

STEP

Mathematics

Entries Extranet user guide

<https://www.entries.cambridgeassessment.org>

Version 20

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1.0 Introduction

Entries Extranet is the secure website for authorised centres to make and manage candidate entries for the STEP Mathematics examinations. We recommend you use the latest version of Firefox or Google Chrome to access the site.

Screenshots in this guide may vary slightly from the screens you view in your browser. Please note the deadlines in these screenshots are for example purposes only; accurate current information will always be displayed on the Entries Extranet and/or the STEP web pages – www.ocr.org.uk/administration/step-mathematics/

You can download a PDF copy of this guide from the *Help* tab after logging in.

2.0 Getting started

2.1 Logging in

In your browser, navigate to www.entries.cambridgeassessment.org and enter your username and password (see section 2.2). This will take you to the *Entries Overview* page (see section 3).

The screenshot shows the 'Entries Extranet' login page. At the top, it says 'Welcome to the Entries Extranet'. Below this, a paragraph explains that the system is for authorised centres to make and manage candidate entries. There are two main sections: 'Which tests do I need to use Entries Extranet for?' and 'Apply to become a test centre'. The 'Sign in' section on the left has a note about case sensitivity, input fields for 'Email address' and 'Password', a 'Sign in' button, and a link for '(I forgot my password)'. To the right, there are two boxes: 'Not registered?' with a 'Request an Entries Extranet log in' link, and 'User Guide' with a 'Download User Guide' button.

2.2 Usernames and passwords

Your username is the email address which you registered for an account.

When you first register for an Entries Extranet account, you will receive an email with a password to log in. Please keep your username and password secret and secure at all times.

If you forget your password, you can request a replacement from the Entries Extranet login page by clicking on *I forgot my password* (see below) and following the instructions.

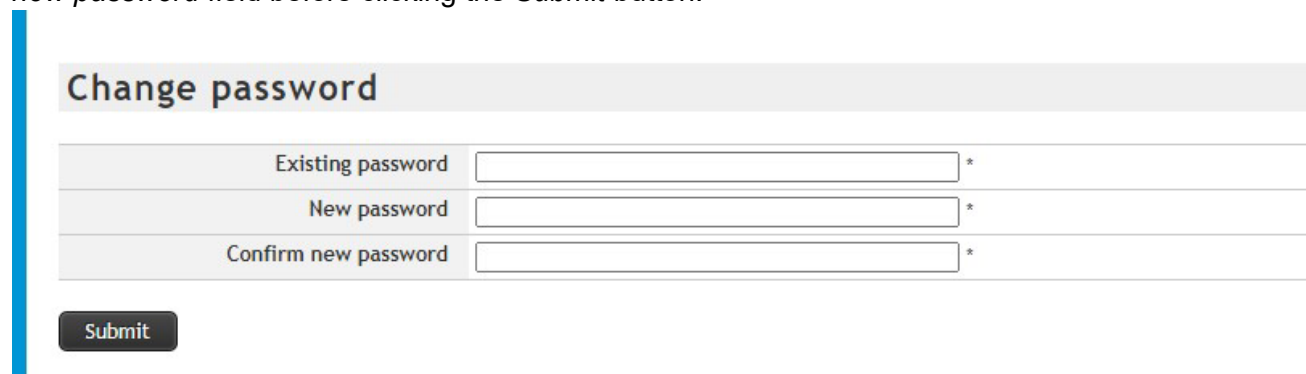
This screenshot is identical to the one above, but the '(I forgot my password)' link in the 'Sign in' section is highlighted with a red rectangular box.

If an incorrect password is entered three times in succession, the account will be locked. In this case, please wait 30 minutes then request a new password via the *I forgot my password* link on the login page. A new password will be emailed to you.

If you wish to change your password, you can do this via the *My Details* tab when you are logged in.



Scroll to the bottom of the page. You will need to enter your existing password and a new password in the relevant fields. You will need to retype your new password in the *Confirm new password* field before clicking the *Submit* button.



Change password	
Existing password	<input type="password"/> *
New password	<input type="password"/> *
Confirm new password	<input type="password"/> *

Emails from Entries Extranet may appear in your junk or spam folders.

