

LAW ADMISSIONS MANUAL

Michaelmas 2022

Last updated October 2022

INTRODUCTION

This manual describes the admissions procedures for Law and Law with Law Studies in Europe in 2022-23.

The Manual has been revised and streamlined. It is now organised around the Admissions timeline with more detailed information on processes provided in the appendices.

There have been **substantial** changes to how Admissions works, and this manual replaces all previous manuals.

The changes what needs to be done are outlined in the Weekly Instructions. Further information if needed can be found in the Appendices. Headings of sections with significant changes or new information are highlighted in blue.

As there are some key shifts in responsibility for some aspects of Admissions, allocations of responsibility are outlined in the timeline and in **Appendix D**.

If you have any questions about this manual, please contact the Admissions Coordinator or Admissions Officer:

- Admissions Co-ordinators: [REDACTED],
[REDACTED]
[REDACTED]
- Admissions Officer: [REDACTED]
- Alternatively, you can reach [REDACTED] on Teams.

If you have any questions about general admissions procedures, refer to the UAO Handbook (access via Single Sign On) or contact UAO.

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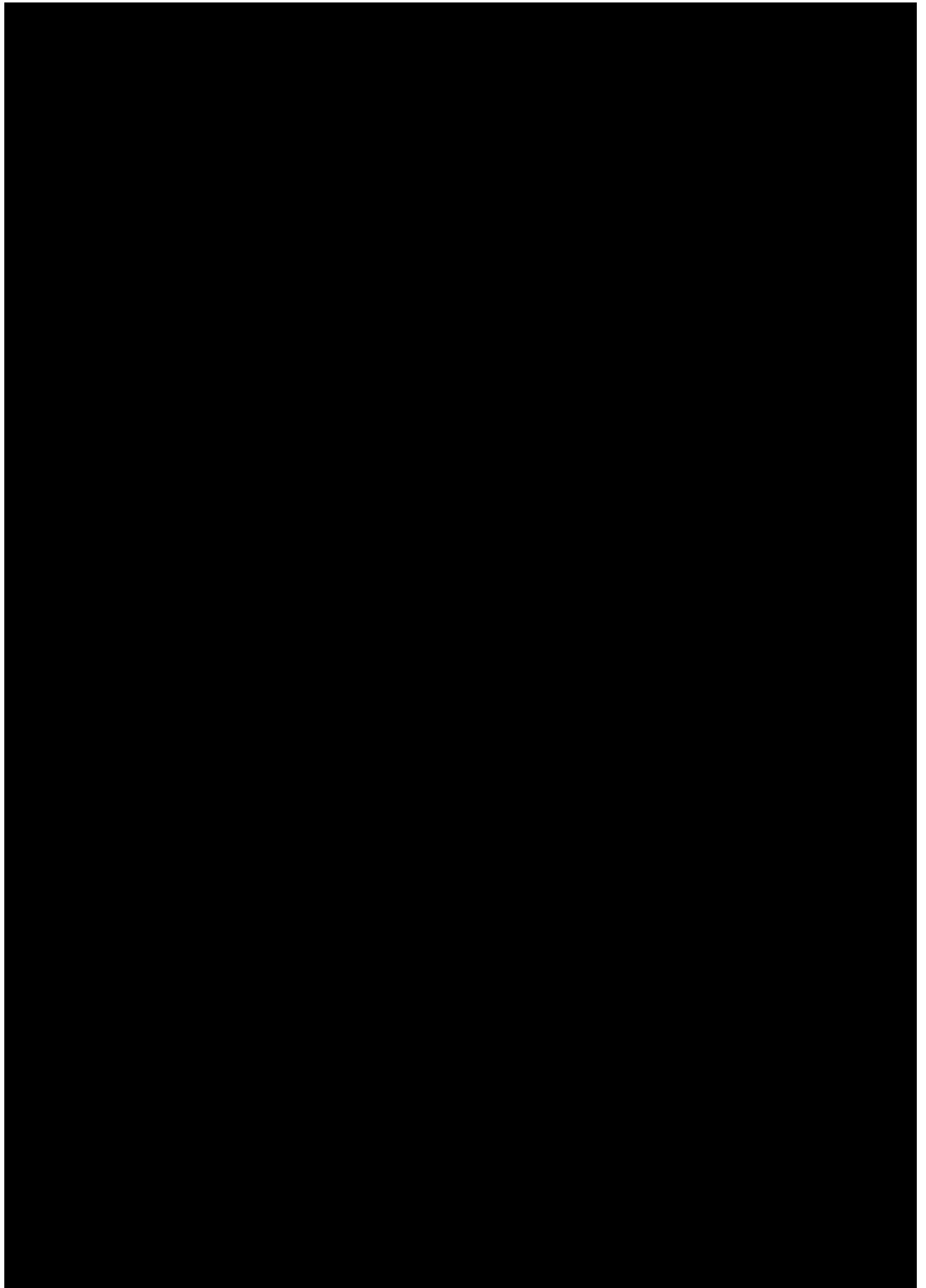
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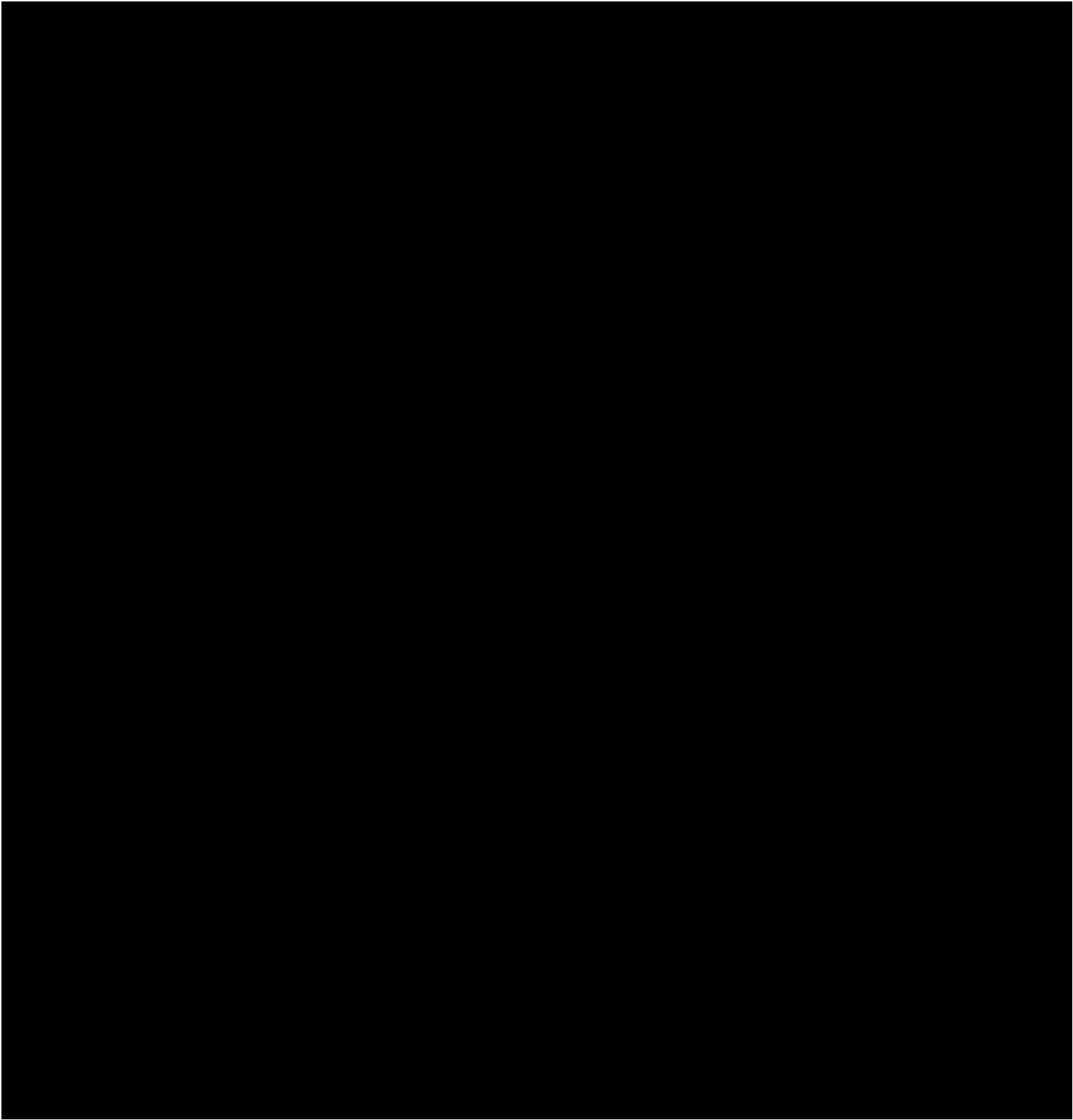
TIMELINE

Key dates and deadlines are in **bold**.

