STEP Mathematics

Entries Extranet user guide

https://www.entries.cambridgeassessment.org

Version 21

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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.

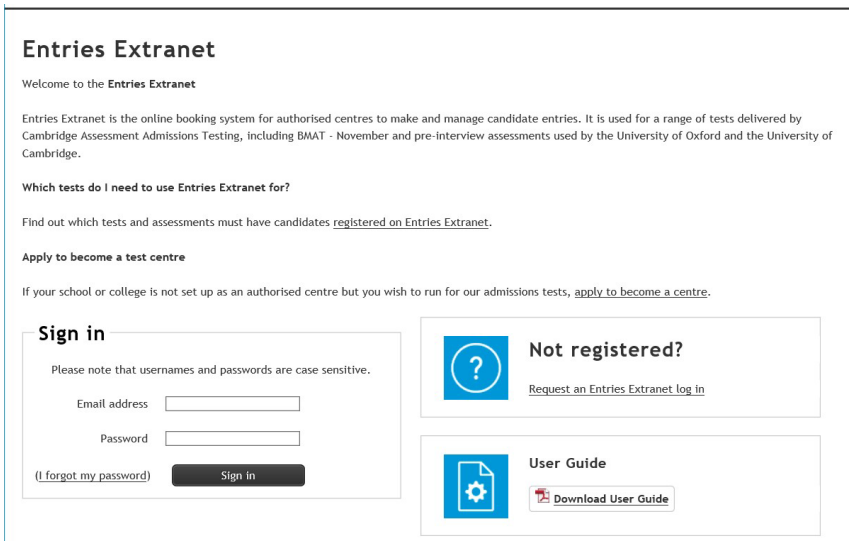
Screenshots in this guide may vary slightly from the screens you view in your browser. Please note the deadlines in these screenshots are for example purposes only; accurate current information will always be displayed on the Entries Extranet and/or the STEP web pages – www.ocr.org.uk/administration/step-mathematics/

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).

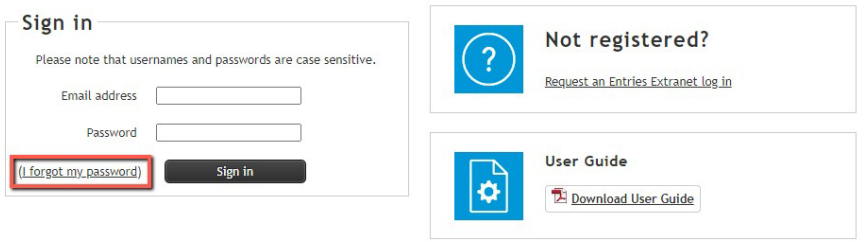


2.2 Usernames and passwords

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

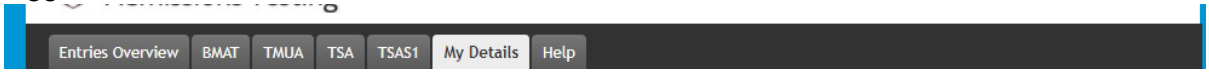
When you first register for an Entries Extranet account, you will receive an email with a password to log in. Please keep your username and password secret and secure at all times.

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.

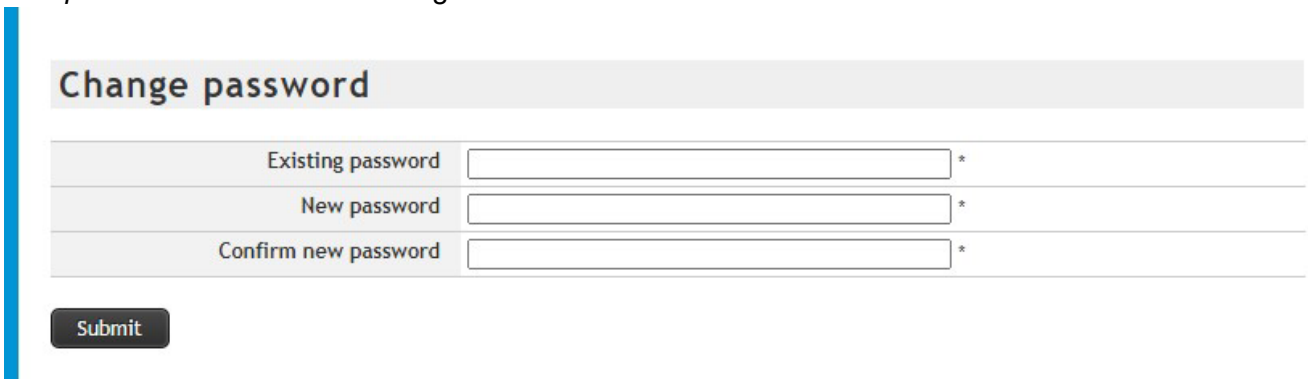


If an incorrect password is entered three times in succession, the account will be locked. In this case, please wait 30 minutes then request a new password via the *I forgot my password* link on the login page. A new password will be emailed to you.