Please remember to clear your cache and cookies to remove the previous login data. Then log in using the new password (it is easiest to copy and paste this from the email). If the issue continues, please contact the STEP Mathematics team at STEPMaths@ocr.org.uk or call +44 (0) 1223 553998.

2.3 Amending/adding users

To add an additional user, amend a user's details or remove a user from the system, please email the STEP Mathematics team at STEPMaths@ocr.org.uk with your centre name, centre number, the username of the account to be amended and details of the changes needed.

Your name and centre number can be found in the top right of the *Entries Overview* screen.



To request a change of exams officer or inform us of a change to your centre's name or address, please email the STEP Mathematics team at STEPMaths@ocr.org.uk.

3.0 Entries overview

Please note that STEP is only listed on the *Entries Overview* when the registration window is open and if your centre is approved to offer STEP.

The *Entries Overview* is your homepage in Entries Extranet and displays an overview of your account. Below is a screenshot and some further guidance as to what information you can find in the *Entries Overview*.

STEP

Mathematics

Entries Overview

Centre Number GB599 (ESOL TESTING ONLY DO NOT APPLY) has 6 current test entries.

Make a new test entry

[STEP](#)

Centre Preferences

Email Alert(s) for Candidate Entry(ies) ☐ On ☒ Off

[Save](#)

Current entries

Filter entries :
Type candidate name or number, or test name

☐ Select multiple candidates for Special Consideration

Name	Entry #	Test	Created	Modified	Status	Action
Dummy2 Dummy2	S00096	STEP	25-Feb-2019	25-Feb-2019	CONFIRMED	Select Link

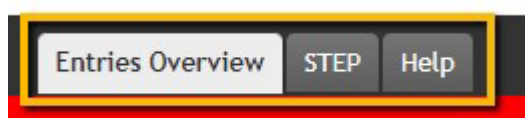
Entries breakdown

Test	Entries
STEP	6

Test status

STEP 333 days before late entry charges apply

1. **The tabs** – use these tabs to navigate around the Entries Extranet.



Entries Overview – click to return to the homepage.

STEP – click to register a candidate and view basic information about STEP.

Help – to find this guide, other useful information and contact details for the STEP Mathematics team.

2. **Session-specific notices** – we will alert you if there are any key changes to the running of the session in the red banner.

STEP 2023

The 2023 session will run as in 2022 with two separate test days

STEP 2 Test Day - 8th June AM BST

STEP 3 Test day - 21st June AM BST

3. **Make a new test entry** – click on the test name here as well as using the named tab to make a new test entry.



Entries Overview

Centre Number GB599 (ESOL TESTING ONLY DO NOT APPLY) has 6

Make a new test entry



4. **Current entries** – all entries that you make will appear in the table below. By clicking on the individual candidates, you can amend or withdraw the entries.

Current entries

Filter entries :
Type candidate name or number, or test name

☐ Select multiple candidates for Special Consideration

Name	Entry #	Test	Created	Modified	Status	Action
Dummy9 Dummy9	S00096	STEP	25-Feb-2019	25-Feb-2019	CONFIRMED	Select Link ▼
Dummy8 Dummy8	S00094	STEP	25-Feb-2019	25-Feb-2019	CONFIRMED	Select Link ▼
Dummy7 Dummy7	S00092	STEP	25-Feb-2019	25-Feb-2019	CONFIRMED	Select Link ▼
Dummy6 Dummy6	S00089	STEP	25-Feb-2019	25-Feb-2019	CONFIRMED	Select Link ▼

5. **Entries breakdown** – a summary of your entries and upcoming deadlines.

Entries breakdown

Test	Entries
STEP	6

Test status

STEP 333 days before late entry charges apply

4.0 Making a new test entry

4.1 Selecting the test

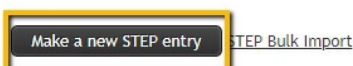
You can make a new entry by clicking the test name in the tabs or the button in the *Make a new test entry* section of the *Entries Overview*. You can only make one entry at a time. If you have a large number of candidates to enter for the same test, please contact the STEP Mathematics team.

