for all colleges, or for particular flags, using the Advanced Filter that appears at the top of the left hand pane.

2.5 College allocations

A candidate's 'first choice college' is either the candidate's own college preference, or is allocated by the Undergraduate Admissions Office in the case of open applications. When a candidate is *reallocated* to another college, or *rescued* from deselection (see Section 4 'Shortlisting, Reallocation and Deselection'), the receiving college becomes the candidate's 'first choice college'.

Only first choice colleges are initially displayed on ADSS. Those candidates allocated a second interview by the Admissions Co-ordinator will be assigned the second interview college as their second college.

2.6 UCAS forms

UCAS forms for candidates are available to view on-line by ticking the checkbox to the left of a candidate's name on the 'E&M Candidate Summary' view and clicking the 'Generate PDF' blue button.

To produce a single document for several candidates, click on their checkboxes, click on 'Generate PDF' and a single document will be produced with the information on all the selected candidates.

Double clicking on a candidate's name will open a new pop-up window containing their summary information only, not the UCAS form.

If you wish to print all the UCAS forms (e.g. for all your college's candidates), click on 'Generate PDF All' to generate a printable document for all the candidates. This avoids having to tick the checkboxes for every candidate. You can also use the Advanced Filter at the top of the left hand pane to select a group of candidates, and have their UCAS forms all printed together using the 'Generate PDF All' button.

2.7 School performance indicators

A large amount of information is available on each candidate. On the header row, to the right of Name, UCAS Personal ID and Candidate Status, you will see that there are many more column headings, too narrow to display. You can find out what they indicate by holding the cursor at the top of the column. The heading of that column will then display.

ADSS includes information on the performance of the school where a UK candidate achieved their GCSEs, and the school where they studied/are studying for their A-levels. This information allows tutors to place a candidate's academic performance within the context of their school background.

More detail on the indicators below is available in the ADSS General Reference Manual (accessible via “Documents” at the top right once logged into ADSS).

2.8 Contextual Data

Contextual data: Quick Reference Guide

What is contextual data?

Contextual data is additional information about the background of an applicant, which can help decision-making. UAO collates contextual data for all UK-domiciled applicants educated in the UK secondary system, using publicly available information from the government, and disseminates this information to colleges and departments. All contextual data is provided through ADSS.

There are two main types of contextual data: **Widening Participation flags**, and the **Contextualised GCSE 9/8/A* score**.

Widening Participation flags

There are six individual Widening Participation flags, in three broad categories: time spent in **Care**, **Residential postcode**, and **Prior education**. They are attached to applications in ADSS (field names in brackets) in the following circumstances:

Care Flag (WP Care) Applicant has spent more than three months in care	Pre-16 Flag (WP GCSE) Applicant's school where they took GCSEs performs below the national average at GCSE or equivalent level
ACORN Flag (WP Acorn) Applicant's residential postcode is in ACORN group 4 or 5 (“financially stretched” or “urban adversity”)	Post-16 Flag (WP A-level) Applicant's most recent school performs below the national average at A-level or equivalent level
POLAR Flag (WP POLAR) Applicant's residential postcode is in POLAR3 quintile 1 or 2 (lowest rate of young people's participation in HE)	OFFA 1 Flag (WP OFFA 1) Applicant's current school is within Target 1 of the University's Access Agreement

An applicant will receive an **Overall WP flag** (WP Overall or WP Access) if they have:

- the **Care** flag, or
- at least 1 **Residential postcode** flag and at least 1 **Prior education** flag

These flags appear on the applicant pdfs available in ADSS, with relevant flags highlighted:

CONTEXTUAL DATA						
Care	Pre 16	Post 16	ACORN	POLAR	OFFA 1	Overall
N	N	Y	Y	NA	Y	Y

Flags not relevant to the applicant are shown as **N** (No), **NA** (Not applicable), or **O/S** (Overseas).

