University of Oxford undergraduate admissions

BYOD guidelines for candidates

For candidates taking the University of Oxford admissions tests

Version 2.3 20230908

BYOD guidelines for candidates

Contents

1. Introduction

This document describes the way in which candidates can check that their own devices are compatible with the Oxford Admissions testing platform. This is commonly known as 'Bring your Own Device' or BYOD. We will refer to BYOD in the remainder of the document. The BYOD guidance is also applicable to candidates using Chromebook and Mac OS devices.

Normally, the test centre will provide access to computers for all candidates taking the Admissions Test. However, there may be circumstances where the centre cannot provide compatible computers or may not have enough for all candidates. In such circumstances, candidates are allowed to bring their own devices, including Chromebooks and Apple MacOS computers.

Responsibilities are as follows:

Centres: To ensure that candidates have been registered as BYOD on the centre registration portal. Centres must also ensure that these guidelines are made available to candidates. Centres must check with the candidate prior to the test date that the technical compatibility checks have been carried out successfully, including changes to MAC OS devices (please see Appendix A).

Candidates: To ensure that the candidates have each checked that their systems are compatible with the testing platform. To do this, they must log into their accounts and take the special 'test' to check the functionality. If at any point they encounter difficulties, they should speak to the centre immediately. If necessary, they should make separate arrangements to use computers provided by the centre.

Candidates should also refer to the document *Candidate Portal Journey* where all functionality of the candidate portal is explained.

This document refers only to the functionality that enables the candidate's BYOD compatibility to be tested.

The Head of Centre must ensure to there is a designated person responsible for confirming that the checks have been carried out. Should a candidate encounter difficulty on the test day because the checks have not been carried out, the Admissions Team reserves the right NOT to treat the circumstances as 'Special Consideration'.

Please note that centres should seek help and support from TCS Test Centre Support Team oxford.testcentresupport@tcs.com.

2. System Requirements

2.1 The desktop or laptop to be used must meet the following specification (*please note these requirements are for Windows operating system users only*):

Screen Resolution:	1366*768 (recommended)
Screen Size:	14.2" x 8" (36.1cm x 20.3cm)
Screen Ratio:	16:9
RAM (min):	4 GB
CPU:	2.33 Ghz or faster
Keyboard	Physical English language is mandatory
Operating System:	Windows 10 and above (licenced only). Please note that the system has NOT been certified to operate on computers using Mac OS, tablets, touch screen devices and Chromebooks.
Supported Browsers:	Google Chrome 76 and above (recommended); Mozilla Firefox 72 and above. Please note, Microsoft Edge is NOT supported.

2.2 If you do not have access to a Windows 10 and above device, it is possible to use a Mac OS device, but the correct operation cannot be guaranteed on the Admissions Test Portal. You must disable key functionality on the device for it to operate. This is described in Appendix 1 to this document. You must confirm that this has been done with your test centre before the day of your test otherwise access to the test platform will be blocked.

2.3 Given the considerable diversity in Chromebook makes and models, their use is recommended on an exception basis only. Please note that students with Chromebooks should only use keyboard and mouse during the tests. Touch screen functionality and shortcut buttons should not be used as they are not compatible with the online admissions tests.