STEP

Candidates applying to the University of Cambridge to study Mathematics at undergraduate level must take STEP. It is also accepted by other universities including the University of Warwick and Imperial College London Department of Computing; please check the university website and/or your offer from UCAS.

By registering the candidate for STEP you on their behalf agree that data provided as part of the entry or admission process may be passed to any institution involved in their university application and that the data may be used for research purposes. You also agree that if the candidate obtains a place on a course where STEP results form part of the admissions process, then the University may supply Admissions Testing with data about their application and results in subsequent assessments at that University, unless they specifically notify the University in writing. We store personal data securely and will ensure that if candidate data is used in publications or research that it is used anonymously.

There are 6 Candidates entered for STEP.



Key Entry Dates

Standard entry deadline 30-Dec-2024

Late entry deadline 30-Dec-2024

Modified entries deadline 30-Dec-2024

Result release date 30-Dec-2024

Entry Fees

Standard UK fee: £93.00

Late fee:

£00.00

Standard Rest of the World fee:

£129.00/Euro 151.00/\$177.00

Late fee:

£00.00

Click on *Make a new entry* button at the bottom of the page.

You are now creating a new test entry.

4.2 Candidate details

In the *Candidate details* screen shown below, you must enter the details of your candidate **exactly** as they appear on the candidate's UCAS entry. Otherwise, the university/ies may not be able to use the results and the candidate will not be considered for a place.

Created on 25-Aug-2021

Candidate details

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Date of Birth	<input type="text"/>	*
Format: dd/mm/yyyy (e.g. 21/02/1989)		
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
UCAS Personal ID	<input type="text"/> - <input type="text"/> - <input type="text"/>	
10 digit personal identification number (e.g. 101-234-5678)		
NRIC or FIN or Identity Number or Passport Number	<input type="text"/>	
For those applying to Lee Kong Chian School of Medicine		

Courses & Institutions

Institution	Course	College
-------------	--------	---------

Next >>

Cancel

Please check:

1. The names are entered in the correct boxes as per the UCAS entry.
2. The names are full names, not nicknames/usernames, with gaps as per the passport/birth certificate.
3. The date of birth is **DD/MM/YYYY** (e.g. 01/01/2007) and the dates entered are correct (e.g. not today's date, not the American date format).
4. The UCAS ID is accurate.

You do not need to add the UCAS ID at this stage but it will help with distributing scores to universities. You can add it later, see section 6 (Modifying entries).

Note: The Entries Extranet cannot support diacritics (commas, hyphens, umlauts). In these cases, please leave them out and write the name as closely as possible to the original.

Note: There is some coding in Entries Extranet that will auto-capitalise the letter at the start of a prefix or Mac/Mc. To stop this from happening, enter the candidate's names in the *First Name* and *Last Name* fields as you want it to appear and so it matches the candidate's UCAS application. Then untick the *Auto Capitalize Name* checkbox. This ensures that the name is not altered by the coding in Entries Extranet.

Candidate details

First Name	<input type="text" value="Macey"/>	*	<input type="checkbox"/> Auto Capitalize Name (?)
Last Name	<input type="text" value="van Mouse"/>	*	

Some fields are mandatory and have to be filled in before moving on to the next page. When you have accurately completed the candidate's details, click *Next*.

4.3 Combination details

You will need to select the correct combination of papers for STEP, as specified in the candidate's UCAS offer(s).

Combination details

Select combination	<input checked="" type="radio"/> Paper 2 <input type="radio"/> Paper 3 <input type="radio"/> Papers 2 & 3
--------------------	---