ADSS also has many WP flag views configured for particular use in both colleges and departments, where individual flags may appear as **Y** and the Overall flag as **A**. This allows filtering, sorting and comparison across a set of applicants.

Action required: The use of Widening Participation flags is published policy. An applicant with an **Overall flag** is to be strongly recommended for interview, provided that they are predicted to achieve the standard conditional offer for the course, and that they perform to an appropriate standard in any required pre-interview admissions test. Where an applicant with an Overall flag is not to be shortlisted for interview, the college should provide justification to the department Admissions Coordinator.

Contextualised GCSE 9/8/A* score (cGCSE)

The cGCSE score provides information about how well an applicant has performed at GCSE compared to other applicants to Oxford, given the performance of the school at which they took their GCSEs. It can be useful for identifying applicants from low performing schools who have achieved fewer top grades than other applicants, but more than would be expected for an average applicant from that school, and vice versa. From 2018 entry, 'top grades' now includes 9 and 8 in reformed GCSE qualifications.

The cGCSE score is calculated by comparing the achieved number of 9/8/A* at GCSE to the expected number. Scores are expressed as standard deviation and will typically be in the range **-3** to **+3**, expressed to 2 decimal places:

- Positive: a score **above 0**. This indicates that they have performed better than expected.
- Neutral: a score **of 0**. This indicates that they have performed at the level expected.
- Negative: a score **below 0**. This indicates that they have performed below expectations.

Action required: Although the cGCSE score is provided for all applicants from schools in England, Northern Ireland and Wales, its usage is not published policy as with the Widening Participation flags. The contextualised GCSE 9/8/A* score is used differently across courses, either on its own or (for example) combined with the relevant pre-interview test to produce a ranking of applicants at the shortlisting stage. Users should consult the relevant course manual or the Admissions Coordinator for advice.

Further information

The [Admissions Handbook](#) contains much more detailed information on how contextual data is compiled. Both the Handbook and ADSS also contain all the school performance data which is used to calculate contextual data.

- [Published University policy on Contextual Data](#)
- [ADSS webview](#)
- Admissions Handbook: [ADSS](#) (including course manuals)
- [Contacts lists](#) (including Admissions Coordinators)
- Admissions Handbook: [Qualifications reform](#) (including GCSE 9-1 grade changes)

For questions about contextual data not related to its use in particular courses, please contact [ADSS](#) or [Admissions Operations](#).

2.9 Widening Participation Flag

These flags have been added by the Undergraduate Admissions Office in those cases where an applicant meets certain contextual criteria, the details of which can be found in the General Admissions Manual (available on ADSS). On ADSS, this flag appears as a white A on a blue background. See below.



Where an applicant with a Widening Participation flag is predicted to achieve the usual requirement for an offer in Economics & Management, (A*AA) and performs to an appropriate standard in the TSA (see Section 3 below), they are strongly recommended for interview. "Appropriate standard" in the TSA will be given as a TSA score communicated to tutors once the distribution of scores is known and in advance of shortlisting.

A tutor who wishes to deselect a candidate with a Widening Participation flag should inform the Admissions Co-ordinator in writing of the reasons for this decision.

Note that this use of contextual information should not result in a candidate receiving an automatic offer or an offer with lower than the standard conditions.

3. The Thinking Skills Assessment pre-interview test

The Thinking Skills Assessment (TSA) test will be taken by all Economics & Management applicants, in schools or other test centres, on 31 October 2018, and will be administered by *Cambridge Assessment Admissions Testing* (CAAT, formerly ATS and Cambridge Assessment). The test has two sections: a 90-minute *Thinking Skills Assessment* (TSA) multiple-choice test, and a 30-minute essay section. Information about the test, including a specimen paper, can be found at:

<http://www.admissionstestingservice.org/for-test-takers/thinking-skills-assessment/tsa-oxford/about-tsa-oxford/>

Candidates who have not registered to sit the test are not normally considered further, although appeals are possible.

