



CAMBRIDGE ASSESSMENT

Cambridge Assessment  
Results Online User Guide – Centres  
<https://results.cambridgeassessment.org.uk/centres>

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# 1 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. 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:

- BioMedical Admissions Test (BMAT)
- English Literature Admissions Test (ELAT)
- Thinking Skills Assessment (TSA) Oxford
- Sixth Term Exam Paper (STEP) Mathematics

The site has been enhanced in response to feedback from its users and tested using two commonly used web browsers, Internet Explorer 7.0 and Firefox 3.0.11, which are both freely available to download from <http://www.microsoft.com> and <http://www.getfirefox.com> respectively. Cambridge Assessment accepts no liability for the content of these external websites or for any problems experienced as a result of downloading or running the software available from them.

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 Cambridge Assessment 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.admissionstests.cambridgeassessment.org.uk](http://www.admissionstests.cambridgeassessment.org.uk). Substantial amendments to the site will result in a new edition of the Results Online user guide.

## 2 Login Page

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

Log in

Password  
Retrieval

Admissions Tests  
from the Experts in Assessment

CAMBRIDGE ASSESSMENT

Results Online - Centres

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

Centre Login

Email address

Password

[Log in](#) [Forgotten your password?](#)

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Centre users do not need to register to use Results Online as usernames and passwords used for the Entries Extranet can be used to access Results Online.

## 3 Results Online - Centres

The Results Online – Centres system contains three sections: Results Overview, Change Password and Help.

### 3.1 Results Overview

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

**3.1.1 Available Results**

Test	Date Released	Available Until:	Days Available	No. of candidates	Export Format	Explanation of Results
BMAT	16-Jul-2009	31-Aug-2009	21	3	<a href="#">CSV</a> <a href="#">PDF</a> <a href="#">PDF</a>	
STEP	01-Aug-2009	31-Aug-2009	21	2	<a href="#">CSV</a> <a href="#">PDF</a> <a href="#">PDF</a>	

**3.1.2 Candidate List**

Filter candidates

Type candidate name or number, or test name

Candidate Name	Candidate Number	Test	Release Date	Statement of Result
<a href="#">Mav Smith</a>	B10489	BMAT	16-Jul-2009	<a href="#">PDF</a>
<a href="#">Robert Jones</a>	B10490	BMAT	16-Jul-2009	<a href="#">PDF</a>
<a href="#">James Brown</a>	B10491	BMAT	16-Jul-2009	<a href="#">PDF</a>
<a href="#">Ann White</a>	S01579	STEP	01-Aug-2009	<a href="#">PDF</a>
<a href="#">Joseph Green</a>	S01580	STEP	01-Aug-2009	<a href="#">PDF</a>

**3.1.3 User Details**

Username: centrerresults@cambridgeassessment.org.uk  
Centre name: ADMISSIONS TESTS CENTRE  
Centre Number: GB046

**3.1.4 Forthcoming Results**

There are currently no forthcoming results for your centre.

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#### 3.1.1 Available Results

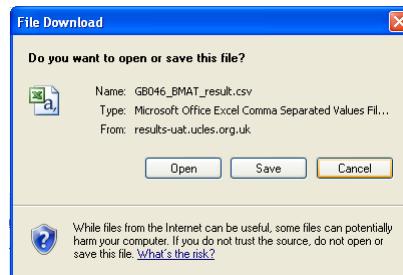
When results become available for centres to download in bulk they will be listed under this heading.

##### 3.1.1.1 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.

### 3.1.1.1.1 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.

### 3.1.1.1.2 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 (3.2.3) can be downloaded by centres should candidates be unable to access their own results.

### 3.1.1.2 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 Tests website:

[www.admissionstests.cambridgeassessment.org.uk](http://www.admissionstests.cambridgeassessment.org.uk)

## 3.1.2 Candidate List

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

### 3.1.2.1 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.

### 3.1.2.2 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 (3.1.1.2).

### 3.1.2.3 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 (4.1.3). Centres and candidates do not receive any paper based results from Cambridge Assessment; the PDF Statement of Results acts as proof of results.