3. Accessing the BYOD Compatibility Checking Check

3.1 Use the link provided together with your Login and Password to access the testing system.
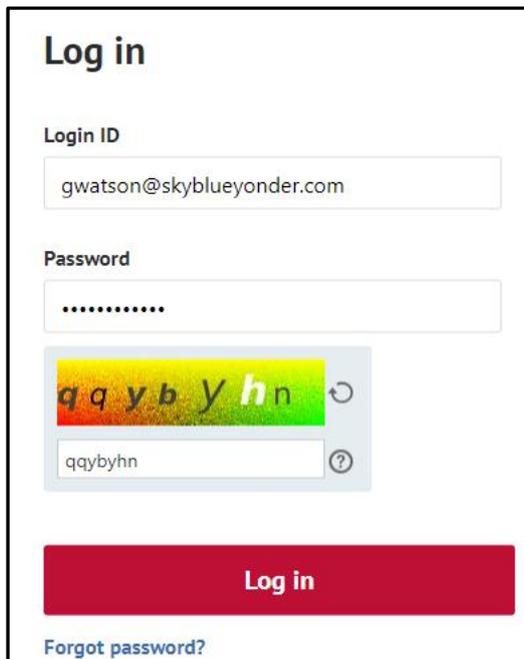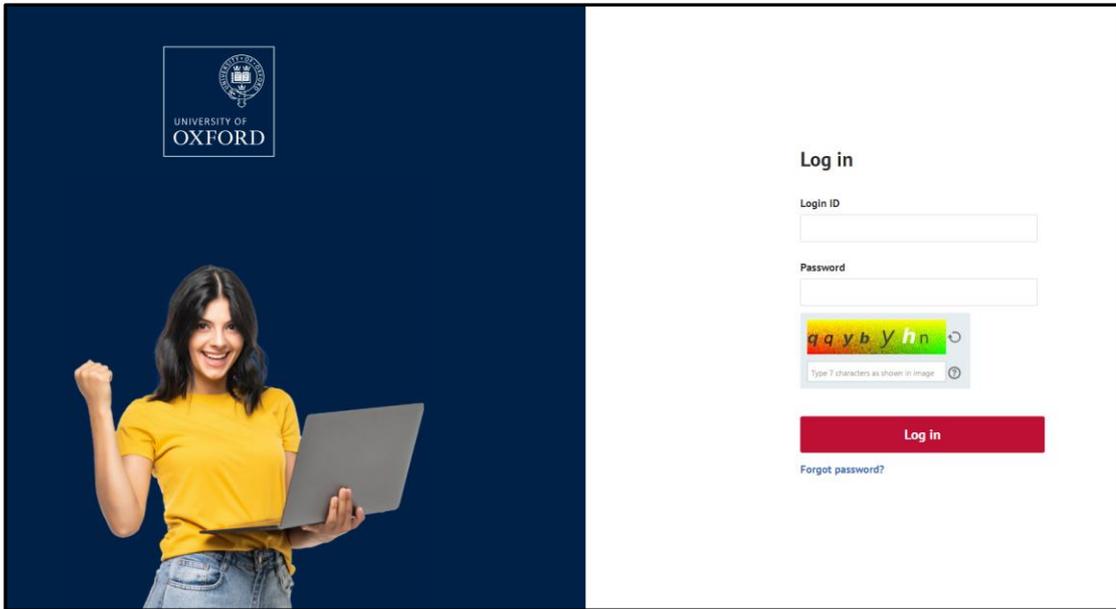
3.2   If you are logging in for the first time, you will be required to change your password (from the one provided in your notification email). If you cannot find your password, please contact your centre administrator who should be able to send it to you.

3.3   In addition, you will be asked to read and accept the Terms & Conditions and Privacy Policy for the platform. If you are under 13 years of age, you MUST ask your parent/guardian to accept it on your behalf.

Terms & Conditions/ Privacy Policy

Version 1.01   Last updated on 8th Aug 2023

About these terms

This Portal is subject to the following terms and conditions of use (these 'Terms').

This Portal is hosted and managed by Tata Consultancy Services Ltd ('TCS') on behalf of University of Oxford ('Oxford')

You should read these Terms carefully before using the Portal. By using the Portal or otherwise indicating your consent, you agree to be bound by these Terms. If you do not agree with any of these Terms, you should stop using the Portal immediately.

Registration and password security

Your name, email address and UCAS number [and other?] has been uploaded to the Portal by your Test Centre.

You will now be asked to confirm [name, email i/d, UCAS number, which universities you wish the results to go to, other?] choose a password and log into the Portal.

Terms & Conditions/ Privacy Policy

Oxford's Privacy Policy available at https://compliance.admin.ox.ac.uk/data-protection-policy and TCS' Privacy Policy available at https://www.tcs.com/who-we-are/legal/tcs-privacy-notice

which explains what personal information we collect from this Portal, how and why we collect, store, use and share such information, an individual's rights in relation to their personal information and how to contact us and supervisory authorities in the event you have a query or complaint about the use of personal information.

Please read the list below and place a tick in the boxes you agree to:

☑ I have read and agree to the Terms and Conditions and Privacy Policy above

I agree to you collecting personal data from me to:

☑ Set up and administer my account on this portal

☑ Share my exam answers and scores with Universities/ College, I have applied.