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.



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.

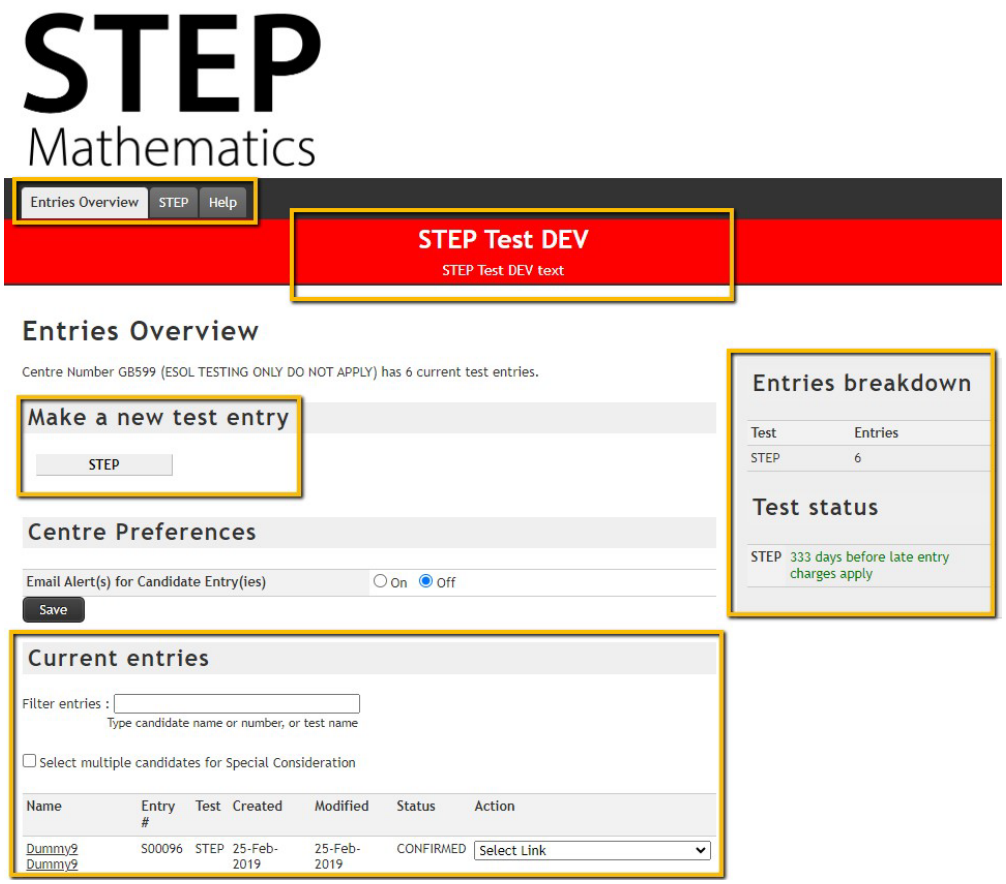
Your name and centre number can be found in the top right of the *Entries Overview* screen.

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.

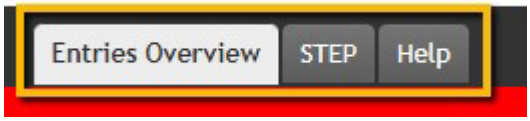
3.0 Entries overview

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*.



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

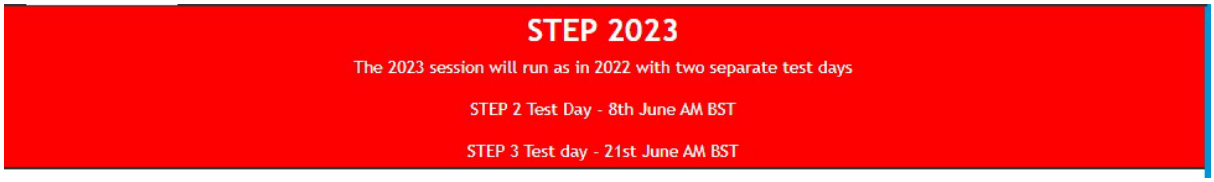


Entries Overview – click to return to the homepage.

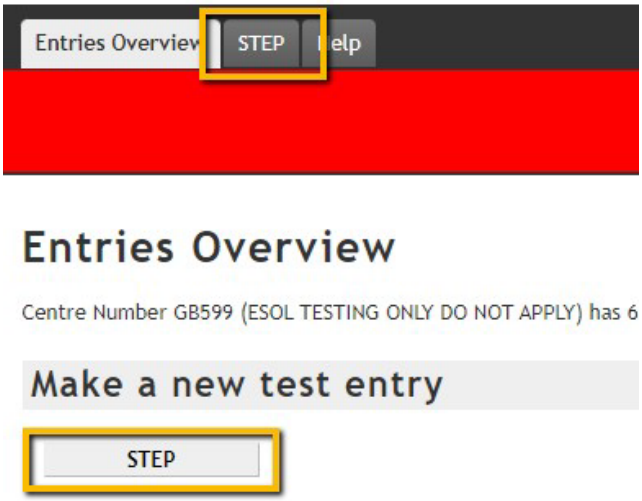
STEP – click to register a candidate and view basic information about STEP.