	Colleges (College Tutors / College Admissions Office)
Michaelmas	
Week -2 Friday 5pm	Admissions officer to advertise for Faculty LNAT markers
Week 0 Thursday 5pm	Deadline for indicating (via Form): <ul style="list-style-type: none"> • LNAT markers • People to have ADSS access • Faculty Selection Committee member (for Group B)
Week 1 Saturday 15th October	Colleges to complete right to work checks for LNAT markers
Week 1 Saturday 15th October	Deadline for candidates to sit LNAT.
Week 2 Monday 17 th October 3pm	LNAT Essay marking training session (compulsory for LNAT markers)
Week 2 Wednesday 19 th October	Colleges to provide FSC members to notify Admissions Officer of name of postholder to attend FSC.
Week 3 Monday 24 th October	LNAT Essays available for marking
Week 3 Monday 24th October	Candidate information available on ADSS (college blind). Colleges to be approached by Access Officer for further individual information on candidates.
Week 3 2pm Friday 28th October	First Faculty Selection Committee meeting Deadline for entering College place info including 2nd BA.
Week 4 5pm Monday 31st October	Deadline for Colleges to submit any additional information / comments on candidates to Faculty Deadline for receiving Senior Status transcripts (forward to Admissions Officer) Deadline for submitting LNAT essay marks
Week 4 Tuesday 1 st November 5pm	Faculty Selection Committee receives allocated applications
Week 5 9am Thursday 10th November	Deadline for submission of Faculty Selection Committee spreadsheets
Week 5 9am Friday 11th November	Second Faculty Selection Committee meeting (Shortlisting)
Week 5 Friday 11th November	Colleges can see shortlist of candidates for interview on ADSS Near miss candidate list to be shared on OneDrive.
Week 6 5pm Wednesday 19th November	Deadline for either: <ol style="list-style-type: none"> Electing to permit Faculty to determine shortlist according to principles; OR Selecting shortlist (according to principles) listed in the manual AND <ul style="list-style-type: none"> • Selecting additional rescue candidates • Indicating how many additional rescue candidates they would be willing to see
Week 6 3pm Thursday 20th November	All candidate statuses confirmed on ADSS by Faculty and colleges notified at 3pm
Week 6 Friday 21st November	Colleges to send Interview invitations Book language test appointments with Jenny Dix

Week 9 Monday 5 th December	First Interviews may commence
Week 9 12 noon Wednesday 7th December	First round interviews must conclude
Week 9 3pm Wednesday 7th December	First round offers must be entered on ADSS. Other candidates must be either 'rejected' or listed as 'undecided'
Week 9 8am Thursday 8th December	FSC meets to decide Second Interview list
Week 9 9:30am Thursday 8 th December	ADSS reallocation run, Second interviews allocated
Week 9 11am Thursday 8 th December	Colleges notified of Second interview decisions. Colleges invite Candidates for second interview.
Week 9 4pm Thursday 8th December	Deadline for Colleges to notify Candidates of Second interview invitations.
Week 10 9am Monday 12 th December	Second round interviews commence
Week 10 5pm Monday 12th December	Second round offers must be entered on ADSS
Week 10 8am Tuesday 13th December	Nominations must be entered for Course 2 Candidates
Week 10 5pm Wednesday 14th December	Offers to remaining Course 1 candidates must be entered on ADSS
Week 10 Tuesday 13 th December	Course 2 committee meets to make LSE decisions
Week 10 5pm Wednesday 14 th December	Course 2 decisions confirmed on ADSS (morning) Colleges may now amend ADSS offer codes to reflect Course 2 nomination decisions





WEEKLY INSTRUCTIONS¹

Key: Action: College Tutors, College Admissions Office, Faculty Selection Committee, Faculty of Law, and Deadline.²

Week -2, Michaelmas

Admissions Officer emails Law Faculty mailing list to requesting expressions of interest in LNAT marking from Law Faculty members.

Deadline: Week -2 Friday 5pm

College admissions officers are asked to complete Microsoft form they have been sent, indicating:

- Lead Tutor for the coming admissions cycle
- Any other tutors needing access to ADSS
- College's LNAT markers
- Faculty Selection Committee representative nominee (Group A colleges + HMC only)

Deadline: Week 0 Thursday 5pm

¹ All candidate data in screenshots has been anonymised.

² There are references throughout the manual – click to be taken to the appropriate section.

Week 0, Michaelmas

Lead tutors are given read-write access. Other tutors are given read-only access.

If anyone needs access after the deadline, colleges should write to the ADSS Support Team [REDACTED] and copy in the Admissions Officer [REDACTED].

Those involved in the coming admissions round will be added to the Law Admissions mailing list.

LNAT Markers

LNAT essay marking can be completed by members of the law faculty who are graduate research students, stipendiary lecturers or junior research fellows.

Faculty Selection Committee representative

All colleges in the Group who will comprise the Faculty Selection Committee **must** nominate one postholder to act as representative (see further guidance at **Appendix H**). Deadline for nominations is Week 2 Wednesday 19th October.

In 2022, the Faculty Selection Committee will comprise members from **Group A (subject to previously agreed changes)**:

Merton College	LMH
Oriel College	New College
Balliol College	Somerville College
Corpus Christi College	Christ Church
Exeter College	Lincoln College
Hertford College	Magdalen College
Jesus College	Brasenose College
Keble College	Trinity College

Harris Manchester College is required to send a representative in all years.

Lead Tutors must enter details of the **number of Law places** available at your college on the 'Law College Information Page' and 'Law Senior Status College Information' page **on ADSS**:

- '**Total Capacity**' = places available, including deferred places already allocated for Oct 22/23 start and Open Offers.
- '**Deferred Candidates**' = deferred places already allocated for Oct 22/23
- '**Available Capacity**' = places available including the number of Open Offers you intend to make, but excluding deferred places already allocated.

This is used to calculate how many candidates will be shortlisted to your college. It is imperative that this information is accurate. **Any changes must be discussed with the Admissions Co-Ordinator.**

- Lead Tutors** must enter details of the **number of Law places** available at your college on the 'Law College Information Page' and 'Law Senior Status College Information' page **on ADSS**:
- '**Total Capacity**' = places available, including deferred places already allocated for Oct 22/23 start and Open Offers.
 - '**Deferred Candidates**' = deferred places already allocated for Oct 22/23
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- '**Deferred Candidates**' = deferred places already allocated for Oct 22/23
- '**Available Capacity**' = places available including the number of Open Offers you intend to make, but excluding deferred places already allocated.

This is used to calculate how many candidates will be shortlisted to your college. It is imperative that this information is accurate. **Any changes must be discussed with the Admissions Co-Ordinator.**

Law College Information Page

Check you have:

- ☐ Entered your places under the correct college.
- ☐ Saved what you have entered by clicking on the 'save' tab.
- ☐ Entered your number of Senior Status places on Law Senior Status College Information page, if applicable.

Deadline: 28th October

- Check you have:**
- ☐ Entered your places under the correct college.
 - ☐ Saved what you have entered by clicking on the 'save' tab.
 - ☐ Entered your number of Senior Status places on Law Senior Status College Information page, if applicable.
- Deadline: 28th October**

Check you have:

- ☐ Entered your places under the correct college.
- ☐ Saved what you have entered by clicking on the 'save' tab.
- ☐ Entered your number of Senior Status places on Law Senior Status College Information page, if applicable.

Deadline: 28th October

Week 1, Michaelmas

College admissions must have LNAT marker contracts in place and Right to Work checks completed.

Deadline: Week 1 Saturday 15th October

Week 2, Michaelmas

LNAT Markers must attend LNAT marker training on Week 2 Monday 17th October 3pm.
LNAT essays will be available for marking on Week 3 Monday 24th October

Admissions Co-Ordinator will conduct LNAT marker training and circulate materials.
Admissions Officer will add LNAT Markers to No More Marking, and they will receive their essay allocations on Week 3 Monday 24th October.
Admissions Co-Ordinator will send acknowledgement of application letters to all candidates on Week 3 Monday 24th October.

LNAT Marker Training will take place **online** via Teams.

Guidance on LNAT marking is found in **Appendix G**.

Candidate Information will be available on ADSS (college-blind) on **Week 3 Monday 24th October**. The Faculty's Access Officer will be in touch with Colleges to ask them to add any further candidate-specific information to the applications. Colleges do not need to evaluate applications as this stage of Admissions is now conducted solely by the Faculty Selection Committee.

Note: Faculty is now responsible for acknowledging receipt of application, not colleges.

Week 3, Michaelmas

First **Faculty Selection Committee meeting** held on **Week 3 2pm Friday 28th October**

No preparatory action is needed.

Week 3 Monday 24th October Access Officer or Admissions Officer to email Colleges to ask for additional candidate information

Week 4, Michaelmas

Faculty Selection Committee receives allocated applications **Week 4 Tuesday 1st November**

Colleges must submit:

- any additional candidate information
- any Senior Status transcripts received to Admissions Officer for upload to ADSS

Deadline: Week 4 5pm Monday 31st October

LNAT Essay marks to be submitted by **Week 4 5pm Monday 31st October**

LNAT Essay marks to be made available on ADSS on **Week 4 5pm Monday 31st October**

Week 5, Michaelmas

Faculty Selection Committee **must** submit recommendation for shortlisting spreadsheets to the Admissions Officer by **Week 5 9am Thursday 10th November**

Second Faculty Selection Committee meeting is held **Week 5 9am Friday 11th November**, at which the Shortlist and Rescue List will be agreed.