I agree   **Logout**

3.4   You will be taken to a screen that contains your personal data and information. You will see that your details include the status 'using BYOD'. At this stage, until all test entries have been processed, you will not see the tests that you have entered for. You will only see the test to use to check the compatibility of your device.
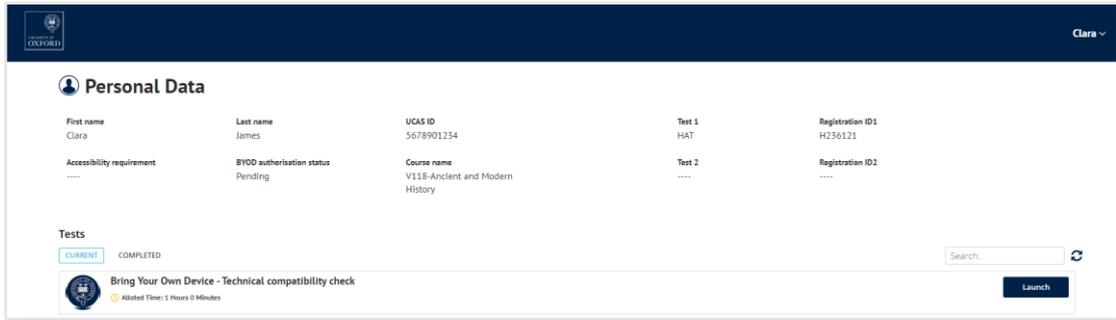
3.5   The tab at the top-right of the screen allows you to see personal information and to change your password. Details of this functionality are provided in a separate document, *Candidate Portal Journey*, which is available on the top right menu.
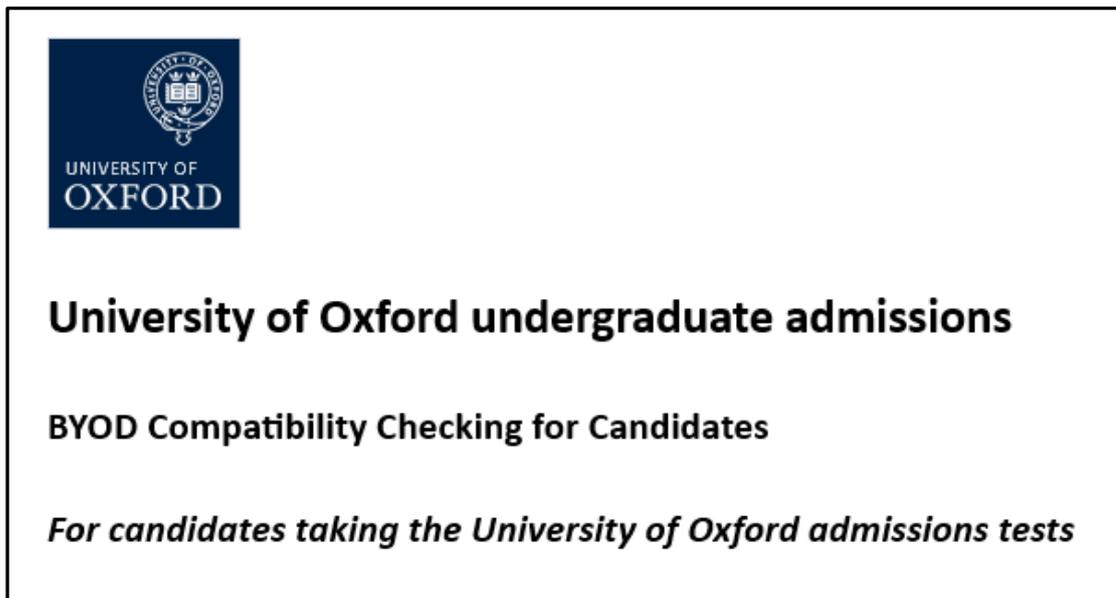
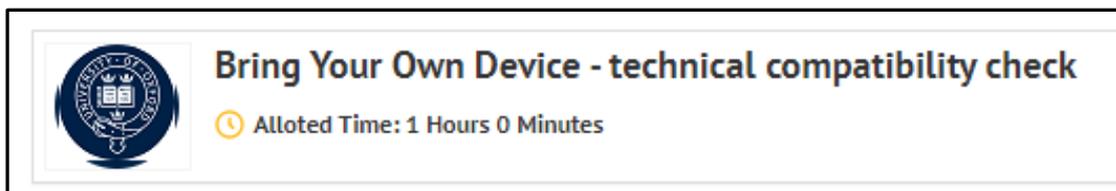3.6   In this example, the candidate is registered for the HAT test and has registered for BYOD.
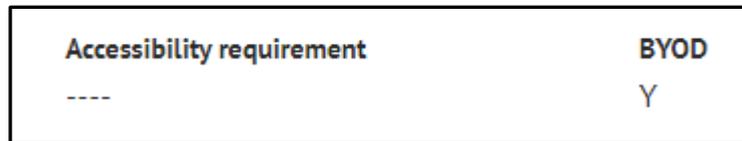
3.7   A copy of these guidelines can also be found by using the link shown:

Please refer document to complete the digital compatibility test

A window opens to enable you to read or download the document.

UNIVERSITY OF OXFORD

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BYOD Compatibility Checking for Candidates

For candidates taking the University of Oxford admissions tests

3.8   You will see in the test window, a technical compatibility check 'test'.

Bring Your Own Device - technical compatibility check
Alloted Time: 1 Hours 0 Minutes

Launch

When you are ready to check your computer, check the 'Launch' button:

4. Taking the BYOD Compatibility Checking Test

4.1   The compatibility checking test includes all the functionality that you will be using when you take your Admissions Test. Follow the instructions and make sure that you test all the tools for compatibility.

4.2   You will first be taken to an introductory screen.

Read this carefully and when you are ready click the 'Start the test' button.

This takes you to another button to enter the test. Click this button.