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

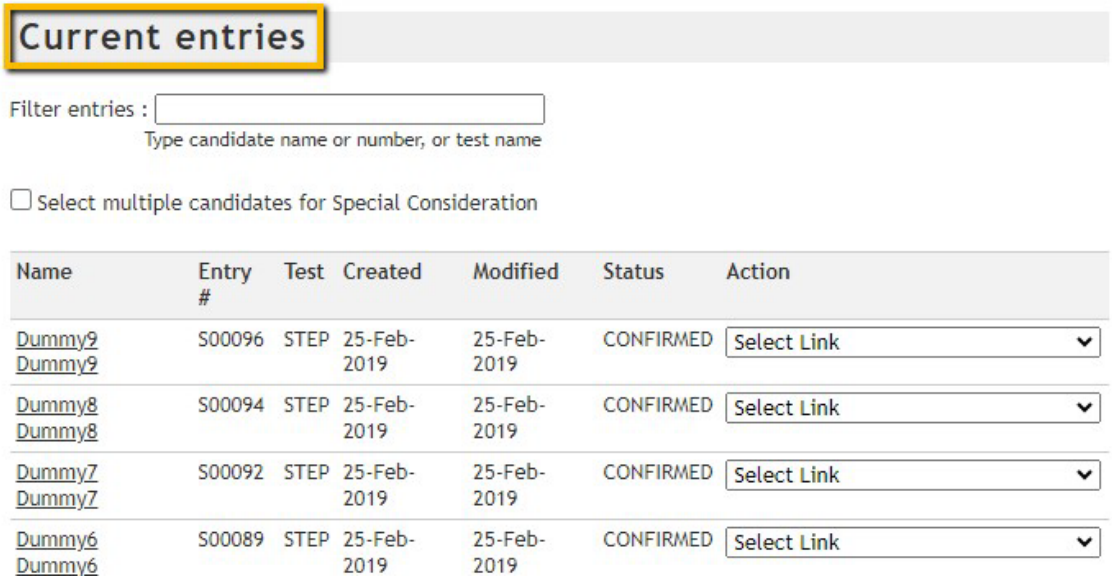
2. **Session-specific notices** – we will alert you if there are any key changes to the running of the session in the red banner.



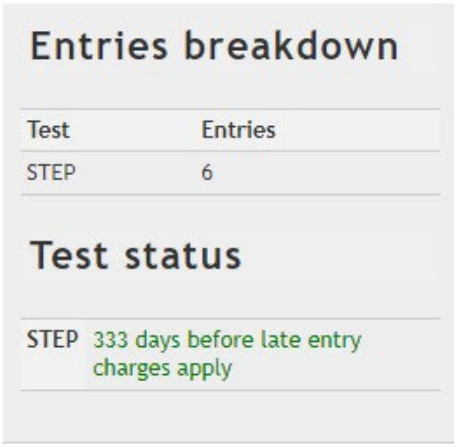
3. **Make a new test entry –** click on the test name here as well as using the named tab to make a new test entry.



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.



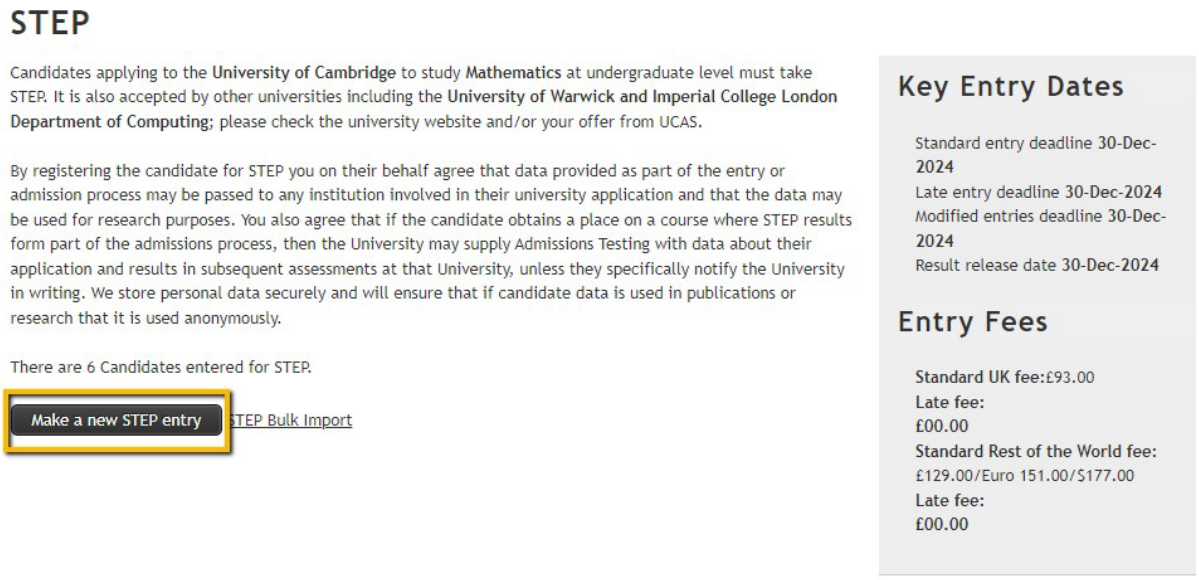
5. **Entries breakdown** – a summary of your entries and upcoming deadlines.