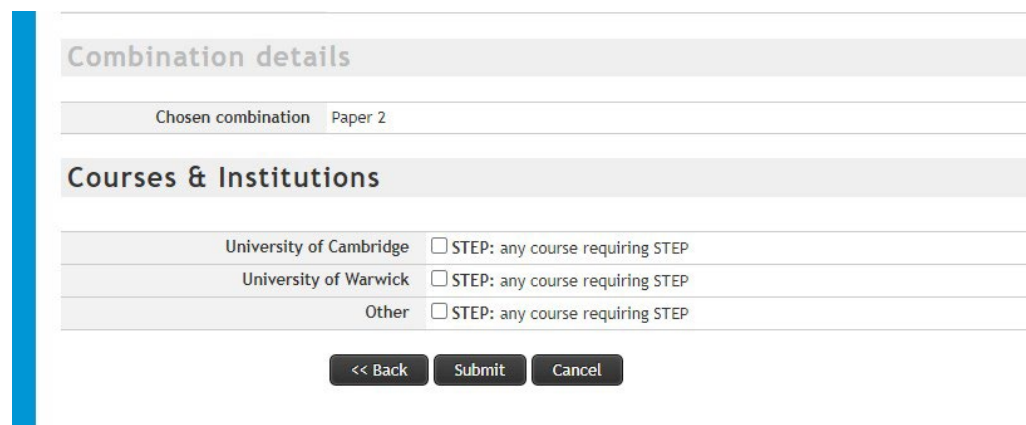
<< Back Next >> Cancel

Courses & Institutions

Once you have completed and checked this section, please click *Next*.

4.4 Courses and institutions

Please tick **all** the relevant courses and institutions that are offered on Entries Extranet to ensure the results are distributed correctly.



Combination details	
Chosen combination	Paper 2
Courses & Institutions	
University of Cambridge	<input type="checkbox"/> STEP: any course requiring STEP
University of Warwick	<input type="checkbox"/> STEP: any course requiring STEP
Other	<input type="checkbox"/> STEP: any course requiring STEP

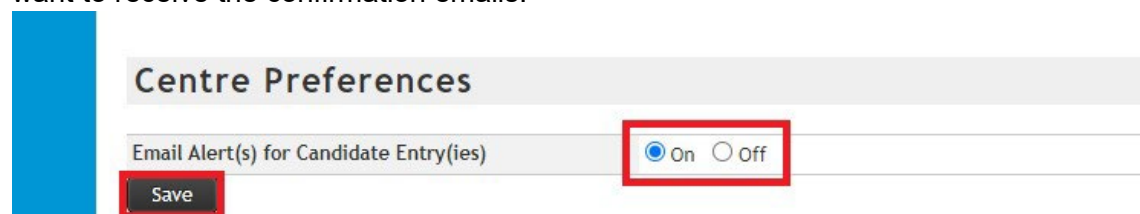
<< Back Submit Cancel

For STEP if a course/institution for which the candidate intends to use the results does not appear in the list, please select *Other* as well as any specific courses/institutions.

Once you have completed and checked this section, please click *Submit*. The candidate is not entered until you click *Submit*.

4.5 Entry Confirmation

When you have submitted an entry, you will receive a confirmation email with the candidate details you have entered. This function can be turned off if you do not want to receive email confirmations for your candidates. Under the *Centre Preferences* heading on the *Entries Overview* screen, there is a field called *Email Alert(s) for Candidate Entry(ies)*. Select *Off* and *Save* if you do not want to receive the confirmation emails. Select *On* and *Save* if you want to receive the confirmation emails.



Centre Preferences

Email Alert(s) for Candidate Entry(ies) ☒ On ☐ Off

Save

Once the candidate is registered, they are automatically assigned a unique entry number (the letter S followed by five digits).

You must provide the candidate with their entry number as confirmation that the entry has been made.

4.6 Submitting access arrangements

To request an access arrangement for a candidate, find the entry on the *Entries Overview* screen and select *Submit access arrangement* from the *Action* dropdown. This will open a webform in a new browser page.

Name	Entry #	Test	Created	Modified	Status	Action
Hazel Nut	Z00059	TSAS1	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link
Batten Berg	T00058	TSA	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link
Marzi Pan	Q00057	TMUA	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Submit timetable variation request
						Submit access arrangement
						Submit entry amendment
Poppy Seed	B00056	BMAT	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link
Test Candidate	B00053	BMAT	25-Aug-2021	25-Aug-2021	NOT YET CONFIRMED	Select Link

The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to complete the remaining fields in the form accurately.

Note: If the candidate requires modified materials, you must request this before the [deadline](#). The deadline for modified materials is often earlier than the closing date for registrations and other access arrangements.

The deadline is shown in the box on the right-hand side of the main page for each test, please see the example below.

