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**Video interviews for Somerville College admissions**

**How are video interviews conducted?**
Remote video interviews for candidates who cannot travel to Oxford are conducted via Microsoft Teams software.

You do not need to have Microsoft Teams installed to take part in a video interview. You will be sent a web link in advance of your interview, and just before the interview time, you click the link and join the video call.

Full instructions will be provided if you are invited to take part in a remote video interview.

**Where should I set up for my video interview(s)?**

We prefer your video interview(s) to be held in your school or college, if you are still in education and if this is feasible given any time difference between Oxford and your town or city. The interview arrangements will preferably be overseen by a member of your school or college staff, who would be able to help with any problems.

If this is not possible, you need to set up somewhere with a reliable broadband connection, which you may have at home.

**Will I need to bring identification with me to the video interview?**

At the start of your interview you will be asked to produce a form of photographic ID that can be clearly visible to the camera. The ID should be in English. You will be asked to confirm that you are not recording the interview as this is not permitted and to demonstrate that no one else is with you in the interview room.

**What do I need in order to take part in a video interview?**
To make high quality video calls, you will need basic hardware and equipment, as follows:

**A. Hardware and equipment**

1. A computer with a dual core processor and microphone.
You need a minimum CoreTM 2 Duo or a similarly fast processor, which is fairly standard these days.
2. A web-camera (webcam).
You need a high quality video webcam, inbuilt or external, with 2.0+ megapixels. You will also need to install the accompanying webcam software. A good quality webcam costs about £30.00 in British Sterling.
3. If your computer does not have a microphone you will need a computer headset with microphone, or a computer phone handset with microphone.
	1. A computer headset with a microphone is different from a telephone headset. A computer headset has two separate connectors – one for the microphone and one for the speaker. A computer headset costs around £30.00 British Sterling. Alternatively, you can buy a phone handset, as long as it has two connectors so that it can be plugged into your computer, or a USB handset that connects via USB.
4. A high-bandwidth internet connection.
You need 384 kbps and above, preferably hard-wired broadband – that is, plugged into the wall, and not dialup and not via wi-fi.
5. You must use a desktop or laptop computer. Tablets or smartphones are not large enough for video interviews interview to be conducted satisfactorily.

**B. Software**

1. Your normal email software

You must be able to access your email in order to join the video interview. You may also be emailed pre-interview material before or during the interview.

1. Your usual web browser

The video interview opens in a web page, so you will need to have your web browser running. Teams works successfully in Microsoft Edge and Explorer, Chrome, Firefox, and Safari. Once you receive your emailed invitation to the video interview, you will be able to test whether the link opens in your browser.

1. **You do not need to download or buy Microsoft Teams**

**C. Other requirements**

1. A private room
You need a quiet, private space for the duration of the interview, where you won’t be disturbed or interrupted. This will preferably be in your school or college, if you are still in education and if this is feasible given any time difference between Oxford and your town or city.
2. A back-up telephone
There should be a telephone in the room as a backup in case the video link fails, so that our tutors can interview you by telephone.
3. For Science subjects you should bring with you some plain A4 paper and a black marker or felt tip pen as you may be asked to draw diagrams in the interview that must be visible over Skype. The interviewing tutors may take a still shot of the diagrams that you have drawn so that they can refer to them later.

**Please note:**

**Applicants are not permitted to contact interviewing tutors following a video interview. All communications must go through the Admissions Office.**

**Interviewing tutors may occasionally take a still shot of any diagrams that applicants draw as part of the interview process.**

Academic Office

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