Faculty will update ADSS with shortlisting decisions on and notify colleges by **Week 5 Friday 11th November**

All College shortlists for interview will ultimately comprise:

1. 1 x Category 1 Candidate per place available at that College
2. A further 1.5 candidates per place allocated on the following principles
 - (a) Candidates will be reallocated on the basis of strength
 - (b) Where a candidate's allocation is not determined by 1 and 2(a), candidates will be retained at their College of choice.
3. Where there is an odd number of places available at a College, allocations of 0.5 will be rounded up (e.g. 1.5 places for a College with 7 places would be 11).

The Admissions Coordinator will be responsible for ensuring that these principles are fulfilled in respect of each College's shortlist before candidates are invited for interview.

On **Week 5 Friday 11th November** Colleges will be able to see which of the candidates who applied to them have been shortlisted by FSC. Colleges at this point have a choice, which **they must indicate by completing a Microsoft Form** sent by email.

They can either:

- a. **Agree to the Admissions Coordinator determining their shortlisted candidates** in according with the principles above. No further action required.

OR

- b. **Select from the shortlisted candidates who applied to them. They must enter their selections on ADSS. Selection must be made as follows:**
 - i. up to 1 shortlisted Category 1 candidate per place, and
 - ii. if they want to, up to 1.5 other shortlisted candidates per place;
 - iii. Any Colleges still without 2.5 candidates per place overall after (i) and (ii) will be reallocated candidates purely on the basis of the principles in 1 and 2 above.
- Where a college has *more* Category 1 applicants than places, the extra Category 1 candidates will be reallocated to another College's shortlist.
- Where a college has *fewer* Category 1 applicants than places, they will be reallocated Category 1 candidates for other colleges sufficient for their Shortlist to contain $1 \times N(\text{col})$ Category 1 candidates (ie 1 Category applicant per place available).

Category 1 candidates not shortlisted by will be reallocated via Average Means Distribution to achieve equally strong Category 1 cohorts across colleges (insofar as is possible).

Colleges May also shortlist additional deselected candidates for interview (i.e. rescue).

- FSC will write a list of 'near miss' candidates which will be placed on OneDrive **Week 5 Friday 11th November**.
- **Colleges can indicate, by using the Microsoft Form sent to them by email that they wish to 'rescue' a certain number of candidates over and above their 2.5.**
- The Admissions Coordinator will then allocate candidates from the 'near miss' list to those Colleges in the order assigned by FSC.
 - First priority will go to the Candidate's College of Application.
 - If their first College does not wish to interview them and another College does, they can be allocated to another College.
 - Colleges will not be able to choose specific candidates from the near miss list but they can express a preference to the Admissions Coordinator who will consider this request in consultation with FSC.
- Further details can be found in Appendix I.

WEEK 6, MICHAELMAS

College tutors **must complete the Microsoft Form** sent by email to **confirm their Shortlisting approach. Those selecting their own shortlist must also enter their decisions on ADSS.**

Deadline: Week 6 5pm Wednesday 19th November.

College admissions officers will be able to view the status of their candidates on ADSS by **Week 6 3pm Thursday 20th November**. Admissions tutors are requested not to contact candidates until confirmation of all shortlisting and rescue decisions is received.

College admissions officers are now able to invite shortlisted candidates to interview (to be held **between Week 9 Monday 5th December and Week 9 12 noon Wednesday 7th December**).

Responsibility for contacting candidates is as follows:

- Deselected candidates will be notified by Faculty (only)
- Shortlisted candidates should be notified by their Shortlist College (only).

(See further **Appendix E** on responsibilities for communication)

College admissions officers may now arrange interviews and book language tests (if needed for Course 2 nominations).

Course 2 applicants should be contacted to:

- confirm preference of country destination; and
- whether they wish to be considered for one of the alternative country destinations within Course 2 if they are not successful in their application for the preferred country.

Colleges which are not making their own arrangements for language testing, but wish to have their candidates tested at the Language Centre, **must book in advance by contacting** [REDACTED]. They will be given specific times for their candidates to present themselves at the Language Centre.

It is hoped that colleges will make their bookings as part of the planning of their interview timetables. There is no guarantee that the Language Centre will be able to offer last-minute bookings for language tests.

Week 9, Michaelmas

FSC will meet **Week 9 8am Thursday 8th December** to establish which of the rejected candidates should in fact be rescued for second interview.

College admissions officers are then responsible for inviting these candidates and arranging interviews by **Week 9 4pm Thursday 8th December**

This will enable second interviews to begin **Week 10 9am Monday 12th December**.

The Admissions Coordinator will contact Colleges after the first round of interviews to ask how many second interviews the College would like to conduct. The new system requires that

The post-interview smart reallocation will be triggered by the Admissions Officer **Week 9 9:30am Thursday 8th December**

The Admissions Officer will notify College Admissions Officers of their Second Interview candidates by Week 9 11am **Thursday 8th December**

Set College 1 to 'All' and College 2 to your own college to display candidates allocated to your college.

Admitting Tutors will conduct interviews between Week 9 Monday 5th December and Week 9 12 noon Wednesday 7th December.

For each candidate an **interview score** should be agreed between tutors at that College and entered on ADSS. Available scores are as follows. Tutors are encouraged to use this full range of scores in order for the interview score to perform a useful role in the ranking process prior to second interview.

- 5 = outstanding;
- 4 = very good;
- 3 = satisfactory;
- 2 = weak;
- 1 = very weak;

College tutors need to:

Record on ADSS the following evaluation and decisions:

- In **Decision View** enter an interview score as above.
- Status changes. In **Decision View** on ADSS Colleges should change the '**status**' of a Candidate to one of the following:
 - 'Offer'. This status should only be entered for up to 50% of places (rounded up for an odd number of places). For all other candidates, please enter *either*
 - 'Undecided' or
 - 'Reject'
- Please note the following points:
 - **It is not possible to reverse an offer made after first interview**, because by making such an offer the candidate is removed from the second interview pool. It is therefore not possible for a College tutor to reverse the status of a candidate who has been given 'offer' status.
 - **Undecided candidates will be seen by another College for second interview**. It is therefore imperative that we limit this designation to candidates who genuinely have a realistic chance of acceptance at another College in order to make the second interview process manageable.
 - **A College where a candidate was interviewed first retains the right to make an offer to that candidate**. Where the second interview College also wishes to make an offer to the candidate it is hoped that the two Colleges may be able to negotiate between themselves, but in the event that they are unable to reach agreement, priority goes to the first interviewing College.
 - Scores for Senior Status candidates should be entered on the Senior Status Decision View page.
 - Scores for **every** candidate **must** be entered in order to run the post-interview smart reallocation.
 - **All Colleges must conduct at least 1 interview per place they have not confirmed**
 - **Colleges are strongly encouraged to interview more if they can**.
 - The number of 'undecided' candidates placed into the pool will determine the number of second interviews to be conducted and thus it is likely that you will be asked to interview slightly more than you have requested.
 - At this stage it is not possible to request specific candidates for interview within the 1 per place cohort, but it may be possible to request additional Opportunity Oxford or Band A candidates over and above the 1 per place allocation. Some of the candidates allocated within the 1 per place cohort will in any case be Band A or Opportunity Oxford candidates.

Deadline: Week 9 3pm Wednesday 7th December

Week 10, Michaelmas

Colleges conducting Second Interviews must complete these in time to enter their Provisional offer decisions for second interview candidates on ADSS (and amend other decisions if necessary) by **Week 10 5pm Monday 12th December**.

There are three stages to this process:

1. Indication of decisions

In **Decision View** Colleges should enter decisions in the '**Decision College 1**' column for the Candidates they saw at First Interview and in the '**Decision College 2**' column for the candidates they saw at Second Interview. The following codes can be entered in these columns:

- 'N' (Nominate for Course 2)
- 'N(O)' (Nominate for Open Offer Course 2)
- 'P1' (Place on Course 1)
- 'P2' (Place on Course 2) **(this should NOT be entered at this stage)**
- 'O' (Open Offer)
- O(2) (Open Offer Course 2) **(this should NOT be entered at this stage)**
- 'A' (borderline reject)
- 'B' (Clear reject)

In *Senior Status Decision View* Colleges should enter the following decisions senior status students:

- 'P1-MT22' (Place on Senior Status starting in Michaelmas 2022)
- 'P1-TT22' (Place on Senior Status starting in Trinity 2022)
- 'P1-3year' (Place on the regular 3 year BA)
- 'A' (borderline reject)
- 'B' (Clear reject)

2. Inter-College Negotiation, if necessary

All College Tutors will be able to see all decisions at this point and should continue to check ADSS until all preferences have been entered for both their First and Second Interview candidates. Once all preferences are entered, if both the First Interviewing College and the Second Interviewing College have indicated that they wish to make an offer to the candidate, i.e. they have both entered one of the following codes: N, N(O), P1 or O, at this point the two Colleges should communicate with each other. The First Interview (shortlist) College has priority in these circumstances, but may be prepared to cede the candidate to the Second Interview College if the first College has other candidates it would be happy to take.