3.1 TSA Scores

CAAT mark the TSA section, and the marks should be available on ADSS on Wednesday 14 November evening, Week 6, although this may become as late as Thursday morning. There will be separate marks for critical thinking and problem-solving, and an overall TSA score.

The overall TSA score is not a simple average of the two components, nor is it a percentage, although the reporting scale runs approximately from 0 to 100. It is a statistical estimate of a candidate's ability, taking into account the difficulty of questions and the overall difficulty of the test. An overview of the statistical technique used can be found at: http://en.wikipedia.org/wiki/Rasch_model

Information about the distribution of TSA scores for this year's applicants will be used to band the candidates, as a guide for use in shortlisting (see Section 4.1 below). Information on the overall distribution of TSA scores will be available in Week 7.

3.2 The Test Essay

Each candidate writes a 30-minute essay, from a choice of three titles, which will be marked by the tutors at the candidate's college. Different essay questions have been set for candidates in different time zones. The essays will be scanned and made available in ADSS by Wednesday/Thursday of Week 6. You will be able to see the essays for your candidates by choosing 'E&M View TSA essays and enter scores – My College', which is the second view from the top in the left-hand menu. A PDF of an individual candidate's essay can then be downloaded by clicking on the TSA ID of each candidate.

Batch printing of essays can be performed by clicking on the **Attachments PDF** button on the 'E&M View TSA essays and enter scores – My College' view; the essays of all candidates on the screen at that point in time will be printed in the order the candidates appear on the screen.

Essays of all candidates (see Section 4 below) should be marked. This is the responsibility of the first-choice college (after reallocation). Essays should be marked according to the scheme described below and should be completed by Friday of Week 8.



Essays of all candidates should be marked by first-choice colleges (after reallocation) by 5pm on Friday of Week 8.

Marking scheme for test essays

A single mark on the scale 1 – 100 should be given, to reflect the overall quality of the essay, and specifically whether the candidate has:

- addressed the question in the way demanded
- organised their thoughts clearly
- used clear, concise, compelling and correct English
- used general knowledge and opinions appropriately

70-100	Clear construction, interesting and effective argument, excellent use of English.
65-69	A well-written and well-structured essay addressing the question as required.
60-64	A reasonably well-argued and appropriate answer. There may be some weaknesses in the use of English, the scope of the answer, or the coherence of the ideas.
50-59	A weak answer failing to address the question appropriately, or with significant weaknesses in argument, structure, or use of English.
49 or less	A very poor answer suggesting that the candidate is not suitable.

4. Shortlisting, Reallocation and Deselection

We aim to ensure that, as far as possible, an applicant's chances of success are independent of college choice. Applicants will be reallocated, after shortlisting but before interviewing, so that each college interviews three applicants per place.¹ Colleges can therefore shortlist objectively, without any concern that their decisions will affect the number of interviews they do. The candidates reallocated will be good candidates from colleges with higher numbers of good candidates, thereby improving both their chances of admission, and the pool of applicants to under-subscribed colleges.

4.1 Shortlisting criteria

The University website states:

"The interview is designed to assess your academic abilities and, most importantly, your academic potential. Tutors are looking for your self-motivation and enthusiasm for your subject. Decisions are not based on your manners, appearance or background, but on your ability to think independently and to engage with new ideas beyond the scope of your school or college syllabus."²

The suggested levels of significance for each factor are as follows:

Factor	High	Med	Low
Pre-interview Admissions Test	•		
GCSE (or similar) profile	•		
Predicted performance at A-level (or similar)	•		
UCAS reference		•	
AS level module grades if taken			•
UCAS personal statement			•

To achieve consistency of short-listing decisions across colleges, all applicants will be allocated to *bands* according to their TSA overall score, as follows:

¹ This is the ratio of interviews per place agreed with the Admissions Executive for Economics & Management.