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.

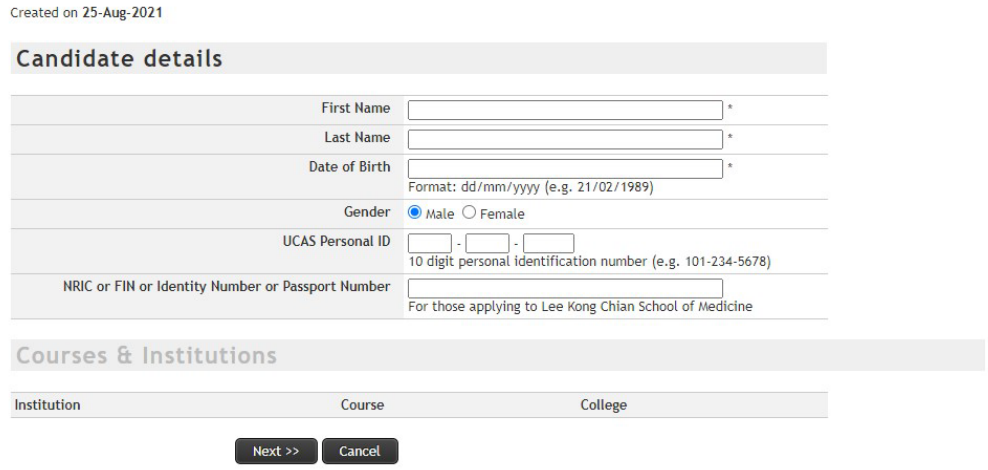


Click on *Make a new entry* button at the bottom of the page.

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.



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.

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*.

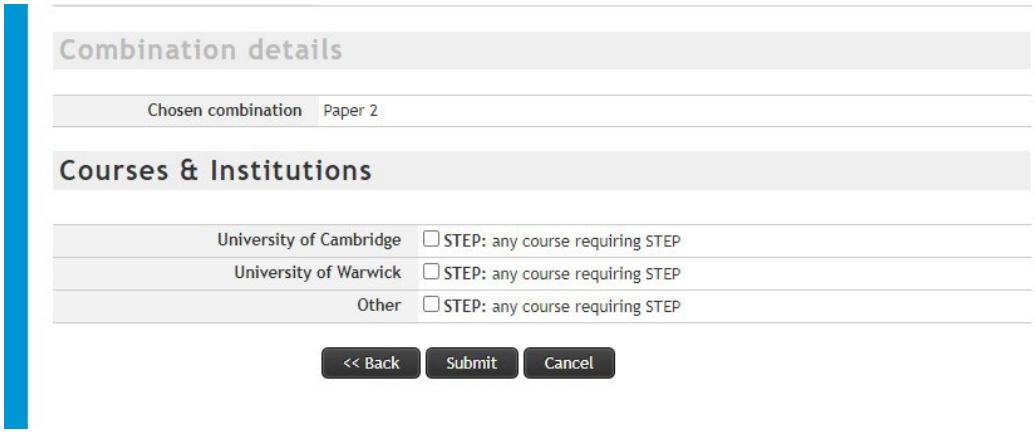
4.3 Combination details

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

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.

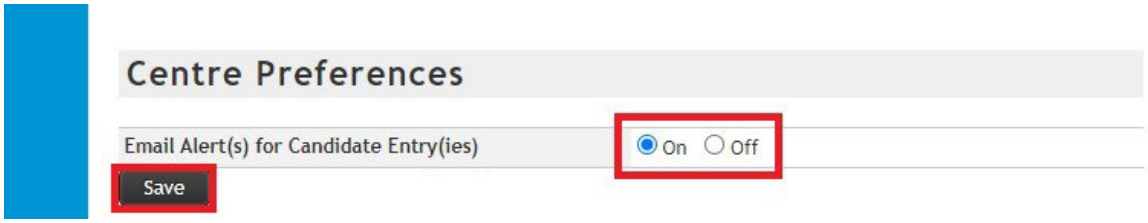


For STEP if a course/institution for which the candidate intends to use the results does not appear in the list, please select *Other* as well as any specific courses/institutions.