4.3   The first 'question' that you see explains the tools to you and enables you to check that you can type an answer in the answer box.
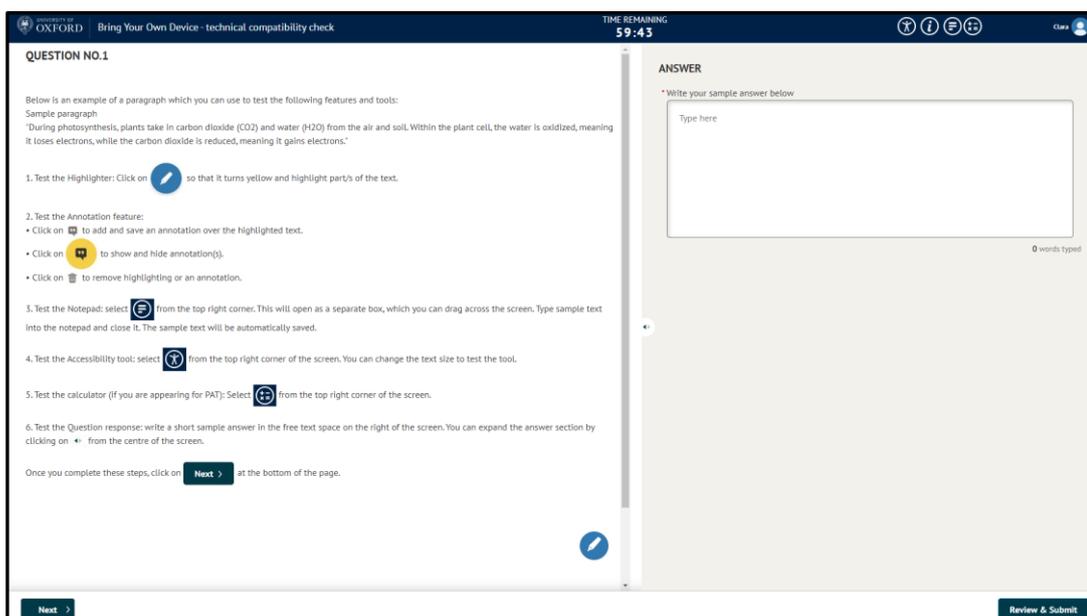
Read the detail carefully and then use the tool bar at the top right of the screen to check that the functionality works on your device.

4.4   Type an answer in the answer box.

4.5   User the highlighter button to highlight text in the question.

You can also check the annotation button and ensure that you can include notes.

4.6   The highlight button and the annotation button change to yellow to indicate that they are being used.
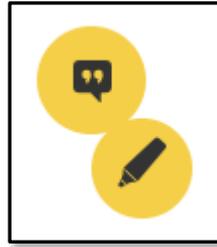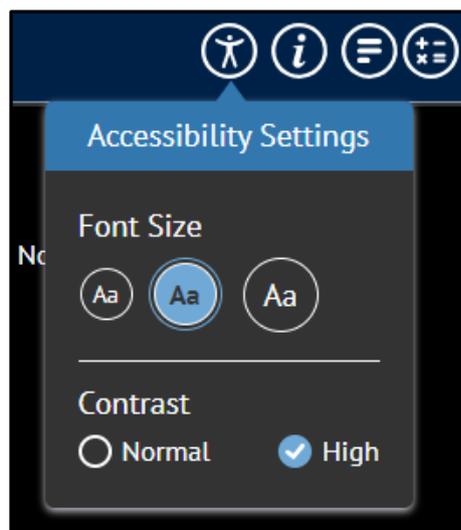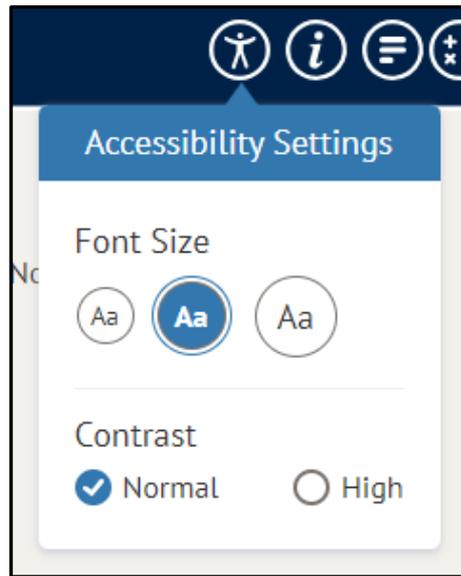

The note will reduce in the text, but you will still be able to see it. Clicking the annotation button enables you to change it.
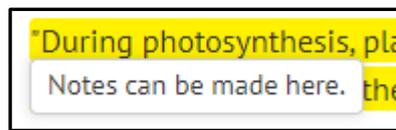
4.7   Depending on the test you are taking, you can also access a calculator.
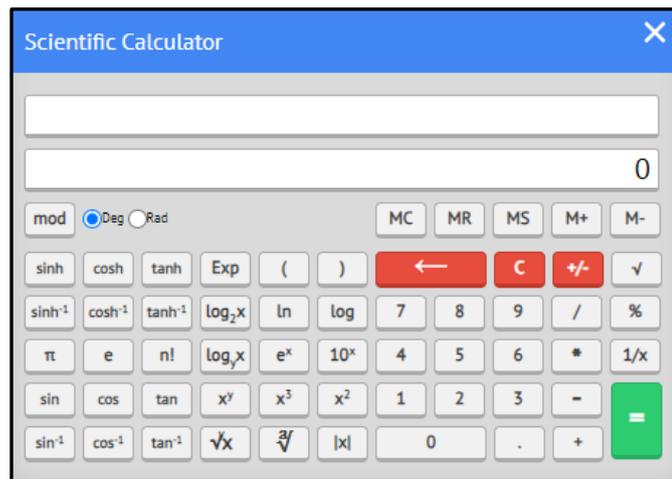
4.8   If you wish to change the font size or screen contrast, then checking the accessibility setting will enable you to do so.