² <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/interviews> accessed 21/10/15

Band	
1	Almost certainly shortlist
2	Probably shortlist
3	Marginal – use other information.
4	Probably Deselect
5	TSA score currently unavailable; use other information.

The band for each candidate will be displayed on the 'E&M Reserve Shortlist and Deselect – My College' view in ADSS.

In addition to the band for each candidate, each college will be given a target number of applicants for shortlisting. If colleges follow this shortlisting guidance, the target of 3 interviews per place for Economics & Management as a whole will be achieved. The college's individual target will be calculated according to the number of applicants it has in each band.

Colleges whose decisions depart significantly from the guidance, either in respect of individual applicants or the number shortlisted, are asked to discuss their decisions with the Admissions Co-ordinator. It is expected that all Band 1 candidates will be shortlisted unless there are very good reasons for not doing so. Colleges are free to shortlist in excess of their shortlisting target on widening participation grounds but this will not change the numbers reallocated to or from that college.

4.2 Applicants Unavailable for Interview

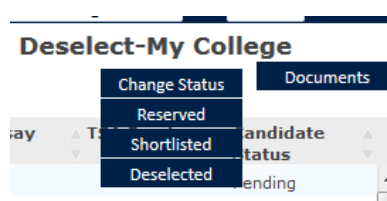
There may be applicants who are unable to attend for interview in Oxford during the interview period. These applicants may possibly be interviewed by telephone, Skype or videoconferencing during the interview period. Alternatively, colleges may be able to make admissions decisions without interviewing them.

Reserving, Shortlisting and Deselection decisions about these candidates should be made in the same way as for those available for interview in Oxford.

4.3 Reserving, Shortlisting and Deselecting Candidates

To enter shortlisting decisions in ADSS, choose 'E&M Reserve Shortlist and Deselect – My College' from the left hand menu. A list of all candidates will be displayed, with relevant information including the *Band*. The college's shortlisting target will be shown at the top of the screen or in a separate document available from the Documents tab.

To enter a decision, select a candidate by ticking the checkbox next to their name. Notice the 'Change Status' blue button has now appeared at the top right. Click the button, and three more buttons appear beneath. See below.



Click the appropriate blue button to change the selected candidate's status.

Note that more than one candidate may be selected to have their status changed in the same way, at the same time.

In general, a college that has more than 3 candidates for interview per place after deselection should expect to *reallocate* (export) candidates, while a college with *fewer than* 3 should expect to *receive* (import) candidates. The expected number of imports or exports will also be displayed or available from the Documents tab.

Colleges may **Reserve** some candidates as unavailable for reallocation. The number reserved should be not more than 1.5 X *the number of places at the college* (rounded up to the nearest integer). You may reserve fewer candidates if you wish.



*Reserve, Shortlist and Deselect decisions must be entered on ADSS by **6pm** on **Monday 19 November** (Week 7) at the latest, before reallocation that evening or on 21 November.*

4.4 Reallocation Procedure

On Monday or Tuesday of Week 7, after colleges have entered their Reserve, Shortlist and Deselect decisions, the reallocation will be carried out: the applicants reallocated will be the *Unreserved* applicants at *exporting* colleges who have the highest TSA overall scores. They will be allocated in turn to the importing colleges: the highest ranking applicants will be allocated to colleges where they will be ranked as high as possible relative to the existing cohort.

The list of reallocated candidates will be sent to colleges by the Admissions Co-ordinator by the end of the working day on Tuesday of Week 7. *Reallocated candidates cannot be deselected by the receiving college.*

Provided that colleges adhere to shortlisting guidance, the number available for export will be close to the number required for import, and target numbers will be achieved. Note, however, that in the event that a college is left with slightly fewer than three candidates per place after reallocation, it will be possible to adjust numbers if desired by rescuing deselected candidates.

4.5 Rescuing Deselected Candidates

Any deselected candidate can be 'rescued' by another college (on a first-come first-served basis). It is suggested that colleges wait until after reallocation has been carried out before deciding which candidates to rescue. Please inform via email the Admissions Co-ordinator if you decide to rescue a candidate.