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.

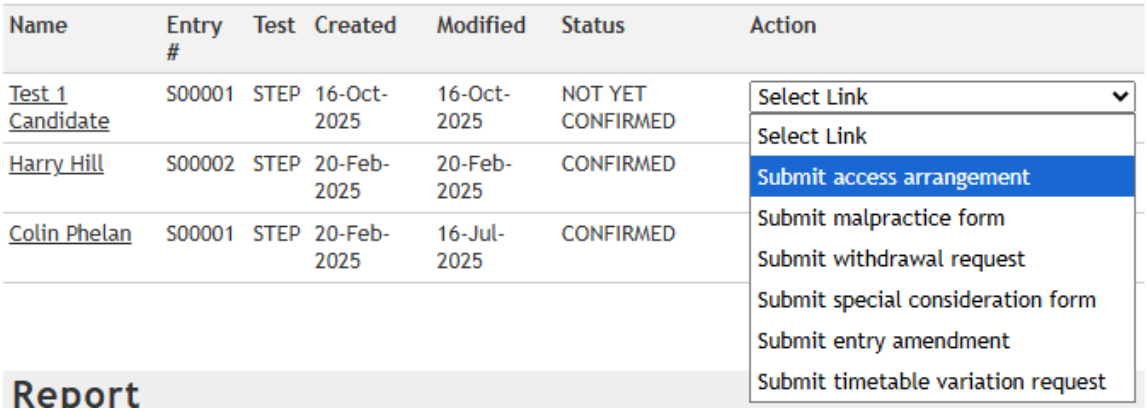


Once the candidate is registered, they are automatically assigned a unique entry number (the letter S followed by five digits).

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.



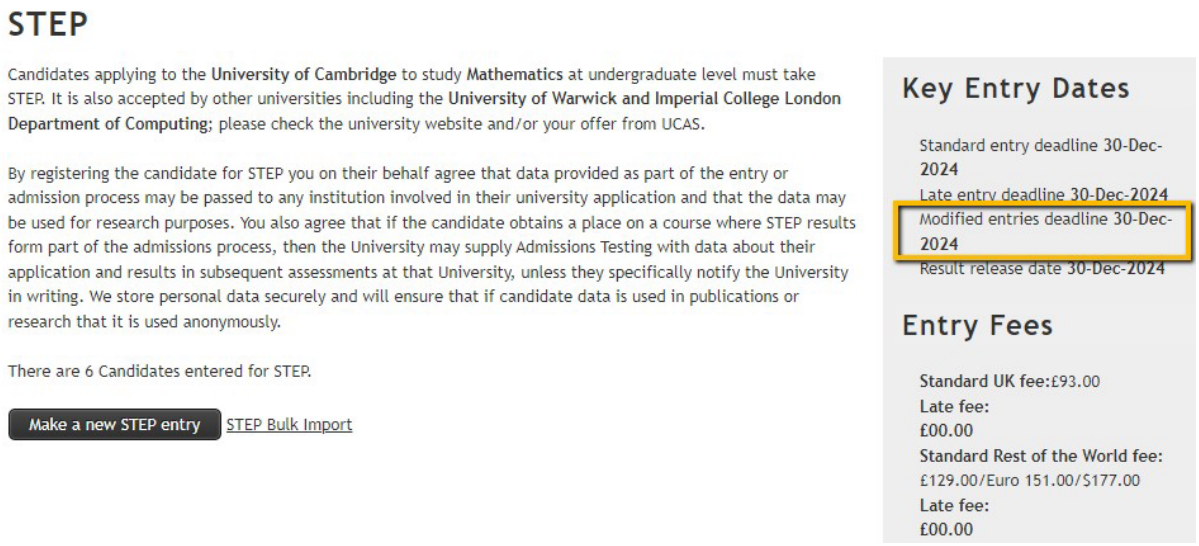
The following fields will auto-populate on the form with the data already in Entries Extranet:

- 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.