STEP

Candidates applying to the University of Cambridge to study Mathematics at undergraduate level must take STEP. It is also accepted by other universities including the University of Warwick and Imperial College London Department of Computing; please check the university website and/or your offer from UCAS.

By registering the candidate for STEP you on their behalf agree that data provided as part of the entry or admission process may be passed to any institution involved in their university application and that the data may be used for research purposes. You also agree that if the candidate obtains a place on a course where STEP results form part of the admissions process, then the University may supply Admissions Testing with data about their application and results in subsequent assessments at that University, unless they specifically notify the University in writing. We store personal data securely and will ensure that if candidate data is used in publications or research that it is used anonymously.

There are 6 Candidates entered for STEP.

[Make a new STEP entry](#) [STEP Bulk Import](#)

Key Entry Dates

Standard entry deadline 30-Dec-2024

Late entry deadline 30-Dec-2024

Modified entries deadline 30-Dec-2024

Result release date 30-Dec-2024

Entry Fees

Standard UK fee: £93.00

Late fee:

£00.00

Standard Rest of the World fee:

£129.00/Euro 151.00/\$177.00

Late fee:

£00.00

Access arrangements that do not require modified papers, such as extra time, can be requested until the registration window closes. Any requests after this will be reviewed on a case-by-case basis.

5.0 Current entries

The table under the *Current entries* lists all registered candidates for your centre and is found at the bottom of the *Entries Overview* page.

Current entries

Filter entries :
Type candidate name or number, or test name

☐ Select multiple candidates for Special Consideration

Name	Entry #	Test	Created	Modified	Status	Action
Avua Avuavw	S00574	STEP	22-Mar-2024	22-Mar-2024	CONFIRMED	Select Link ▼
Avua Avua	S00100	STEP	04-Mar-2024	04-Mar-2024	CONFIRMED	Select Link ▼

The different columns represent:

- **Entry #:** the candidate's unique entry number. This is always a letter S followed by a five-digit number.
- **Test:** STEP
- **Created:** the date the entry was made.
- **Modified:** the last date the entry was amended.
- **Status:** This will show NOT YET CONFIRMED until the entry has been processed. After this it will show as CONFIRMED. If you notice any of your entries take longer than 48 hours to show as confirmed, please contact STEPmaths@ocr.org.uk

You can search for a specific candidate under Current Entries using either their name or candidate number.

Note: The search function does not recognise wildcards – you will need the correct start of either the candidate's first name, last name or their candidate number.

Current entries

Filter entries :
Type candidate name or number, or test name

☐ Select multiple candidates for Special Consideration

Name	Entry #	Test	Created	Modified	Status	Action
Avua Avuavw	S00574	STEP	22-Mar-2024	22-Mar-2024	CONFIRMED	Select Link ▼

5.1 Entries breakdown and test status

The *Entries breakdown* summarises the number of entries made by your centre.

The *Test status* shows how long until the registration window closes or if the registration window has closed. Further key dates and fees (if applicable) are shown in the STEP tab or can be found on the [STEP webpages](#).

Entries breakdown	
Test	Entries
STEP	6
Test status	
STEP	333 days before late entry charges apply

5.2 Candidate entries report

You can download a list of your centre's entries in an Excel (.xls) file. You may find this function useful for checking you have made all the entries for your centre.

Scroll to the bottom of the Entries Overview page. In the *Report* section, click on the words [Click Here](#) to download a report containing candidate entries for the current session.

Report	
Current Session name: November ARD 2022	
Click Here	to download a Report of Candidate Entries for Current Session.