The deadline for final Deselection and Rescue decisions to be entered on ADSS is 3pm on Wednesday 21 November, Week 7.

The Admissions Co-ordinator will confirm *Deselection, Reallocation* and *Rescue* decisions on Thursday of Week 7. Deselected candidates will then disappear from the Candidate Summary page in ADSS, and the receiving or rescuing college becomes the first-choice college for reallocated or rescued candidates. Please keep your College Admissions Office informed about candidates who are reallocated, deselected, or rescued. Letters inviting candidates to interview should be sent out by colleges on Monday of 8th week.

5. Interviews and decisions

Interviews at the first-choice college are held on the afternoon of Wednesday 6 December and Thursday 7 December (Week 9). Candidates arrive by 2.00pm on Wednesday 6 December and are required to remain in Oxford until Friday morning, 7 December, in case they are required for interviews at other colleges.

5.1 Criteria for the conduct and content of interviews

What is expected to happen at interview is described on the university webpage, as follows:

“The interview is designed to assess your academic abilities and, most importantly, your academic potential. Tutors are looking for your self-motivation and enthusiasm for your subject. Decisions are not based on your manners, appearance or background, but on your ability to think independently and to engage with new ideas beyond the scope of your school or college syllabus.

“In many ways, your interview will be like a mini tutorial. If you don't know the answer to a question, you may wish to explain that you haven't covered that topic yet, but do try to work out the answer if you can. Many questions are designed to test your ability to apply logic and reason to an idea you may never have encountered before. The questions may seem difficult, but don't worry: many of the topics you will cover do not have simple 'right' or 'wrong' answers. Interviewers are not trying to make you feel ignorant or catch you out, but to stretch you in order to assess your potential.”³

5.2 Interview scores and provisional decisions

By 5pm on Thursday 6 December (Week 9), you should enter your provisional decisions and interview scores on ADSS on the 'E&M Enter Interview Scores and Enter Decisions – My College' view. It is extremely important that this deadline is met to allow for the timely allocation of second interviews for the following morning.

Interviews are marked on a scale of 1-100, and marks are interpreted as follows:

70-100	Excellent	A mark above 70 is a strong indicator for admission
65-69	Positive	Most candidates admitted will have interview scores above 65.
60-64	Neutral	
50-59	Weak	A candidate with interview and test marks consistently below 60 is in a weak position
49 or less	Very poor	Interview strongly suggests that the candidate is not suitable

You should indicate those candidates to whom you wish to offer a firm college place with **'Place'** (or **'Deferred'** for 2020 entry), apart from the bottom-ranked candidate to whom you wish to offer a place, who should be indicated with selection of **'Marginal Accept'** from the drop down menu. A further possibility, described below, is to make an open offer.

The Marginal Accept candidate is guaranteed a second college interview. The number of extra candidates from a college who will receive a second college interview will vary across

³ <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/interviews> accessed 21/10/15.

colleges according to the number of interviewees at each, with more second college interviews from colleges with larger numbers of interviewees. This is intended to make the chance of a second interview as independent of college choice as possible which was not guaranteed by the previous system of each college nominating their marginal accept candidate plus two others. The exact numbers will be circulated in advance once the distribution of places across colleges is known. It is anticipated that they will be the marginal accept candidate plus 1, 2 or 3 **Marginal Reject** candidates.

Hence having identified the marginal accept candidate on ADSS the required number of marginal reject candidates should be identified by selecting '**Marginal Reject 1**', '**Marginal Reject 2**' etc. (a lower number indicating a higher ranking). All other candidates apart from open offers should be marked as '**Reject**'.

By 5pm on Thursday 6 December, you need to enter your interview scores and preliminary decisions on candidates to whom you intend to offer a place.