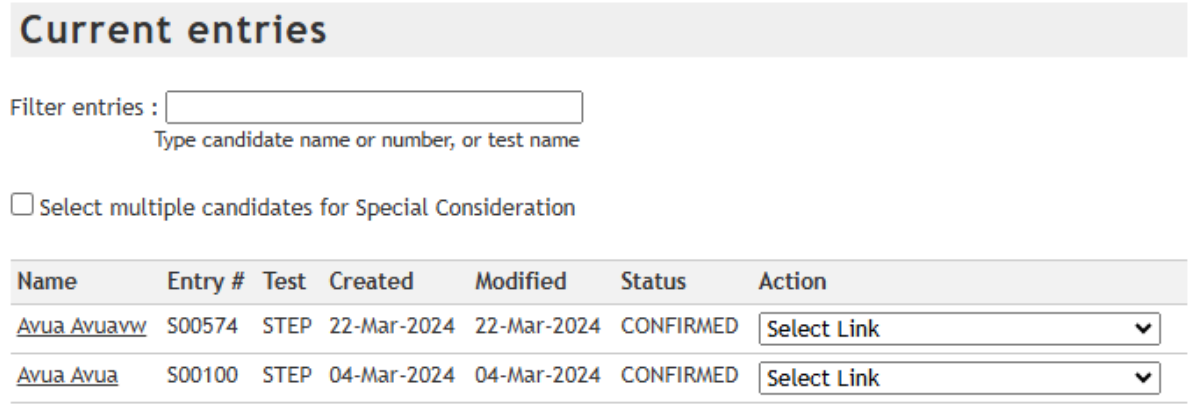
The deadline is shown in the box on the right-hand side of the main page for each test, please see the example below.



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.

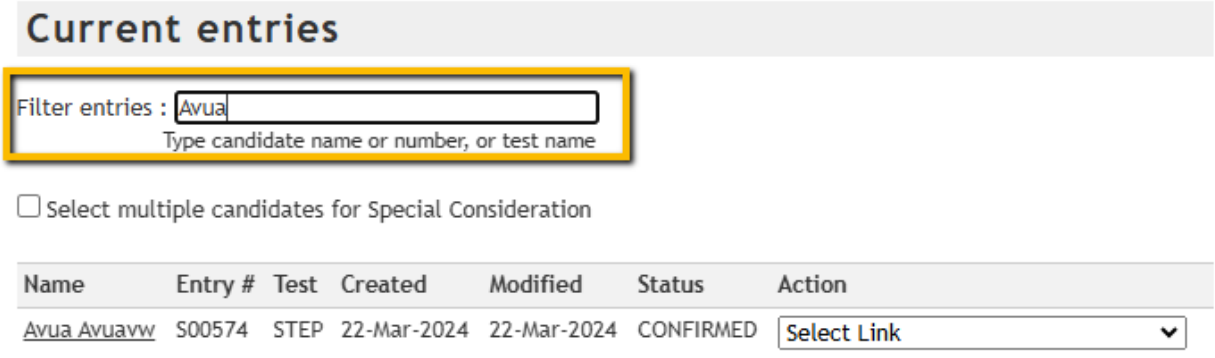


The different columns represent:

- **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.



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.

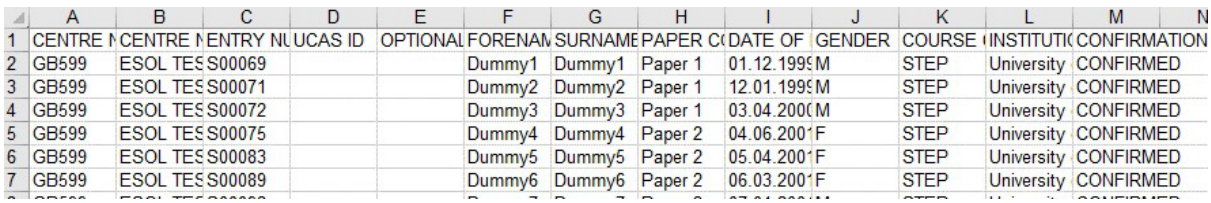
Scroll to the bottom of the Entries Overview page. In the *Report* section, click on the words *Click Here* to download a report containing candidate entries for the current session.

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.