## 3.1.3 User Details

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

## 3.1.4 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.

## 3.2 Change Password

When centre users are registered by Cambridge Assessment to use the Entries Extranet and the Results Online system 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. **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 - Centres system. The page header includes the 'Admissions Tests from the Experts in Assessment' logo and the Cambridge Assessment logo. The main navigation bar contains 'Results Overview', 'Change Password', and 'Help' tabs, along with a 'Log out' button. The page title is 'Change Password'. A note 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 note are three input fields: 'Enter current password', 'Enter new password', and 'Confirm new password'. A 'Change Password' button is located at the bottom of the form. The footer contains links for 'Contact Us', 'Terms & Conditions', 'Data Protection', 'Accessibility & Standards', and 'Download Adobe Acrobat software', along with the copyright notice '© 2009 Cambridge Assessment'.

Admissions Tests  
from the Experts in Assessment

CAMBRIDGE ASSESSMENT

Results Online - Centres

You are logged in as: Admissions Tests Centre Text size: Smaller - | Larger +

Results Overview Change Password Help Log 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

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### 3.3 Help

The “Help” tab includes Frequently Asked Questions, contact information for Cambridge Assessment and more information about Cambridge Assessment’s admissions tests.

**Admissions Tests**  
from the Experts in Assessment

**Results Online - Centres**

You are logged in as: Admissions Tests Centre Text size: Smaller - | Larger +

[Results Overview](#) [Change Password](#) [Help](#) [Log out](#)

#### 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?

#### Contact Us

If you still need help, then you can contact us by [email](#) or telephone 01223 553311.

#### More Information

You can find more information about our admissions tests by visiting our [website](#).

[Contact Us](#) | [Terms & Conditions](#) | [Data Protection](#) | [Accessibility & Standards](#) | [Download Adobe Acrobat software](#) © 2009 Cambridge Assessment

3.3.1  
Frequently  
Asked  
Questions

3.3.2  
Contact Us

3.3.3  
More  
Information

#### 3.3.1 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.

#### 3.3.2 Contact Us

Cambridge Assessment’s Admissions Tests Team is available to answer any questions not included in the Frequently Asked Questions, Monday – Friday, 9am – 5pm GMT/BST.

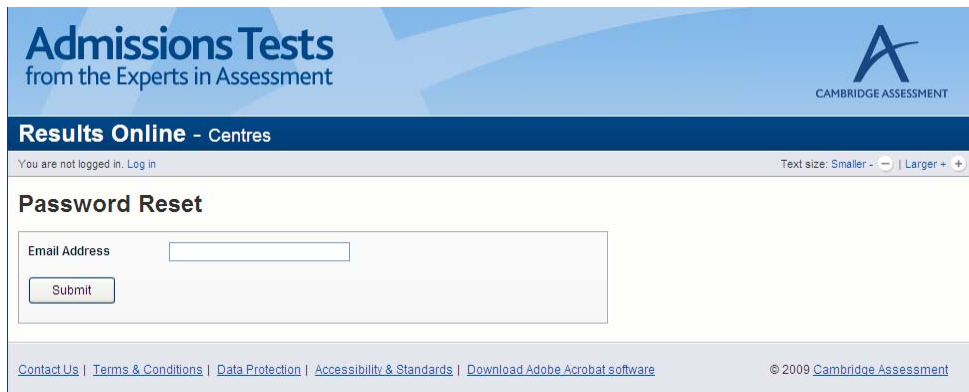
#### 3.3.3 More Information

Cambridge Assessment’s Admissions Tests website contains information about all tests administered by Cambridge Assessment.

## 4 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 'Results Online - Centres' interface. At the top, it says 'Admissions Tests from the Experts in Assessment' and 'CAMBRIDGE ASSESSMENT'. Below that, it says 'Results Online - Centres' and 'You are not logged in. Log in'. The main heading is 'Password Reset'. There is a form with a label 'Email Address' and a text input field. Below the input field is a 'Submit' button. At the bottom of the page, there are links for 'Contact Us', 'Terms & Conditions', 'Data Protection', 'Accessibility & Standards', and 'Download Adobe Acrobat software'. The copyright notice is '© 2009 Cambridge Assessment'.

## 5 Contact Us

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Cambridge Assessment’s Admissions Tests Team is available Monday – Friday, 9am – 5pm GMT/BST to answer any queries that are not covered by our websites or user guides.

Email: [admissionstests@cambridgeassessment.org.uk](mailto:admissionstests@cambridgeassessment.org.uk)  
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ELAT: + 44 (0) 1223 558855  
TSA Oxford: + 44 (0) 1223 553338  
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