An .xls file will be downloaded. When you open the file, you will see the details entered for each candidate and if the entry is confirmed in our system.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CENTRE NAME	CENTRE ENTRY NUMBER	UCAS ID	OPTIONAL FORENAME	SURNAME	PAPER CODE	DATE OF BIRTH	GENDER	COURSE	INSTITUTION	CONFIRMATION			
2	GB599	ESOL TESS00069			Dummy1	Dummy1	Paper 1	01.12.1995	M	STEP	University	CONFIRMED		
3	GB599	ESOL TESS00071			Dummy2	Dummy2	Paper 1	12.01.1995	M	STEP	University	CONFIRMED		
4	GB599	ESOL TESS00072			Dummy3	Dummy3	Paper 1	03.04.2000	M	STEP	University	CONFIRMED		
5	GB599	ESOL TESS00075			Dummy4	Dummy4	Paper 2	04.06.2001	F	STEP	University	CONFIRMED		
6	GB599	ESOL TESS00083			Dummy5	Dummy5	Paper 2	05.04.2001	F	STEP	University	CONFIRMED		
7	GB599	ESOL TESS00089			Dummy6	Dummy6	Paper 2	06.03.2001	F	STEP	University	CONFIRMED		

Note: If a candidate is applying to more than one university, they will appear more than once in the file as each institution will show in a different row.

6.0 Modifying entries

6.1 Entry amendments

You can amend your candidates' entries until the registration window closes. To amend an entry, click on a candidate's name to view their entry. You will see a summary of the entry, like the one below.

STEP entry for Avua Avuavw

[Withdraw entry](#)

Created on 22-Mar-2024 | Last edited on 22-Mar-2024

Candidate details

[Edit candidate details](#)

Name	Avua Avuavw
Entry #	S00574
UCAS ID	
Date of Birth	08-Feb-1986
Gender	Male

Combination details

[Edit combination details](#)

Name	Paper 2
------	---------

Courses & Institutions

[Edit courses & institutions](#)

Institution	Course	College
Imperial College London	STEP any course requiring STEP	[No college]

You can modify any of their personal details by clicking *Edit candidate details*. Institution and/or course choices can be amended by clicking *Edit courses & institutions*.

There is also the option to amend the paper combination details.

If you need to make any amendments after registrations close, you will need to submit an entry amendment form. To submit the form for a candidate, find the candidate under *Current entries*. In the *Action* column, select *Submit entry amendment* from the dropdown. This will open a webform in a new browser page.

Current entries

Filter entries :
Type candidate name or number, or test name

☐ Select multiple candidates for Special Consideration

Name	Entry #	Test	Created	Modified	Status	Action
Avua Avuavw	S00574	STEP	22-Mar-2024	22-Mar-2024	CONFIRMED	<div>Select Link</div>
Avua Avua	S00100	STEP	04-Mar-2024	04-Mar-2024	CONFIRMED	<div>Select Link</div>

Submit access arrangement

Submit malpractice form

Submit withdrawal request

Submit special consideration form

Submit entry amendment

Report

Current Session name: June ARD 2024

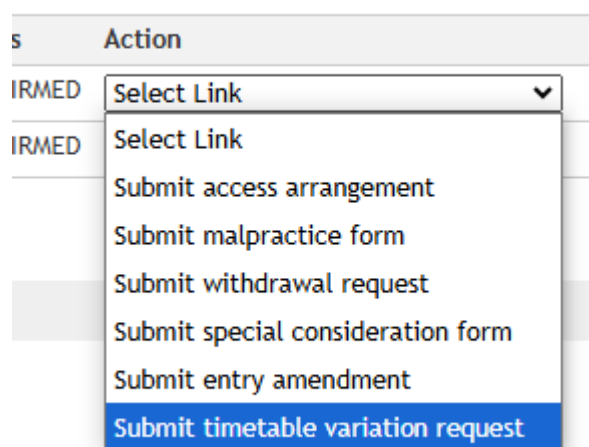
The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to complete the form accurately to let us know the required amendments for the entry.

6.2 Timetable variation requests

Timetable variation requests can be submitted via Entries Extranet. To submit a request for a candidate, find the candidate under *Current entries*. In the *Action* column, select *Submit timetable variation request* from the dropdown. This will open a webform in a new browser page.



t Session.

The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to provide a reason for the timetable variation request on the form and state the requested test start time in your local and UK time. We will email you when the request is being processed.

6.3 Withdrawing candidates

You can withdraw a candidate in Entries Extranet before the registration window closes. Click on the candidate's name to view their entry.