Once any such inter-College negotiations have taken place, **codes should be altered in the appropriate columns to reflect both colleges' final decisions**. E.g., if both College A and College B wished to take Candidate X, but they have agreed that College B will do so, College A should change their decision for Candidate X in the 'Decision College 1' column from, e.g., 'O' to 'A'.

3. Status Changes

In **Decision View** Colleges should then also change the **Status** of their candidates as follows:

- Any College which changed the status of a candidate to 'Offer' after the First Round of interviews can change that status to 'Open Offer' but 'Offer' status cannot otherwise be changed.
- A **College wishing to make an offer** to a previously 'Undecided' candidate, following the second round of interviews and any necessary inter-College negotiation, should **change that candidate's status to 'Offer' or 'Open Offer'** as appropriate, *regardless of whether it was the First or Second Interviewing College for that candidate*. Thus, in the example above, College B should change the status of Candidate X to 'offer'. **This should not be done until there is a clear agreement between the two colleges about who may make the offer.**
- If neither the First nor the Second Interviewing College wishes to make a candidate an offer the candidate's status should be changed to **'Reject' by the First Interview College**.

All entries in Decision College 1, Decision College 2 and Status columns should be finalised on ADSS by **Week 10 5pm Wednesday 14th December**.

Candidates that meet the criteria for a place on Opportunity Oxford will be flagged on the Law Candidate Summary page of ADSS.

Colleges are responsible for nominating candidates for Opportunity Oxford places.

Course 2 committee meets to make its decisions **Week 10 Tuesday 13th** December

Course 2 decisions confirmed on ADSS Week 10 5pm Wednesday 14th December.

Colleges may now amend ADSS offer codes to reflect Course 2 nomination decisions

College tutors need to:

Change the decision for each nominated candidate as follows:

a) Candidates *accepted* by the Committee (AFra, AGer, Altal, ASPa or ANth):

- 'N' should be changed to '**P2**' (place on Course 2), and
- 'N(O)' should be changed to '**O(2)**' (open offer on Course 2).

*Note: reserve candidates are **not** to be offered a place on Course 2.*

b) Candidates *rejected* by the Committee or placed on the reserve list:

- if the college proposes to make an offer (or an open offer) of a place on Course 1, 'N' or 'N(O)' should be replaced by or '**P1**' or '**O**';
- if the college does not propose to make an offer of a place on Course 1, 'N' or 'N(O)' should be replaced by one of the ADSS rejection decisions.

This should be completed by **Week 10 5pm Wednesday 14th** December.

Mid-August, Long Vacation

Colleges must confirm the **one** contact for all Law Confirmation decisions to the Admissions Officer by 30 July.

Colleges participating in the Open Offer scheme must confirm if they are keeping their Grades Met Open Offer candidates, and if they would like to import any Grade Met Open Offer candidates from the pool **by 12pm.**

College Admissions Officers should send all the Grades Not Met candidates they are not confirming to the unqualified pool and record all disclosed extenuating circumstances on eVision.

Any colleges interested in viewing Grades Not Met applicants who have appropriate extenuating circumstances and are suitable candidates for clemency **by 2pm.**

Interested colleges will be sent details of suitable candidates for clemency as per UAO guidelines.

Date TBC

Colleges considering candidates suitable for clemency must send an ordered list of candidates they would consider to [REDACTED] **by 10am**

Candidates will then be distributed to colleges accordingly.

Decisions must be made by **TBC** to be on UCAS Track when it opens at **TBC**

APPENDIX A: THE ADMISSIONS CO-ORDINATOR(S)

The centralised system places increased responsibility on the Admissions Co-Ordinator(s). Some of this responsibility requires access to candidate college information. It is therefore not possible for the Admissions Co-Ordinator(s) to be subject to candidate blinding, and so *it is not appropriate for the Admissions Co-Ordinator(s) to participate in college admissions decisions while in the role of Admissions Co-Ordinator(s)*. It is also preferable that the Admissions Co-Ordinator(s) do(es) not take on a cohort of candidates to evaluate for shortlisting or offers, but rather oversees the entire process.

The Admissions Co-Ordinator(s) must undertake the following responsibilities during the Admissions process, at times as directed by the Faculty Selection Committee.

- Chair all Faculty Selection Committee meetings
- Oversee the application of the principles for shortlisting and the making of offers by Committee members
- Collating and applying shortlisting and offer preferences from colleges, via:
 - Collection of preferences
 - Manual application of preferences within the ADSS system
- Applying principles of the centralised admissions system to college preferences, particularly:
 - Assigning candidates to colleges for interview in accordance with the shortlisting principles;
 - Discussing the movement of candidates at the offer-making stage (directed by Faculty Selection Committee recommendations);
 - Chairing the Faculty Admissions Meeting;
 - Overseeing timetabling and management of the Admissions system.

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1999. The public sector has become a major employer in the UK, and its growth has been a key factor in the overall growth of the economy.

The public sector has also become a major provider of social services, and its growth has been a key factor in the overall growth of the economy. The public sector has become a major employer in the UK, and its growth has been a key factor in the overall growth of the economy.

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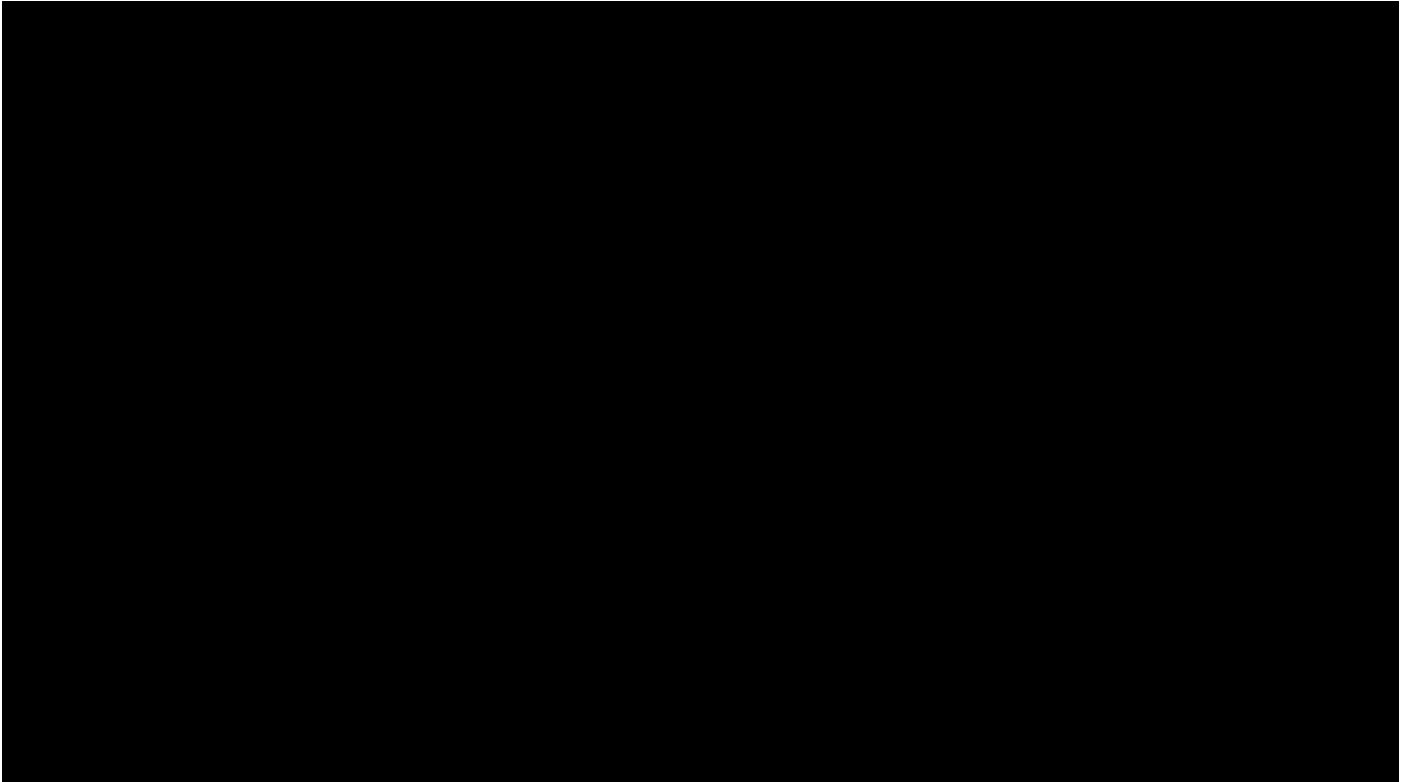
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APPENDIX C: TERMINOLOGY

The new centralised system necessitates some more complicated terminology.