5.3 Second interviews

All candidates marked as 'Marginal Accept' and the appropriate number of 'Marginal Reject' candidates will be placed in a pool and allocated by the Admissions Co-ordinator to interviews at a second college.

Second interviews will take place on the morning of Friday 7 December (Week 9). The default interview slots will be 10am, 10.30am and 11am. Each college is expected to conduct three second round interviews, maintaining a constant ratio across colleges of interviews for the one remaining potential place (provisionally occupied by the marginal accept candidate).

Tutors will be informed by e-mail by 8pm if possible (and no later than the end of the evening) on Thursday 6 December that the second interview allocation has been performed. Once this has been done, you will be the named second choice college for each of the candidates you have been assigned for second interviews. The 'E&M Second Interview Allocation' view will list which of your candidates are being interviewed elsewhere, at which college and at which time. It will also list the candidates you will be second interviewing, at what time, and their first college. Colleges are responsible for communicating to their first choice college candidates whether or not they have a second interview, and if so the time and college.

Information on your second round interviewees can be seen on the 'E&M Candidate Summary' view by selecting 'All' as 'College 1' and your college as 'College 2', then applying the filter. You will be able to download UCAS forms for these candidates by clicking on the 'Generate PDF All' button.

If colleges wish to arrange further second interviews in addition to this process, they may do so by contacting the admissions office of first choice colleges directly, and informing the Admissions Co-ordinator. It has been agreed that these bilateral requests should be made by 9.30am on Friday 7 December so these interviews, and those arranged centrally, are known prior to the start of second round interviewing at 10.00am and all candidates without a second interview may be sent home at that time.

In the event of more than one college wishing to make an offer, the first choice college always has priority, otherwise colleges must reach agreement by mutual consent.

5.4 Second Interview Decisions

After the second interviews have been completed, the second interviewing college should enter their interview scores and intention towards the candidates ('Place', 'Deferred', 'Reject') on the 'Second Interviews page'. Colleges should also change their decisions on their first choice marginal candidates to either 'Place', 'Deferred' or 'Reject' on the 'Final decisions' page.



Second choice colleges should enter interview scores and intentions for the candidates they have interviewed as soon as possible.

First choice colleges should amend their decisions on marginal candidates as soon as possible.

5.5 Open Offers

In addition to making a normal firm offer of a place at a college, colleges may also make open offers if they wish. Under this scheme i) colleges are free to underwrite open offers if they wish but are not obliged to do so and need only make this decision once interviews are completed, ii) if the underwriting college has a missed offer the following summer they have first right to take the open offer candidate they have underwritten, iii) if (ii) does not apply other colleges may take the open offer candidate the following summer if they have had a missed offer but they are not obliged to do so, and iv) if no other college wants to take the open offer candidate the original underwriting college is obliged to take them.

5.6 Final Decisions

Following the entry of second choice college intentions and first choice college decisions on their marginal candidates' second round of interviews, there may need to be consultation between colleges regarding allocation of places. Once places have been finally decided, they need to be confirmed on the 'E&M Enter Interview Scores and Enter Decisions – My College' view, where all candidates you have interviewed will be listed.

All final decisions must be entered by 5pm on Monday 10 December.

The final decisions may be seen in the view 'E&M All candidates with Places'.

Appendix A: What do I Need To Do and When?