4.9   Once you have completed all the checks on the first 'question', click 'Next' to take you to Question 2.
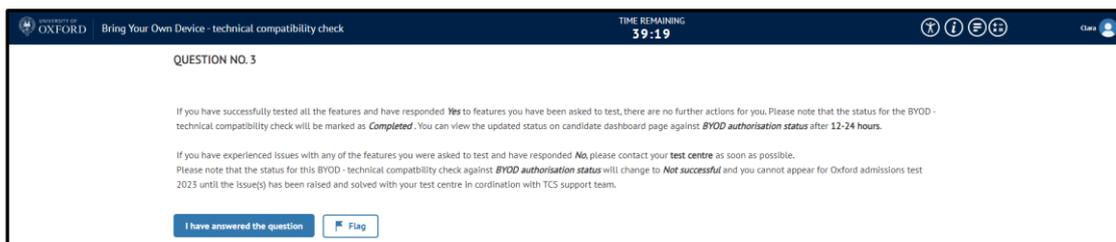
4.10   Question 2 is to enable you to confirm that you have carried out all the checks.
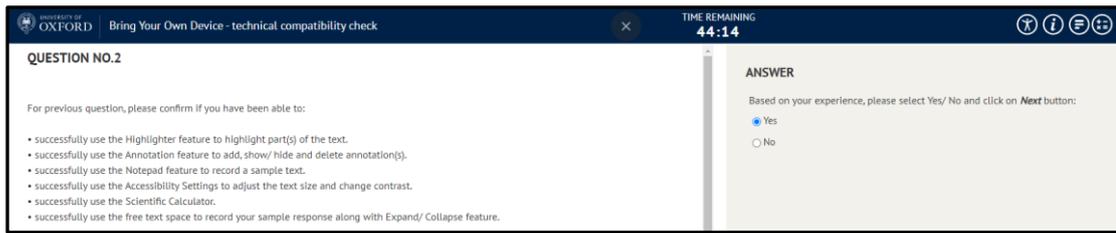

Complete this by checking the appropriate radio button in the answer box. If all has been satisfactory, check 'Yes'. If you have encountered any problems, check 'No'. Click the 'Next' button.

4.11   This takes you to Question 3 where you confirm that you have checked all the functionality.
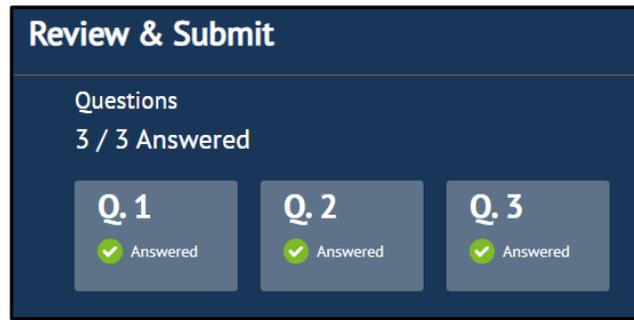

4.12   When you check the 'I have answered the question' box, it changes to show that you have done so.
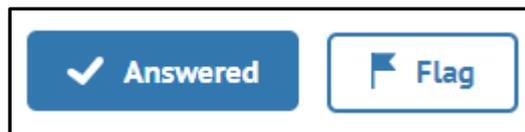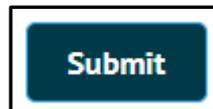

Check the 'Next' button.

4.13   This takes you to the final set of screens, where you see the 'questions' that you have answered.
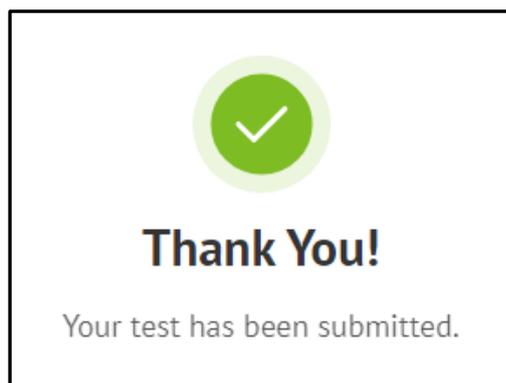

You can click on any question and it will return you to that question if you need to review it. Once you are satisfied that you have completed all the checks and answered all the questions, click the 'Submit' button.