1. General Terms

Term	Definition
Category	All candidates are assigned a category based on their First Faculty ranking. Categories range from 1 to 5 (see below)
Band	All candidates are assigned a Band by UAO reflecting Widening Participation measures. Bands range from A to D
N(c)	Total number of candidates
N(f)	Total number of places available across Faculty
N(col)	Total number of places declared to be available in a given College
N(i)	Total number of candidates interviewed
Shortlisting Ranking	Ranking performed pre-shortlisting based on bGCSE and LNAT (see Appendix I). Ranking within all candidates.
Post-Interview Faculty Ranking	Ranking performed post-interview based on bGCSE, LNAT and Interview scores. Ranking within all interviewed candidates.
Interview Score	Ranges from 1-5. Agreed score entered by the First Interview College.
Shortlisted candidate	Candidate allocated to a college's shortlist.
'Shortlist College' or 'First interview college'	College to whom the candidate has been allocated by Faculty Shortlisting for first interview. Has priority in making offers to those candidates.
Rescue candidates	Near-miss WP candidates not shortlisted by Faculty Selection Committee but added to the Faculty Rescue list, and also candidates neither shortlisted nor on the Faculty Rescue list who have been rescued by a College. Both are converted to 'Shortlisted candidates' on ADSS by Faculty once shortlisting, reallocation and rescuing is complete.
Second interview	Interviews conducted at a second college (held on Monday Week 10).
Second interview candidate	Candidate being interviewed at a second college after the main round of interviews.
Second interview College	College to which an 'undecided' candidate is sent for second interview.
Interviewees*	All Shortlisted* and Second Interview candidates* allocated to a particular college for interview
Interviewing college	College at which the candidate is being interviewed

College of Application	College to which the candidate applied via UCAS
Offer priority college	The College that holds priority to make an offer to a candidate. This is the First Interview college.
Undecided candidate	Candidate who is not given an offer after the first interview round but is placed in the second round interview pool to be seen by a second College. The first College retains the right to make an offer to this candidate but it is hoped that such offers will take place after discussion between the two Colleges.

2. Candidate Category Definitions

Category	Candidate rank
Category 1	1 to $N(f)$
Category 2	$(N(f) + 1)$ to $2*N(f)$
Category 3	$(2*N(f) + 1)$ to $3*N(f)$
Category 4	$(3*N(f) + 1)$ to $4*N(f)$
Category 5	All remaining candidates

Example

If Faculty has 250 declared places, $N(f) = 250$.

- Category 1 = Candidates ranked 1 to 250
- Category 2 = Candidates ranked 251 to 500
- Category 3 = Candidates ranked 501 to 750
- Category 4 = Candidates ranked 751 to 1000
- Category 5 = All remaining candidates

Terminology Example

Anna, Brian and Charlie apply to Magdalen, Pembroke and Jesus respectively. Magdalen, Pembroke and Jesus are their Colleges of Application.

They are shortlisted by the Faculty, but as they are Category 2, they are reassigned to Trinity on reallocation. They will be interviewed at Trinity, which is the First Interview College.

Trinity is very keen to take Anna and so makes her an offer within their 50% quota for offers after the first round of interviews. They think it unlikely that Brian will receive an offer from any College and so they reject Brian. They are undecided about Charlie and so mark him as 'Undecided' on ADSS.

Charlie is allocated to St Hugh's for second interview. St Hugh's decides they would like to make Brian an offer. The lead tutor for St Hugh's therefore has a quick call with the lead tutor of Trinity. Trinity has priority in making Charlie an offer if they wish to do so, but having seen some other good candidates in the second round of interviews and on hearing that St Hugh's wishes to make Charlie an offer they agree that St Hugh's can do so. Trinity then fills its places with the other candidates it has seen.

APPENDIX D: KEY CHANGES IN THE NEW SYSTEM

The new Admissions system comprises some key changes, while retaining other fundamental features of the Law Admissions system. The core principles guiding selection of candidates remain unchanged, but selection is now to be more overtly guided by:

- a more proactive and collaborative approach to widening participation, including benchmarking to the Faculty's previous best performance on access
- a recognition of the findings of the Admissions Process Review on group differences and access.

The key changes are outlined below, and some responsibilities have moved from colleges to Faculty, a table is included in **Appendix E** detailing who is responsible for certain crucial aspects of the Admissions process.

The changes this year also have knock-on implications for some aspects of our usual practices, specifically:

- acknowledgment of applications
- dealing with missing information
- the importing / exporting of candidates for second interview
- the making of offers
- the provision of feedback

These are addressed in the relevant sections of the Manual as well as where they arise.

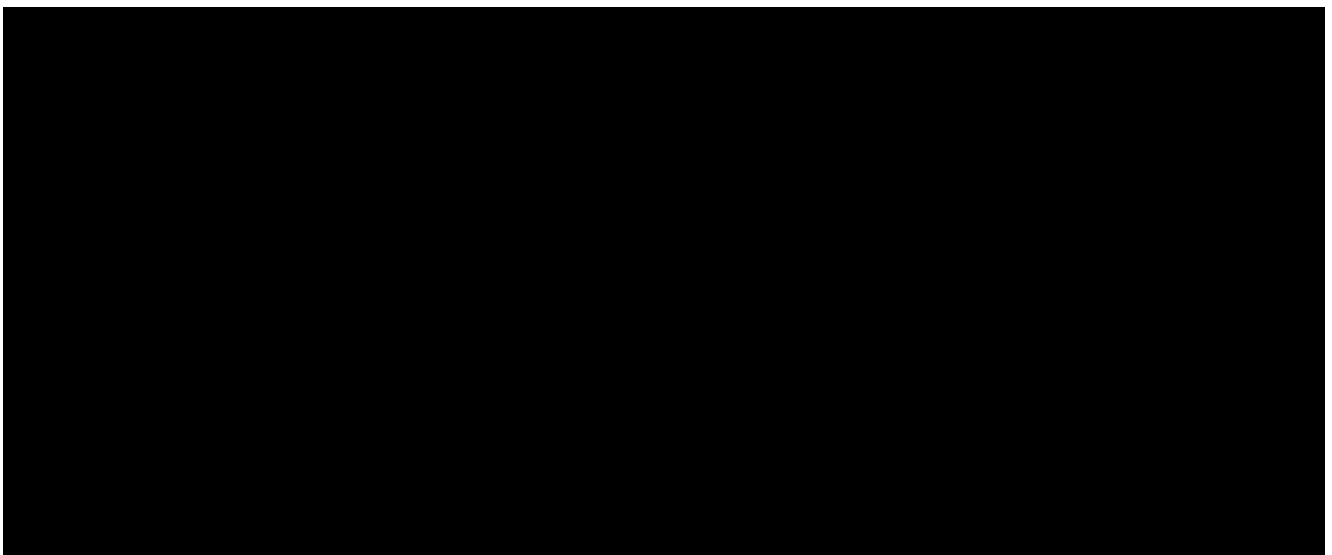
1. College Blinding

All shortlisting decisions are now to be made via college-blind evaluation of candidates by the Faculty Shortlisting Committee (FSC). To this end, no college information in relation to a candidate will be available on ADSS until after the FSC has produced its Shortlist and Rescue list, and reallocation has been performed.

These allocations are made after the Second Faculty Meeting (Shortlisting) in Week 5.

Once this is complete, blinding will be removed and colleges will be able to see all college information and make decisions about rescuing candidates.

This necessitates some new terminology and new approaches to managing candidates, including timetabling. These impacts are detailed in **Appendix E**.



3. Centralised Shortlisting

The new Admissions model removes the need for colleges to evaluate candidates and decide who to invited for interview. It does away with the process that was formerly known as 'cherry-picking'. This task is now performed by the Faculty Shortlisting Committee and is detailed in **Appendix I**.

4. Centralised LNAT Marking

All LNAT essays are now marked by a pool of LNAT markers, drawn from the colleges and augmented by Faculty appointed markers to help carry the load. They will mark essays as a pool (college-blind). All colleges must bear an equal marking load. Marking is conducted via *comparative judgment*, not raw score marking. However, a score on the usual scale will still be generated and will appear on ADSS. Colleges will still also be able to read any LNAT essay as before.

Note: in the past, some colleges have marked on their own scales (eg 0–100) rather than the usual Oxford marking scale. LNAT marking will follow the Oxford scale this year, not 0–100.

5. Interview score

We will revert to the system of asking Colleges to enter an interview score between 0 and 5 for each candidate. It would be helpful if Colleges could use the whole of this marking range in scoring candidates in order for the interview score to play a meaningful role in the second round interview ranking.

ADSS will generate scores from the rankings including these interview scores that can be compared across colleges. This is explained in detail in **Appendix O**.

6. General Second Interviewing

For the first time this year all Colleges will take part in a second round of interviews. After the first round of interviews Colleges can make offers up to 50% of their places (rounded up in the case of Colleges with an odd number of places). All other candidates will be marked as 'rejected' or 'undecided'. Undecided candidates will be seen at another College for a second interview and an offer can be made to that candidate by either the First or the Second Interviewing College. In the event of both Colleges wishing to make an offer, the First Interviewing College has priority, but it is hoped that in such instances Colleges will negotiate as it may be that the First Interviewing College has other candidates it would be happy to take instead.

