



CAMBRIDGE ASSESSMENT

# Registering for Admissions Tests: BMAT, ELAT, TSA Oxford and STEP

## Information for Candidates

You cannot enter yourself for the BMAT, ELAT, TSA Oxford or STEP. All entries must be made by an authorised test centre administering the test.

### Currently attending a school or college?

You should approach your Examinations Officer to find out if your school is able to administer the test for you. If your school or college is not already registered as a test centre, they just need to follow the easy 3-step centre registration process outlined opposite.

### Not currently attending a school or college?

You will need to find a centre where you can sit the test, via the 'Find a Centre' link at [www.atsts.org.uk](http://www.atsts.org.uk)

You should discuss any costs with your centre, as some centres may charge an administration fee in addition to any relevant entry fees. More information about current test entry fees can be found on the admissions tests website [www.atsts.org.uk](http://www.atsts.org.uk)

## Information for Centres

All candidates need to be entered for the BMAT, ELAT, TSA Oxford or STEP by their centre. Entries are made via the Entries Extranet, [www.entries.cambridgeassessment.org](http://www.entries.cambridgeassessment.org), a secure website that allows authorised test centres to register, view, modify, and withdraw candidate entries.

### Already registered?

If you have previously registered to use the Entries Extranet to register candidates for BMAT, ELAT, TSA Oxford or STEP, then you do not need to re-register your centre.

If you have forgotten your password, please use the 'I forgot my password' link on the Entries Extranet homepage, [www.entries.cambridgeassessment.org](http://www.entries.cambridgeassessment.org)

## Not registered? Register your centre to make candidate entries:

If you find that your centre is not already registered, registering to administer any of the admissions tests listed above is very easy and completely free of charge. Just follow the quick 3-step process below to register your centre:

STEP  
1

### Collect the following information:

- Centre Number (if applicable)
- Centre Name
- Contact Name (name of person responsible for registering candidates)
- Contact Job Title (eg. 'Examinations Officer', 'Centre Examinations Manager')
- Contact Email
- Contact Telephone Number

STEP  
2

### Email the information to the Admissions Tests Team

[admissionstests@cambridgeassessment.org.uk](mailto:admissionstests@cambridgeassessment.org.uk), with the subject line: 'Request to be set up as an admissions test centre'.

STEP  
3

### Cambridge Assessment's Admissions Tests Team will make arrangements to set up your centre and provide you with a centre number if you do not already have one.

You will then be emailed a link to the Entries Extranet [www.entries.cambridgeassessment.org](http://www.entries.cambridgeassessment.org) for you to make your entries, as well as your username and password for the Entries Extranet. Passwords should be copied and pasted from the email to avoid errors.

## Registered as a centre? Now register your candidates:

The second stage of the process is to register your test candidates. Again, this is a very easy 3-step process:

- STEP 1** Collect the following information from the candidate:
- Name (as it appears on their UCAS form)
  - Gender
  - Date of Birth
  - Access Arrangements
  - College and Course Applied to

There are template forms on the admissions tests website [www.atsts.org.uk](http://www.atsts.org.uk) to help you capture this information in a standard format.

- STEP 2** Enter your candidates for the relevant test – either BMAT, ELAT, TSA Oxford or STEP:
- Log into the Entries Extranet using the details emailed to you by Cambridge Assessment, or using your existing username and password.

Enter the candidate's information from the form you used in STEP 1 above.

Make a note of the candidate number once the candidate has been registered successfully.

- STEP 3** Pass the relevant information on to the candidate:
- Let the candidate know they have been successfully registered for the relevant admissions test, by providing them with the candidate number generated by the Entries Extranet. You will not receive any further communication from Cambridge Assessment regarding that candidate's entry confirmation.

## Useful Contact Details:

Admissions Tests website:  
[www.atsts.org.uk](http://www.atsts.org.uk)

Entries Extranet:  
[www.entries.cambridgeassessment.org](http://www.entries.cambridgeassessment.org)



Or contact the test-specific support team – details are below and also on the 'Contact Us' page at [www.atsts.org.uk](http://www.atsts.org.uk)

**BMAT**  
Bio Medical  
Admissions Test

**BMAT Support Team**  
tel: +44 (0)1223 553366  
(9am–5pm BST/GMT, Mon–Fri)  
fax: +44 (0)1223 553042  
email: [bmatinfo@cambridgeassessment.org.uk](mailto:bmatinfo@cambridgeassessment.org.uk)

**ELAT**  
English Literature  
Admissions Test

**ELAT Support Team**  
tel: +44 (0)1223 558855  
(9am–5pm BST/GMT, Mon–Fri)  
fax: +44 (0)1223 553042  
email: [elatinfo@cambridgeassessment.org.uk](mailto:elatinfo@cambridgeassessment.org.uk)

**TSA**  
Thinking Skills  
Assessment

**TSA Oxford Support Team**  
tel: +44 (0)1223 553338  
(9am–5pm BST/GMT, Mon–Fri)  
fax: +44 (0)1223 553042  
email: [tsainfo@cambridgeassessment.org.uk](mailto:tsainfo@cambridgeassessment.org.uk)

**STEP**  
Sixth Term  
Mathematics  
Exam Paper

**STEP Support Team**  
tel: +44 (0)1223 558455  
(9am–5pm BST/GMT, Mon–Fri)  
fax: +44 (0)1223 553042  
email: [stepinfo@cambridgeassessment.org.uk](mailto:stepinfo@cambridgeassessment.org.uk)

*The details on this flyer are correct at the time of going to print in August 2010. Any updates or changes to information can be found on the relevant Registration pages of our website [www.atsts.org.uk](http://www.atsts.org.uk)*