	October / November	ADSS training available for tutors
	15 October	Closing date for applications and test registration
	By 12 October	Submit tutor names to Admissions Coordinator
	Late October	Receive UCAS forms, review candidates
	31 October	Pre-Interview Test (Wednesday Week 4)
Week 5	Monday 5 November	Deadline for updating College Information
Week 6	Wednesday 14/Thursday 15 November	TSA Scores, Banding, and Test Essays available in ADSS
Week 7	Monday 6 pm 19 November	Deadline for entering Reservation and Deselection decisions prior to reallocation.
	Tuesday 20 November	Admissions Co-ordinator reallocates candidates
	Wednesday 3 pm 21 November	Final deadline for Deselection and Rescue flags
	Thursday evening 22 November	Admissions Co-ordinator confirms deselection and reallocation decisions
Week 8	Monday 26 November	Letters sent to candidates
	Friday 30 November	Final deadline for marking all TSA essays
Week 9	Wednesday and Thursday 5 and 6 December	Interviews at first-choice college
	Thursday 5 pm 6 December	Deadline for entering provisional decisions
	Thursday 8pm 6 December	Second interview lists available on ADSS
	Friday 10am 7 December	Second round interviews with candidates. Candidates without a second interview may be sent home.
	Friday 2 pm latest 7 December	All candidates leave Oxford
Week 10	Monday 5 pm 10 December	Deadline for entering final decisions on all candidates

APPENDIX B: Extracts from the University website.

*Shortlisting: who gets invited to interview?*⁴

With so many excellent candidates for each place at Oxford, it just isn't possible to interview everyone. Tutors review each application before deciding on a shortlist in late November or early December.

You will receive an email or letter indicating whether or not you have been invited for interview. You may not receive this until a week before the interviews are due to take place. If you have been invited, the letter will include practical details of your interview and further information.

*The interview*⁵

A good deal of the teaching in an Oxford college takes place in small classes or tutorials, and your interviewers – who may be your future tutors – are assessing your ability to study, think and learn in this way. This will depend on how carefully you listen to questions, and how sensibly you answer them.

You may be interviewed by two or more tutors at a time, each being an expert in some aspect of the degree course for which you are applying. If you are applying for a joint course, with two or more subjects, you will be interviewed by tutors representing each of the subjects, separately or at the same time.

The interview is designed to assess your academic abilities and, most importantly, your academic potential. Tutors are looking for your self-motivation and enthusiasm for your subject. Decisions are not based on your manners, appearance or background, but on your ability to think independently and to engage with new ideas beyond the scope of your school or college syllabus.

In many ways, your interview will be like a mini tutorial. If you don't know the answer to a question, you may wish to explain that you haven't covered that topic yet, but do try to work out the answer if you can. Many questions are designed to test your ability to apply logic and reason to an idea you may never have encountered before. The questions may seem difficult, but don't worry: many of

⁴ <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/interviews> accessed 21/10/15

⁵ <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/interviews> accessed 21/10/15

the topics you will cover do not have simple 'right' or 'wrong' answers. Interviewers are not trying to make you feel ignorant or catch you out, but to stretch you in order to assess your potential.

If you don't understand something - just ask. Tutors are not necessarily so concerned with what you know, but how you think.

Decisions

Shortlisted candidates will be told whether or not their application has been successful on Wednesday 9 January 2019. Colleges will send either a letter or an email to arrive around this date.

Tutors will make a decision based on:

- your interview
- any admissions tests or written work required for your course
- your examination results and predicted grades
- your personal statement
- the academic reference

We receive many thousands of applications each year, and sadly many excellent candidates will not be offered places.⁶

⁶ <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions> accessed 21/10/15

APPENDIX C: Summary of Mark Scales

TSA overall score	1 -100
TSA Problem solving	1 -100
TSA Critical thinking	1 -100
Essay score	1 -100
Interview score	1 -100

APPENDIX D: APR and Residential Category Codes

APR on the 'E&M Candidate Summary' view refers to the candidate's self-declared Area of Permanent Residence, which has been grouped in ADSS into UK, EU and Overseas.

Residential Category Codes on the 'E&M Candidate Summary' view are those declared by the candidate on their UCAS form. They can be determined by hovering over the code on the screen and a box should appear to the side explaining the code. Codes A-G generally qualify for home fees (subject to verification) and O for Overseas fees.

Code	Residential Category
A	UK Citizen/EU National
B	UK Resident
C	Refugee Status
D	EEA National
G	UK/EU Outside EEA
N	Not Known
O	Other

Kazbi Soonawalla
V 1.0
9 October 2018