The Admissions Coordinator will contact Colleges after the first round of interviews to ask how many second interviews the College would like to conduct. The new system requires that

- **All Colleges must conduct at least 1 interview per place they have not confirmed**
- **Colleges are strongly encouraged to interview more if they can.**
- Please note that the number of 'undecided' candidates placed into the pool will determine the number of second interviews to be conducted and thus it is likely that you will be asked to interview slightly more than you have requested.
- Please note that at this stage it is not possible to request specific candidates for interview within the 1 per place cohort, but it may be possible to request additional Opportunity Oxford or Band A candidates over and above the 1 per place allocation. Some of the candidates allocated within the 1 per place cohort will in any case be Band A or Opportunity Oxford candidates.

APPENDIX E: DIVISION OF RESPONSIBILITIES

Responsibilities for general administration, some decisions and care of candidates have changed under the new system. The new division is explained here, and captures the responsibilities assigned and explained more fully elsewhere in this Manual.

1. Before shortlisting is completed and college-blinding removed

Faculty will be responsible for:

- Acknowledging receipt of applications
- Requesting missing information from candidates
- Informing colleges of their shortlisted candidates

Colleges should:

- Forward any information/queries received from candidates to the Admissions Officer

ii) After shortlisting is completed, college-blinding removed and rescue candidates have been allocated

Faculty will be responsible for:

- Notifying colleges of their candidates for first and second interview
- Providing information requested by colleges to facilitate offer-making decisions
- Informing candidates that they have not been invited for interview

Colleges are responsible for:

- Contacting candidates to invite them for interview (Shortlist College **only**)
- Uploading any new, late submissions of information
- Arranging interviews
- Liaising with one another about transfer of candidates for Second Interviews
- Arranging Language tests (for Course 2 applicants)
- Evaluating candidates and entering evaluation information on ADSS
- Nominating candidates for Course 2 places
- Making and communicating decisions about offers (See **Appendix Q**)
- Making Opportunity Oxford nominations
- Providing feedback as per table below

iii) Communicating Decisions Responsibilities

Responsibility for communicating **invitation to interview** decisions will be as follows:

Candidate Status	Responsible for Communicating Decisions
Deselected	Faculty
Shortlisted	Shortlist (First Interview) College

Responsibility for communicating **offer** decisions will be as follows:

Candidate Status	Responsible for Communicating Decisions
Deselected	Shortlist (First Interview) College (not Second Interview College)
Offer	Offer College

iii) Feedback Responsibilities

Candidate outcome	College / Faculty
Not invited for interview	Faculty
Shortlisted but not made an offer	Shortlist College If the candidate has been second interviewed, the Shortlist College may contact the Second Interview College for additional feedback information.

APPENDIX F: LNAT

Background

The Law National Admissions Test includes multiple choice questions and essay questions. The multiple-choice element consists of a series of argumentative passages, with three or four questions on each. The questions are designed to test powers of comprehension, interpretation, analysis, synthesis, induction, and deduction. The questions do not test (and do not require) knowledge of any subject except for the English language. Assessment of the multiple choice section, which is machine marked out of 42, thus provides evidence relevant to each of the Oxford Law Faculty general admissions criteria. The essay element requires the candidate to write one essay from a choice of five questions on a range of subjects.

Candidates are given 40 minutes to write the essay. Although these typically require some rudimentary knowledge of everyday subjects, the point is only to test the ability of the candidate to argue economically to a conclusion with a good command of written English. This part of the test is passed unmarked to law tutors at the University of Oxford.

Candidates must sit the LNAT at test centres round the world by **Week 1 Saturday 15th October** except for 2nd BA Rhodes Scholars who have until December to do so. Only tests taken during the admissions cycle are considered. Tests taken in previous years are void.

Candidates are told that neither registration nor the obtaining of a particular score in the multiple-choice element of the LNAT guarantees that they will be admitted to a college. They are also told that such registration or the obtaining of a specific LNAT score does not guarantee that they will be invited to an interview at any individual college. The multiple choice score of the LNAT (marked out of 42) will however be used as part of the Law Faculty assessment and ranking system which is provided to assist tutors and the Faculty Selection Committee in their selection decisions.

Late LNAT

The deadline for taking the LNAT is posted on the Law Faculty website, the main University website, and the LNAT website. It is the responsibility of the candidate to ensure that they meet all the required entrance criteria, including taking the required tests in good time. The University Admissions Office (UAO) maintains this as a non-negotiable date to ensure that enough time is available to process application through the colleges and or faculty within the deadlines set. It does so to avoid the potentially serious knock-on effects to the admission process of extending the deadline for candidates. UAO directs that extensions be given only on the following grounds:

Genuine mitigating circumstances including serious illness on the day of the test, bereavement, or natural disaster are acceptable reasons for not taking the LNAT. Unacceptable reasons for not taking the test generally include any kind of ignorance of our procedures, failure to get organised on the part of the candidate, or seeking an exemption after the test date.

The Faculty position is to support this approach, and hence the Faculty will not accept late LNAT result on any other grounds and will inform candidates along these lines if contacted. The Faculty Selection Committee will not, therefore, accept late LNAT results.

Exemptions from the LNAT

Candidates may seek exemption from the LNAT for a number of reasons. Although it is ultimately up to Colleges whether to grant exemption, **it would be greatly appreciated if any applications for exemption could be referred to the Admissions Officer at the Law Faculty**

who will consider each application and recommend a course of action in line with past decisions. Colleges are encouraged to discuss any issues with the Admissions Officer at any stage. Applications will generally be considered in the light of the following guidelines:

i) Illness

Where a candidate becomes ill and misses a test already booked, exemption may be granted if medical evidence is supplied to the college. Where possible, candidates should book a test for a different date. Provided there is medical evidence, an LNAT taken after the general deadline of **15 October** will still be considered where possible. This will be limited .

ii) Family emergency or recent bereavement

The same guidelines will apply, *mutatis mutandis*, where a candidate is unable to take the test because of a family emergency or bereavement. Again, the Week 1 Saturday 15th October deadline may not be strictly enforced in such circumstances.

iii) Availability of testing centre

There are some countries in which there is no LNAT test centre. Candidates from such countries are exempted from taking the LNAT. Test centre locations are available online:

<http://www.lnat.ac.uk/lnat-test/lnat-test-centres.aspx>. Where there is a test centre in the candidate's country, an exemption should only be granted if the candidate is unable to reach it in safety.

COVID-19: The Faculty is monitoring the situation with access to testing centres being restricted due to Covid-19 measures. Faculty Selection Committee will evaluate the situation and requests for exemption for Covid-19 based reasons as needed, following UAO policy, which states:

“The following will be considered extreme circumstances beyond the candidate's and centre's control:

1. Serious illness
2. Bereavement
3. Natural disasters or conflict
4. Technical failure at a centre or by CAAT before the deadline which prevented on-time processing (NB this must be reported promptly after the deadline and evidenced)
5. *Local lockdown that has closed centres where a candidate would be reasonably able to travel to sit a test. We will ask CAAT to verify this closure.*

We may ask for evidence to support claims where these circumstances apply.

The following will *not* be considered extreme circumstances:

1. Being unaware of the test or of the need to register
2. Believing test registration to be automatic or
3. that the University invites students to register for the test after submission of their UCAS application
4. School or centre error

Marking

Multiple choice section

- Marked externally
- Marks are automatically imported into ADSS around **Week 3 Monday 24th October**.

Multiple choice scores are marked out of 42. This score will form part of the Faculty assessment and ranking of candidates.

Essay section

There is also an essay section which will be centrally marked by the Faculty via *comparative marking*. This system (described below in **Appendix G**) will generate marks on ADSS for each essay.

This is to ensure fair and consistent marking in line with UAO practices. Please contact the Admissions Officer to suggest a suitable graduate student.

Essay marks will be available on ADSS by Week 4 Tuesday 1st November.

The essay answer will be available on ADSS by the time colleges receive their shortlists.

The candidates' essay answer is displayed in a separate browser window by clicking on the link associated with the candidate's LNAT number under the column 'LNAT Essay' on the Test Scores page.

Any candidates with missing LNAT results will be contacted by the Admissions Officer by email for their LNAT registration number so that a second search can be made on the LNAT database. If you have any queries about missing LNAT test scores or essays, please check the "Comments" box at the bottom of the "Candidate Information" page before contacting the Admissions Officer.