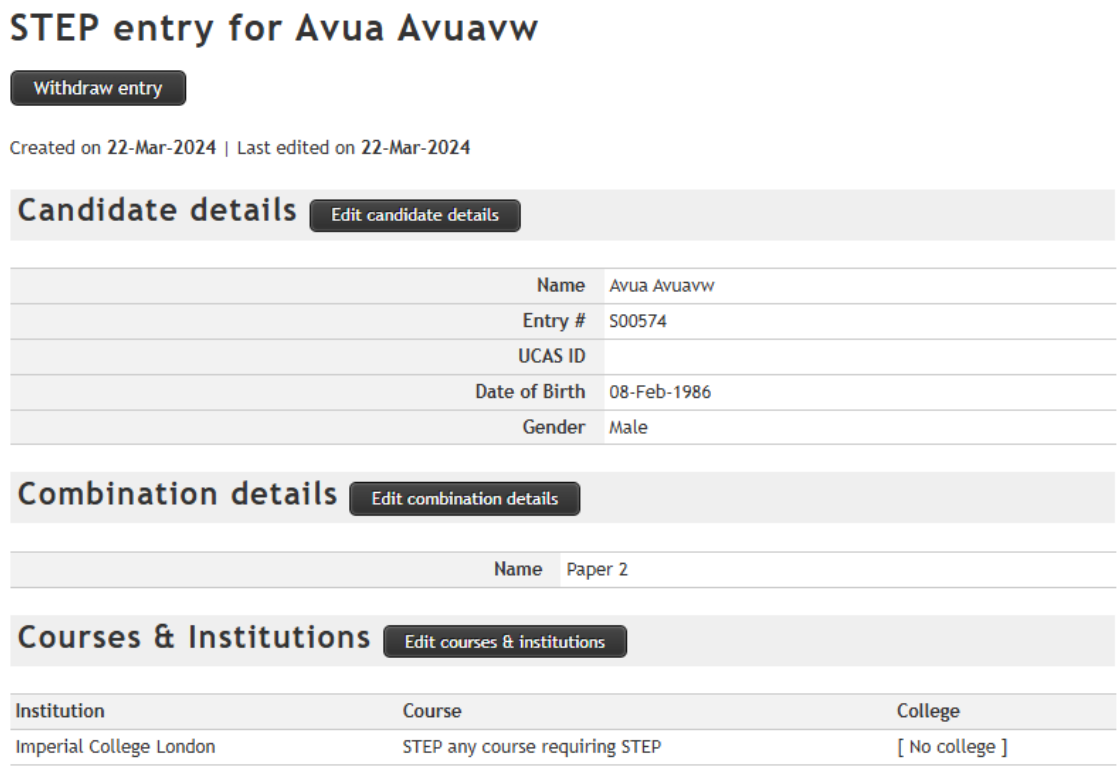
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CENTRE N	CENTRE N	ENTRY NU	UCAS ID	OPTIONAL	FORENAM	SURNAME	PAPER C(	DATE OF	GENDER	COURSE (	INSTITUTI(	CONFIRMATION	
2	GB599	ESOL TES	S00069			Dummy1	Dummy1	Paper 1	01.12.199	M	STEP	University	CONFIRMED	
3	GB599	ESOL TES	S00071			Dummy2	Dummy2	Paper 1	12.01.199	M	STEP	University	CONFIRMED	
4	GB599	ESOL TES	S00072			Dummy3	Dummy3	Paper 1	03.04.200(	M	STEP	University	CONFIRMED	
5	GB599	ESOL TES	S00075			Dummy4	Dummy4	Paper 2	04.06.200	F	STEP	University	CONFIRMED	
6	GB599	ESOL TES	S00083			Dummy5	Dummy5	Paper 2	05.04.200	F	STEP	University	CONFIRMED	
7	GB599	ESOL TES	S00089			Dummy6	Dummy6	Paper 2	06.03.200	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

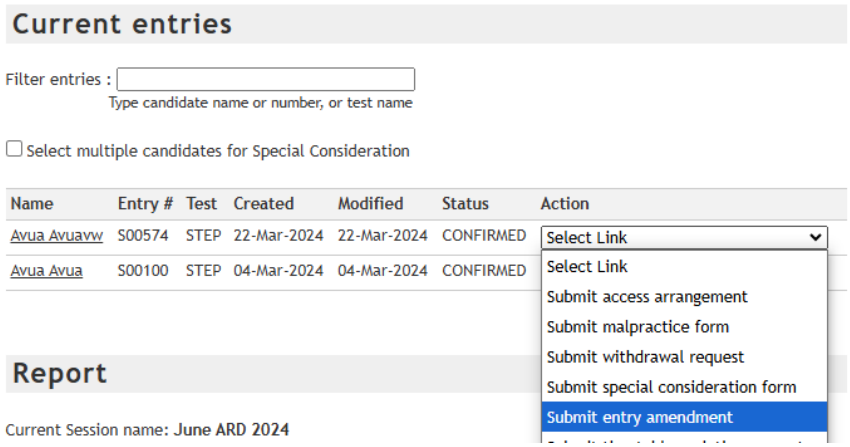
You can amend your candidates' entries until the registration window closes. To amend an entry, click on a candidate's name to view their entry. You will see a summary of the entry, like the one below.



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.



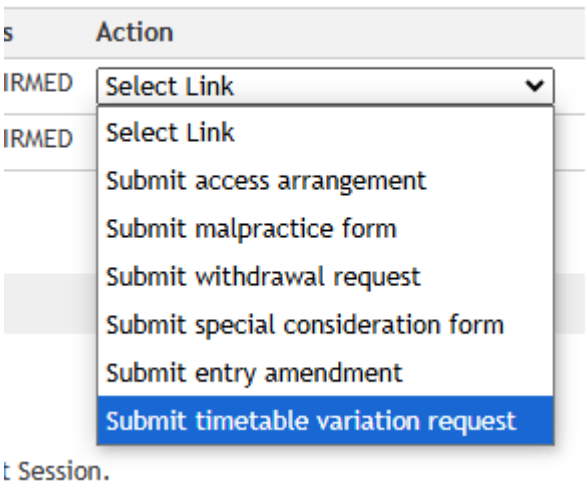
The following fields will auto-populate on the form with the data already in Entries Extranet:

- 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.