4.14   There is a final check to ensure that you wish to finally submit the 'answers'.
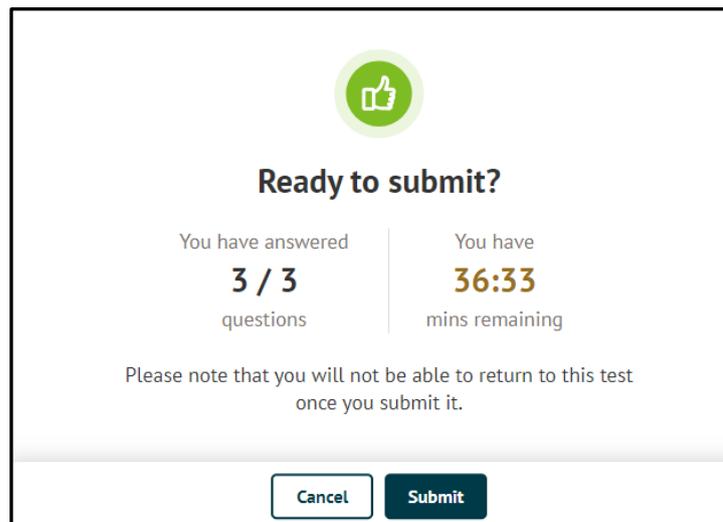
4.15   You will receive a confirmation of submission.

4.16   Click 'Exit' to return to the main menu.

4.17   You can view the status of your BYOD authorisation after **12-24 hours** on the home page in front of *BYOD authorisation status* label which will change from *Pending* to *Completed* or *Not successful*.

5. Encountering Difficulties

5.1   If you encounter any difficulties or your device is not compatible with the testing platform, please contact your centre in the first instance.

5.2   Where you have technical difficulties that your centre cannot resolve, then contact the TCS Test Centre Support Team oxford.testcentresupport@tcs.com.

Appendix 1- Setting up MAC Devices for the Online Tests

1. Introduction

This document describes the changes which you must make to your MAC OS device that you will use for taking the online Admissions Tests. You should be using only desktop and laptop computers. No tablets or mobile devices are permitted.

You must make sure that your centre contacts the TCS Test Centre Support Team to make arrangements for you to use your MAC OS devices and make the changes described in this document to disable some functionality of the MAC OS machines.

Without these changes being made, and being confirmed by the centre, access to the tests will not be permitted.

You must contact the person appointed by the Head of Centre to take responsibility for ensuring that all the required changes are made and confirming that this has been done.

Please note that centres should seek help and support from TCS Test Centre Support Team oxford.testcentresupport@tcs.com

2. Changes Required

2.1 Two areas of functionality must be disabled on all MAC OS devices to be used to deliver the online Admissions Tests. These are:
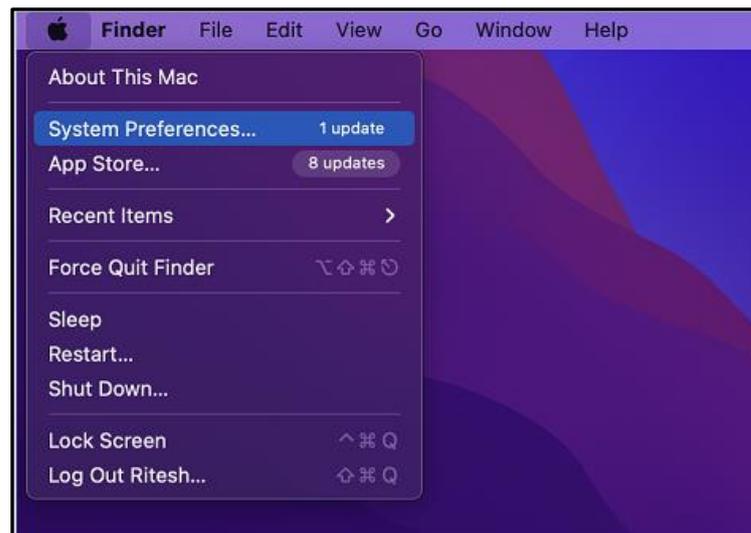
- disabling access to the online dictionary, and
- disabling the screenshot short cut.