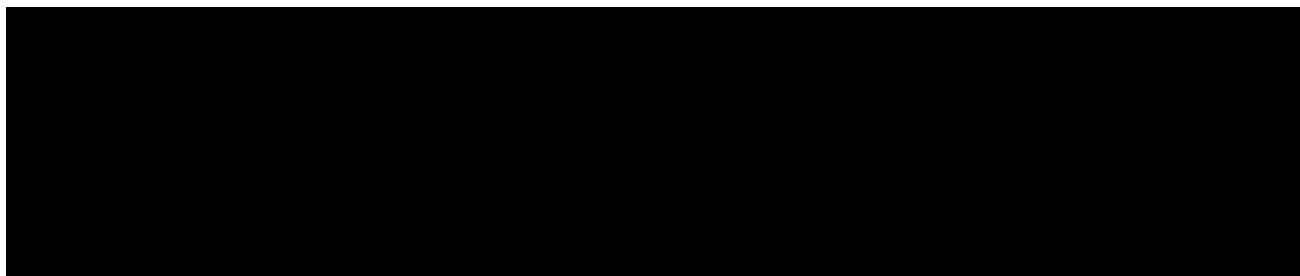
Candidates without LNAT scores will not be considered by Faculty Selection Committee for selection for interview, unless an exemption has been granted or there are exceptional circumstances. Evidence of exceptional circumstances will be considered centrally by the Admissions Officer with consultation with the Admissions Co-ordinator.

Colleges retain their right to consider candidates with missing LNAT information (please discuss with the Admissions Co-Ordinator if necessary).

APPENDIX G: MARKING PROCESS FOR LNAT ESSAYS

1. Marking

Marking load will be split evenly between Colleges and Faculty. Each college will bear an equal share of the marking load, regardless of number of applications, to equally support the centralised Admissions process.



LNAT markers must be identified to Faculty by **Week 0 Thursday 5pm**.

2. Marker Training

All markers must attend the LNAT marking training, which will cover:

- LNAT Essay marking criteria
- Applying the criteria
- How to perform 'comparative judgment'
- How to use the software 'No More Marking'

Training is compulsory. Markers who have not completed the training will not be given access to the No More Marking system.

Training will be held on Week 2 Monday 17th October 3pm via Teams. For those who are unable to attend the session live, a recording will be made available.

3. Marking Process

LNAT Essays will no longer be assigned raw scores by markers. Instead, a process known as 'comparative judgement' will be used, supported by software named 'No More Marking'.

1. What is Comparative Judgement?

The 'Comparative judgement' approach to marking is based on the fact that humans are much better at differentiating between the quality of two alternatives than assigning a raw score to represent how well something meets a criterion. Applied to essay marking, people are better at saying which essay is best but less good at assigning the same raw score to each to represent this. When numerous pairs of essays are compared across a range of different judges, a ranking can be built in relation to the criteria being used, and everyone in the pool effectively contributes to estimating the quality of the script.

UAO advises that Comparative Judgement marking is more likely to produce consistency of marks across the whole cohort. It is also faster than traditional marking, particularly when factoring in double and triple marking (which are not required).

2. Marking Criteria

LNAT essays are to be judged on three criteria:

- 1) Application: close attention to the question(s) asked and sustained and focussed treatment of the issues.

- 2) Reasoning ability: well-drawn distinctions, a keen eye for relevance, awareness of more than one possible line of argument, and an element of independent critical judgment.
- 3) Communication: clear and fluent writing and notable clarity and appropriateness of structure and argument

Essays must be compared on all three criteria.

3. No More Marking system

All LNAT marking will occur via the 'No More Marking' system (NMM). LNAT essays will be uploaded directly to NMM by UAO, having had all candidate information removed apart from Candidate ID.

LNAT Markers will be registered on the system and allocated essays to mark. Judgements are entered directly into the NMM system.

Markers will be able to access essays from Week 3 Monday 24th October.

Deadline for entering comparative judgments on the NMM system is **Week 4 5pm Monday 31st October**

Note: The NMM system tracks marker behaviour in two ways:

- The extent to which their evaluations are in line with other markers; and
- The time they take to evaluate pairs of essays.

Only the Admissions Co-Ordinator, the Admissions Officer and the No More Marking systems administrators will see named tracking data. This will not be released to Faculty, FSC or elsewhere. It will not be used to check whether and how well they have completed their work, nor used to check timesheets and hours of work reported.

It will be used only to:

- Enable FSC to make decisions about excluding markers whose marking appears to be substantially out of line with other markers (evaluated anonymously).
- Examine marker patterns as part of the ongoing reflective evaluation of Law Admissions.

4. Marking Scale

No More Marking system allows users to set the top and bottom of the scale of marks produced. LNAT essays are marked on the Oxford scale, rather than 0–100.

The FSC will make a decision on setting the highest and lowest marks based on past LNAT mark scales (excluding extreme outliers) to produce an accurate reflection of the range of Oxford scores. This is likely to be in the range of 50 to 75.

5. Uploading Marks to ADSS

Once all judgements have been entered, the NMM system will generate marks and these will be uploaded to ADSS after discussion at the First Faculty Meeting.

Admissions tutors will then be able to access and download LNAT essays on ADSS as in the past, but *they will not be able to amend the marks entered on the system.*

APPENDIX H: FACULTY SELECTION COMMITTEE

Faculty Selection Committee will meet three times. Its evaluations replace the need for colleges to evaluate candidates for shortlisting.

Where necessary, the Faculty Selection Committee will take a view on how to deal with any problems arising during Admissions (led by the Admissions Co-Ordinator).

The Faculty Selection Committee is to be guided at all times by the Law Faculty and the University of Oxford's stated objective on Admissions:

- To attract applications from the most academically able individuals, irrespective of socio-economic, ethnic or national origin;
- To ensure applicants are selected for admission on the basis that they are well qualified and have the most potential to excel in their chosen course of study;
- To ensure that the prospects of admission are not affected by the college an applicant has chosen or been assigned to through an open application.

1. Faculty Selection Committee Functions

The Faculty Selection Committee has **two** core functions.

*i) **Assists the Admissions Co-Ordinator** in making decisions in relation to Admissions process as required.*

These include matters within the Admissions Co-Ordinator's authority, such as:

- Setting upper and lower LNAT scores
- Dealing with issues relating to individual applications
- Making decisions about the application of Admissions rules and procedures
- Issues relating to the running of the Admissions system

*ii) **Evaluates all candidates and decides which will be shortlisted***

- Produces a Shortlist of candidates who *must* be interviewed
- Produces a Rescue list of 'near-miss' WP candidates who *may* be interviewed by colleges wishing to interview over-ratio.

This shortlist is agreed by the Committee, based on the evaluations presented by Committee members at the Second Committee meeting.

2. Committee Member Responsibilities

Each member of the Committee is expected to attend all three meetings (see below). Given its role in making important decisions of the kind listed above, members of the Committee must be drawn from among the Faculty's postholders.

Members are responsible for:

*i) **Evaluating their assigned cohort of candidate applications for shortlisting and assessing initial decisions made by the Admissions Coordinator(s).***

This entails:

- Considering all aspects of the candidate's application, including:
 - Academic achievements
 - Contextual information (widening participation) and WP Banding
 - Faculty Shortlisting rank
 - References

- Personal Statement
- LNAT marks
- Any other information relevant to the selection criteria in the candidate's application
- Applying the criteria for selection for interview, paying particular attention to:
 - Faculty's commitment to widening participation
 - Group differences in performance on certain metrics
- Making shortlisting recommendations for each candidate, which will be presented at the Second Committee meeting
 - Recording recommendations and reasons in their spreadsheet

