General email: admissions@queens.cam.ac.uk
Urgent interview help: **+44 (0)1223 335600**

QUEENS' COLLEGE ADMISSIONS INTERVIEWS

Online interviews

We will use the **Zoom** video conferencing platform for your interview/s. Please download the free Zoom app now, ideally on the device you will use during interview/s. Familiarise yourself with how it works and check that your internet connection, camera and microphone work well.

Admissions confidentiality and rules

You are reminded that you agreed to an admissions confidentiality statement as part of your application and must adhere to these rules.

1. You or any third party are strictly forbidden to record or photograph any part of the application process. We will cancel your application to the University if you:
    - record your assessment or interview
    - photograph your assessment or interview
    - have an unauthorised third party present or in use during your assessment or interview

2. No one else can assist you, either at your physical location or online, when you are participating in the interview (e.g., a family member, a teacher, or other students). The only people permitted to join the online interview are:
    - You and your interviewers
    - If necessary, personnel from the College, who may be involved in setting up your interview or observing it, or for assisting in case of technical problems
    - Transparency at Interview observers if you are taking part (see attendance form for details)

3. You should not use any apps, online tools, and/or generative AI systems during the interviews to help you answer the questions. The interviewers will seek to create a teaching and learning environment during the interviews, so you are not expected to produce perfectly correct responses to every question they ask. They want to explore *your* understanding of the topics discussed, and they will help you whenever necessary. Therefore, apps, online tools, and/or generative AI systems are not necessary, and they usually reduce the quality of the responses applicants offer.

4. You must have no secondary devices or other materials available unless expressly permitted for the use of interactive whiteboard technology, or if we have granted this in writing as part of reasonable adjustments. If you have other technology in the room, please ensure it is turned to silent and flight mode, to maximise connectivity and to minimise the chance of interruptions.

Your personal data

You were advised about how your data will be used when you submitted your application.

EQUIPMENT AND TECHNOLOGY

Using pen and paper

Please have these available to note things down and in case of any technical issues:

- Have several sheets of plain white A4 paper readily available.
- Use a new black pen with a thick nib - a marker or felt tip will show more clearly than ballpoint.
- You may need to hold your work up to the camera. Please practise this to make sure the interviewers will be able to see the results on their screens.
- You may also need to take a photo of your work to upload it to the interviewers. Again, please practise this procedure. You may find an app such as CamScanner helpful.

Using interactive whiteboard technology

The subjects which use this function are **Chemical Engineering and Biotechnology, Computer Science, Economics, Mathematics** and **Natural Sciences**. Your personal interview information page will make it clear if you need to be prepared to use interactive whiteboard technology during your interviews.

For whiteboards, we will most commonly use the one incorporated within Zoom. We recommend that you spend time prior to the interview familiarising yourself with the interactive whiteboard function. In particular, learn how to move around, erase items, locate the pen tool etc.

Whiteboard technology on tablets or touchscreens

If your laptop or tablet is touchscreen, you will not need a second device. Otherwise, you should use:

- a second device with touchscreen and stylus which can be logged in to the same Zoom call
- a connected writing/drawing tablet with pen stylus
- pen and paper - for this option, you will either be asked to write and hold up to the screen, or have a camera/smartphone positioned to show you writing on the paper

Whatever type of tablet or writing device you have access to, please use a stylus/pen rather than a mouse or touchpad if possible. In our experience, the stylus/pen produces much better results. We recommend that you become fully familiar with the tablet by practising relevant activities prior to the interview. Please note that a mobile phone is not a suitable alternative to a tablet or touchscreen for sharing working and using a mouse may be difficult to write with.

Please make sure you have paper and pen as a backup (see above) - this can be used if you do not have supporting technology, or in case of technical difficulties or if requested by interviewers.

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PREPARATIONS: Use the accompanying Checklist for Candidates to help

Prepare before the interview

- Let us know if you can attend your interview(s) - complete the Interview Attendance Form.
- Check which permitted photographic ID you have available and get it ready for the day.
- Arrange and prepare your interview space - find out if you will be at school, home or elsewhere.
    - If you will be at home for your interview(s), let your family/housemates know the time of the interview(s) and ask them not to use the internet connection - either via their phone/computer or a streaming service like Netflix or Spotify.
- Test your technology and familiarise yourself with applications or platforms to be used - if you will be using borrowed equipment allow time to try this out.
    - Make sure you will appear clearly onscreen, by experimenting with the position of your phone/laptop and the room lighting. Try to find a neutral and uncluttered backdrop - you will not be permitted to use a virtual background, blur the background or use a filter.
    - Follow the instructions in your invitation email on booking a technical check.

Prepare on the day of the interview

- Do a final check of your equipment before your interview (and pre-reading if applicable) starts - make sure your devices are fully charged or plugged into mains power.

  Videoconferencing can use a lot of processing power and memory, so make your device as efficient as possible by closing non-essential browser windows as well as non-essential programs and apps. Switch off alerts and alarms and set other devices to silent, flight mode or preferably turn them off.

  If at home for your interview, remind your household of your interview time - ask them to avoid using the same internet connection - and put a note on the door to remind people of your interview time.

- Be online at least ten minutes before the interview or pre-reading time (if applicable) to ensure your device, video, audio and internet connection are working properly.

  Print or write down and have to hand a note of any weblinks/passcodes you will need to access the interview(s) and pre-reading, if applicable.

- Your interview invitation and webpage will make it clear if you need to do some pre-reading before your interview/s. Please follow the instructions carefully.

    - You must be alone in the room during the interview and if you have pre-reading, during this time too.
    - You must also be alone online except for the interviewers and, if relevant, other College personnel who may be involved in setting up your interview or observing it.

- Join the Zoom interview waiting room 2-3 minutes before your interview start time. Once you have clicked on your Zoom link and logged on, you should see a message that the host is aware you are waiting. Please wait to be admitted to your interview and follow any on-screen prompts, making sure you permit access to your microphone and camera if necessary.

  There may be a short delay if interviews are running a little behind schedule. If you do not see the acknowledgement message or have not been admitted more than eight minutes after the scheduled start time, try logging on again. If this fails, even if you have reached the waiting room, contact the College Admissions Office using admissions@queens.cam.ac.uk or +44 (0)1223 335600.

During the interview

1. All applicants should have paper and pen. If your subject requires you to show your technical or problem-solving skills using the collaborative whiteboard technology and this technology is not workable during the interview, your interviewers will endeavour to provide an alternative way of working through the questions or may reschedule the interview.

2. We are prepared for assessment via a variety of formats, and **you will not be disadvantaged by the equipment that is or is not available to you**. If technical problems arise - for example, the screen freezes, or your camera connection drops - you should follow instructions from your interviewers if you can hear them. Please use the Zoom chat function if sound is an issue but you are still connected.

3. If you lose all connectivity, please try logging on again. Try this twice more, and if you are still unable to re-connect, please contact the Queens' College Admissions Office: admissions@queens.cam.ac.uk or +44 (0)1223 335600.

4. The interviewers will note any disruptions to your interviews and **you will not be disadvantaged by these**. If the interview is subject to technical problems which mean that your interviewers do not feel they have enough information to make a judgement, the Queens' College Admissions Office will arrange to re-schedule your interview. In this case, you will be advised by email or in a phone call of what will happen next.