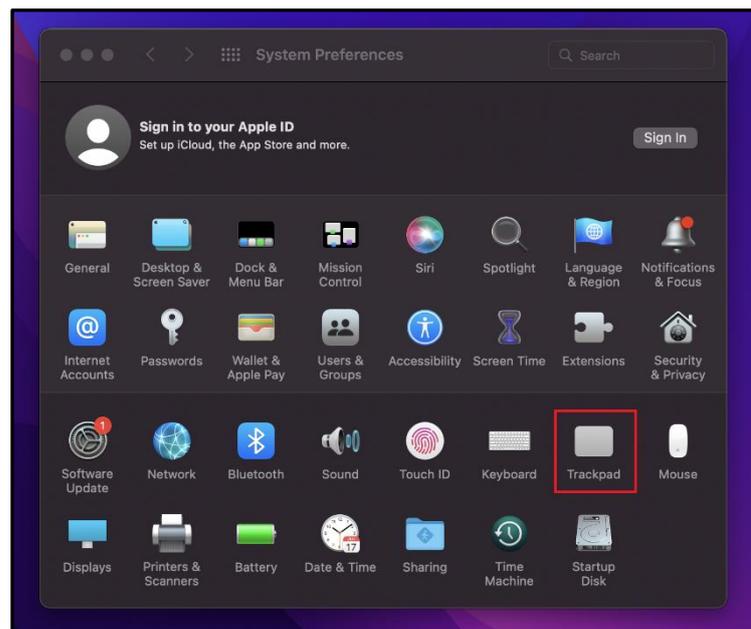**2.2 Disabling the Online Dictionary**

2.2.1 Tap on the **Apple Logo** in the top left corner of the device menu bar. This will bring up the **Apple Menu** on the screen.
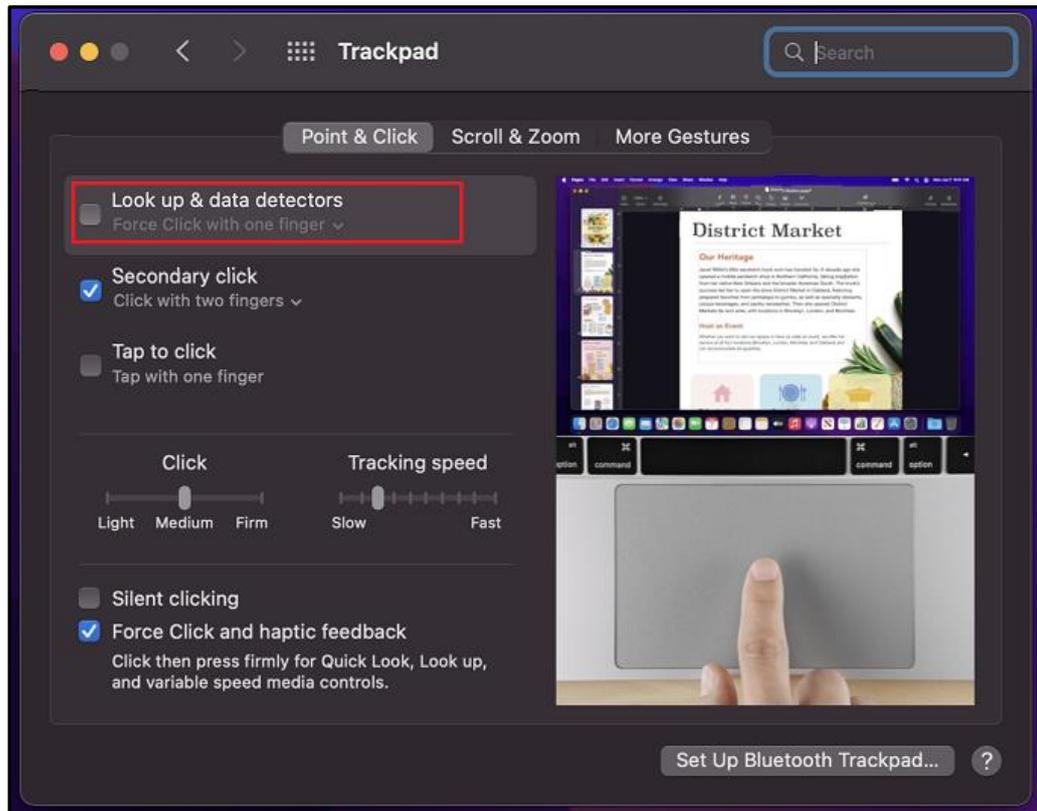
2.2.2 From the **Apple Menu** options, choose **System Preferences**.

2.2.3 Under **System Preferences** select **Trackpad**.

2.2.4 You should be taken to the **Point & Click** tab. If you are not, then click on the tab. From this table, uncheck the **Look up & data detectors** check box.

2.2.5 This will have disabled the **online dictionary**. You can return to the Home screen now.
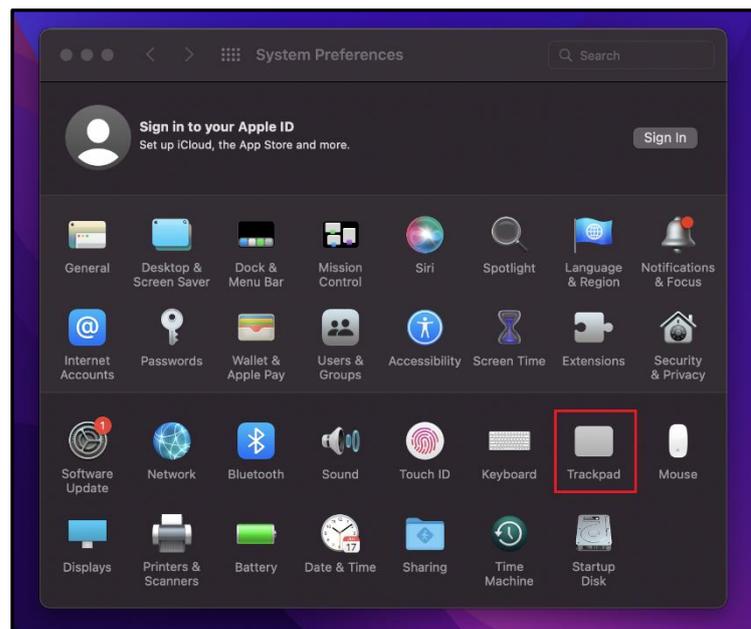
2.3   Disabling the Screenshot Shortcut