STEP entry for Avua Avuavw

Withdraw entry

Created on 22-Mar-2024 | Last edited on 22-Mar-2024

Candidate details

Edit candidate details

Name	Avua Avuavw
Entry #	S00574
UCAS ID	
Date of Birth	08-Feb-1986
Gender	Male

Combination details

Edit combination details

Name	Paper 2
------	---------

Courses & Institutions

Edit courses & institutions

Institution	Course	College
Imperial College London	STEP any course requiring STEP	[No college]

Click the *Withdraw entry* button.

Withdraw the STEP entry for Dummy9 Dummy9?

Confirm Withdraw

Cancel

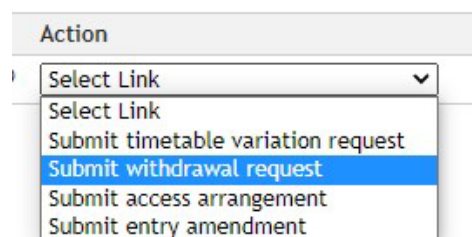
You will then be asked to confirm the withdrawal. If you click *Confirm Withdraw*, you will be taken back to the *Entries Overview* page and the candidate will no longer be present under *Current entries*. If you click *Cancel*, you will be taken back to the candidate's entry and the entry will not have been removed from your list of current entries.

If the candidate is withdrawing from your centre completely, even if they intend to take the test at another centre, please withdraw them here. The candidate's new test centre should then re-register the candidate.

If you withdraw a candidate on Entries Extranet in error, you can re-enter them at any point up to the final registration closing date. We will not be able to re-register the candidate after this date if they are accidentally withdrawn.

To return from a candidate record to the home screen, click on the *Entries Overview* tab.

If you need to make any amendments after registrations close, you will need to submit a withdrawal form. To submit the form for a candidate, find the candidate under *Current entries*. In the *Action* column, select *Submit withdrawal request* from the dropdown. This will open a webform in a new browser page.



Action
Select Link
Select Link
Submit timetable variation request
Submit withdrawal request
Submit access arrangement
Submit entry amendment

The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to select the reason the candidate is withdrawing from the test. There are three categories to choose from:

- Medical reasons
- Compassionate reasons
- Other

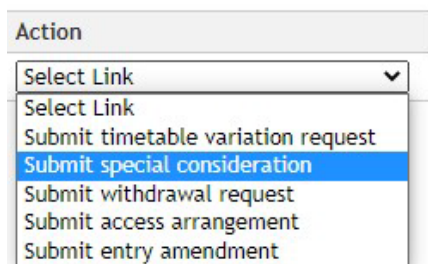
You can provide further detail in the text box provided. Any withdrawal requests relating to medical issues require supporting evidence.

When we have processed the request, the candidate will no longer show in your list of current entries and we will confirm by email when the request has been processed.

7.0 Post-test admin

7.1 Submitting a special consideration request

An application for special consideration must be submitted no later than five working days after the test. To submit a request for a candidate, find the candidate under *Current entries*. In the *Action* column, select *Submit special consideration* from the dropdown. This will open a webform in a new browser page.



The image shows a web interface element with a grey header bar labeled "Action". Below it is a dropdown menu. The menu is currently open, showing a list of options. The first option is "Select Link" with a small downward arrow icon. The second option is "Select Link". The third option, "Submit special consideration", is highlighted with a blue background. The fourth option is "Submit withdrawal request". The fifth option is "Submit access arrangement". The sixth option is "Submit entry amendment".

The following fields will auto-populate on the form with the data already in Entries Extranet:

- Centre number
- Candidate number (this is unique to the candidate and is automatically generated by Entries Extranet at the time the entry is made)
- Test
- Candidate name
- Candidate date of birth

You will need to select a reason why the candidate was disadvantaged during the test. Depending on your selection, you may be required to add further detail. All applications for medical reasons will require supporting evidence to be submitted. We will contact you to ensure the supporting evidence is transferred securely.

Internal and open centres can submit the special consideration form on behalf of a candidate via the Entries Extranet.

You will receive a confirmation email when you submit the form. We will only contact you regarding an application if more information or supporting evidence is required. Otherwise, we will pass on the notification to the institution(s) the candidate has applied to. Please note, we are only able to pass on special consideration notifications to the University of Cambridge, the University of Warwick and Imperial College London.

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