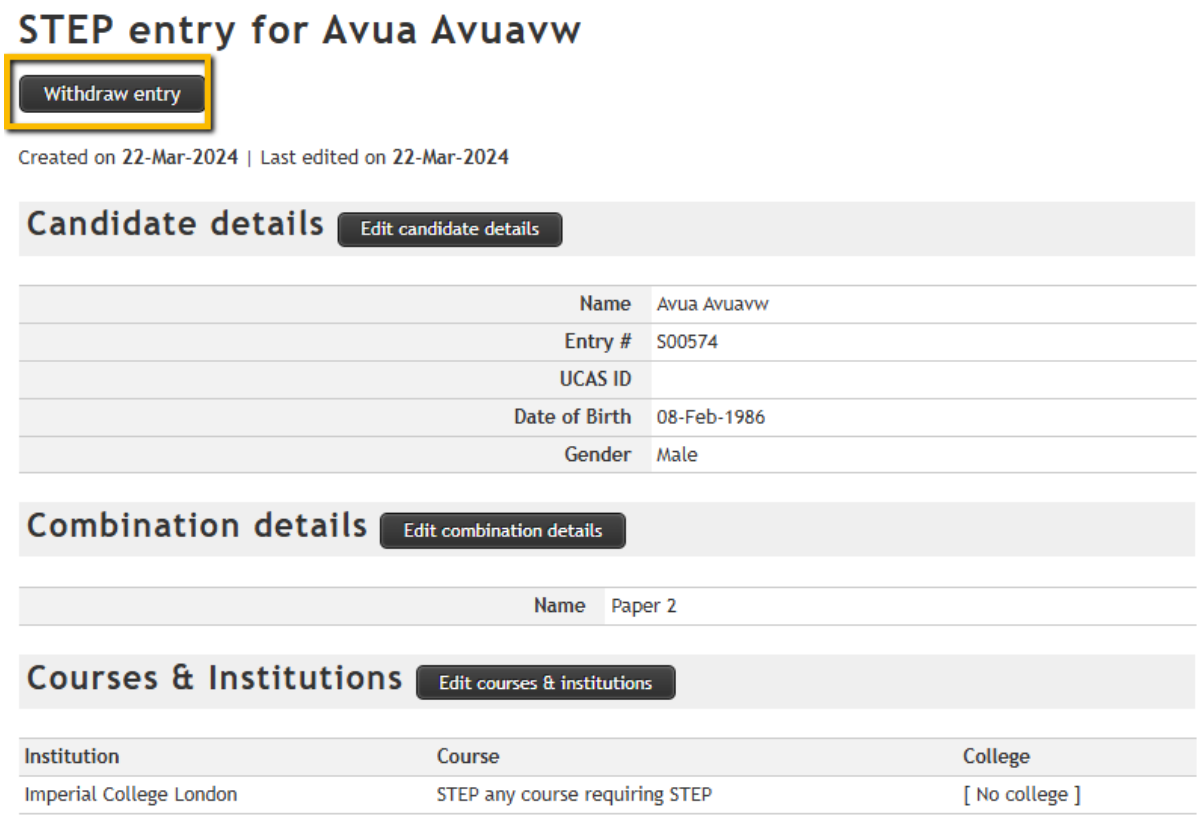
The following fields will auto-populate on the form with the data already in Entries Extranet:

- 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.



Click the *Withdraw entry* button.

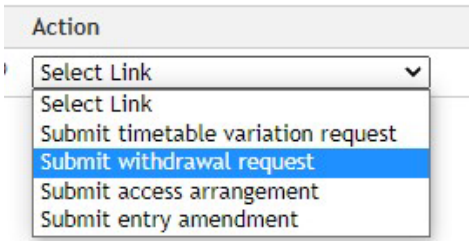
You will then be asked to confirm the withdrawal. If you click *Confirm Withdraw*, you will be taken back to the *Entries Overview* page and the candidate will no longer be present under *Current entries*. If you click *Cancel*, you will be taken back to the candidate's entry and the entry will not have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



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

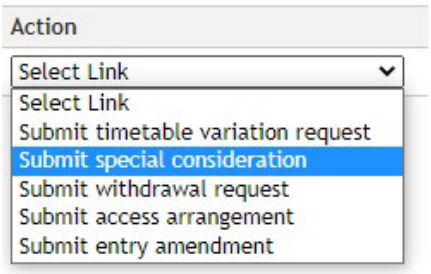
You can provide further detail in the text box provided. Any withdrawal requests relating to medical issues require supporting evidence.

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 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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