2.3.1 Tap on the **Apple Logo** in the top left corner of the device menu bar. This will bring up the **Apple Menu** on the screen.

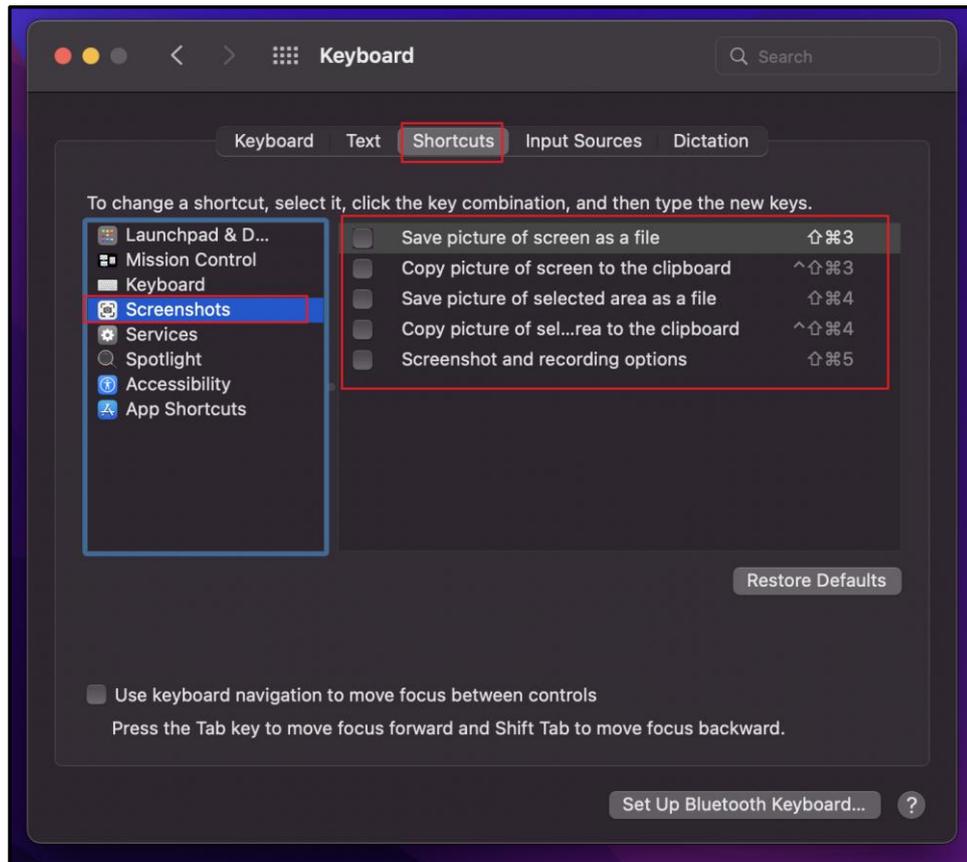2.3.2 From the **Apple Menu** options, choose **System Preferences**.

2.3.3 Under **System Preferences** select **Trackpad**.

2.3.4 Select **Keyboard Settings**, tap on the **Shortcuts** tab, select **Screenshots** in the left-hand menu. In the **Screenshots** menu **uncheck all the feature**s shown on the right-hand menu.

2.3.5 This will have disabled the **Screenshot Shortcut**. You can return to the Home screen now.

2.4 Once the tests have been administered, the MAC OS devices can be returned to full functionality by selecting the two menus above and re-selecting the appropriate check boxes.

3.   Confirmation of Changes

3.1 The Head of centre is responsible for ensuring that all MAC OS devices that are to be used in administering and taking the online tests have been adjusted as described.

3.2 The Head of centre must complete a declaration to confirm that the changes have been made. This must be returned to the TCS Test Centre Support Team at the email address provided in Section 1, Introduction. Once this has been done, the TCS Test Centre Support Team will contact the centre and confirm that access has been granted to the online test system.

3.3 Should the TCS Test Centre Support Team become aware that a centre has not made the changes and yet has provided a declaration to that effect, it will be treated as malpractice. This may mean the removal of the centre's status as an Admissions Test centre and have serious consequences for its candidates.

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