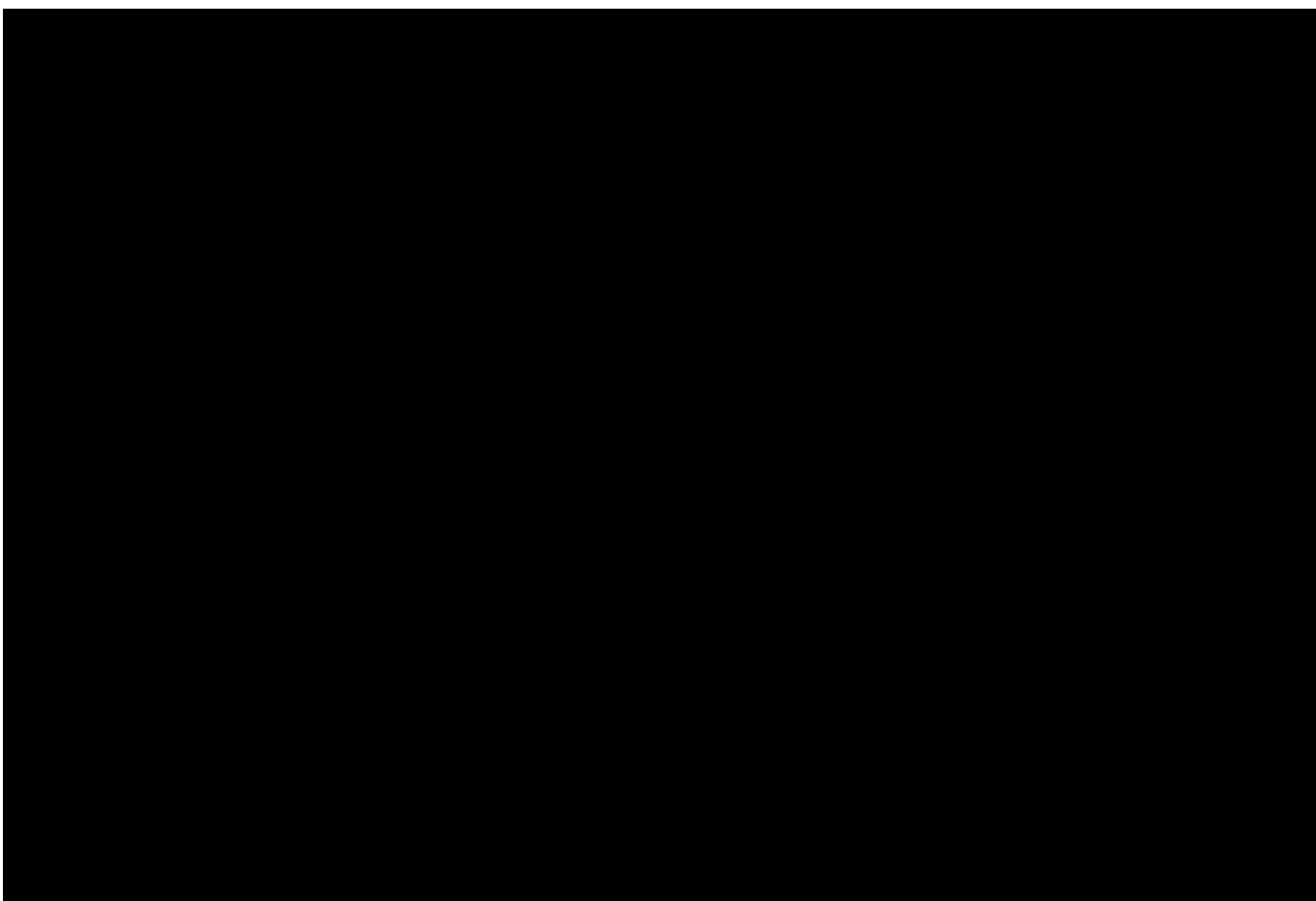
Committee members are expected to familiarise themselves with the sections of this manual relating to **Appendix J (Widening Participation)** and **Appendix K (Understanding the Data)**.

ii) Evaluating the 'rejected' candidates following the first round of interviews and the decisions by first interview Colleges.

ii) Participating in all collective decision-making and recommendations on shortlisting, offers, Opportunity Oxford and any other matters falling to the Faculty Selection Committee for consideration.

Committee members are to make recommendations in accordance with the selection principles detailed in **Appendix I**.

3. Composition of Faculty Selection Committee



The Committee will also include the Admissions Co-Ordinator and the Access and Outreach Co-Ordinator. It will be chaired by the Admissions Co-Ordinator.

College-blind lists will be sent out Week 3 Monday 24th October.

Deadline for Colleges to submit additional comments / information is Week 4 5pm Monday 31st October

4. Harris Manchester College and Mature Candidates

The representative from Harris Manchester College will be responsible for evaluating all mature candidates.

5. Meetings

Faculty Selection Committee meets three times between 3rd week and 9th week.

First meeting: Introduction and Allocation of Responsibilities (Friday, 3rd Week)

The first meeting will be held on **Week 3 2pm Friday 28th October** via Teams.

At this meeting, the following tasks are undertaken

- Introduction to Committee functions, responsibilities and shortlisting process
- Establishment of Widening Participation Sub-Committee
 - Five Committee members will be asked to volunteer to join this committee (which also includes the Access and Outreach Officer)
- Allocation of candidate cohorts
 - Committee members with particular knowledge of educational systems will be assigned those candidates as a group
 - Eg HMC will evaluate mature candidates
 - Candidates from a particular country will be evaluated collectively
- Training in Excel spreadsheets
- Determination of any issues arising not covered by the Admissions Manual.

Second meeting: Shortlisting (Week 5 9am Friday 11th November)

Committee members **must** submit their spreadsheets with recommendations for shortlisting by **Week 5 9am Thursday 10th November**. The Admissions Officer and Admissions Co-Ordinator will have collated and checked these to produce a master spreadsheet of recommendations.

The second meeting will be held on **Week 5 9am Friday 11th November** via Teams.

At the meeting, the master spreadsheet will be available on OneDrive and will be projected where all members can view it (or, if virtually, via shared screen).

At this meeting, the following tasks are undertaken:

- Consideration of each candidate and Committee members' recommendations for shortlisting
- Agreement of a Shortlist of 2.5 candidates per place available
- Agreement of a Rescue list of 'near miss' Band A and Band B candidates

In doing so, the Committee is to be guided by the principles in **Appendix I**.

The Committee must record a reason for deselection on ADSS (more than one reason may be entered). Reasons are listed in **Appendix I**.

Third meeting: Second Interviews (Week 9 8am Thursday 8th December)

At this meeting FSC will consider whether there are any candidates who have been rejected by Colleges but who are nonetheless worthy of consideration at second interview.

6. Excel Training

Committee members need to be confident using Excel spreadsheets, particularly

- Drop-down menus
- Filter
- Sort

All spreadsheets used by Committee will be set up by the Admissions Officer, using locked cells.

All Faculty Selection Committee members must complete a very short training session in Excel at the end of the First Committee meeting to ensure that all spreadsheets are correctly filled out and no errors occur. The training will be conducted by the Admissions Officer.

8. Timeline for Faculty Selection Committee

Michaelmas	
Week 3 2pm Friday 28th October	First Faculty Selection Committee meeting (Introduction)
Week 4 Tuesday 1 st November	Faculty Selection Committee receives allocated applications for evaluation
Week 5 9am Thursday 10th November	Faculty Selection Committee submits recommendations spreadsheets
Week 5 9am Friday 11th November	Second Faculty Selection Committee meeting (Shortlisting)
Week 9 8am Thursday 8th December	Third Faculty Selection Committee meeting (Second interviews)

APPENDIX I: SHORTLISTING AND ALLOCATION OF CANDIDATES

Under the new centralised system, shortlisting for interview is now conducted by the Faculty Selection Committee, rather than colleges. Colleges will receive, via ADSS, the list of candidates they will need to interview once the Faculty Selection Committee has made its shortlisting decisions.

Shortlisting will be conducted *college-blind*. Only the Admissions Co-Ordinator and Admissions Officer will be able to see college information about candidates.

Blinding will then be removed and colleges may 'rescue' further candidates to interview over-ratio (in accordance with the principles below).

1. Missing Information

It is often the practice of colleges to contact candidates with missing predictions and ask for such predictions to be provided by a relevant person. The Faculty Admissions Officer now takes on this role pre-shortlisting. Once shortlisting is complete, colleges will then become responsible.

If a college is contacted by a candidate pre-shortlisting, and such evidence is received, please forward it to the Admissions Officer to upload to ADSS³

As this may reveal information about a candidate's college of application, the college is asked not to share this information with Admitting Tutors to maintain blinding.

2. ADSS Rankings, WP Banding and Categorisation of Candidates

³ In Attachment slot 3.

3. Shortlisting Process

The Committee will produce:

1. A Shortlist of $2.5 \times N(f)$ candidates; and
2. A Rescue list of 'near-miss' Band A/B candidates

The Faculty Selection Committee will be guided by the Shortlisting Ranking as an indicator of academic potential, but will consider each candidate individually and is not bound by the Shortlisting Ranking. [REDACTED]

Note: If they wish to do so, Colleges may submit relevant information about a candidate or school to the Faculty Selection Committee for consideration. The Access and Outreach Officer, [REDACTED] will circulate a list of Band A/B applicants (college-blind) to all College Access / Outreach Officers and invite submissions if colleges wish to make them.

4. Shortlisting Principles

1. General Principles

Faculty Shortlisting Committee will produce the Shortlist in accordance with the following general principles:

- *All candidates* will be evaluated against the Faculty selection criteria outlined in **Appendix I**.
- A reason for deselection must be provided
- Shortlisting ranking should guide but not bind
- Shortlisting decisions will be based on consideration of all aspects of the candidate's application, including:
 - Academic achievements
 - Predicted to achieve the required standard in qualifications
 - Contextual information (widening participation) and WP Banding
 - Faculty Shortlisting rank
 - References
 - Personal Statement
 - LNAT marks
 - Any other information relevant to the selection criteria in the candidate's application
- In applying the criteria for selection for interview, particular attention will be paid to:
 - Faculty's commitment to widening participation
 - Group differences in performance on certain metrics

Outstanding strength in one field may compensate for weakness in another. Extenuating circumstances will be taken into account.

Required standard qualifications:

A-level	AAA in any subject except for General Studies
International Baccalaureate	38 + inc. Bonus points (with at least 6,6,6 in higher level papers)
European Baccalaureate	An average of 85% or above, with scores of between 8 and 9 in specified subjects
Scottish Candidates	AA in Advanced Highers plus either a B in a third Advanced Higher or an A in a Standard Higher (where that Standard Higher is in a different subject from each of the Advanced Highers)
2 nd BAs	2:1 class degree or equivalent, or, in the case of mature candidates, at least a second class degree (normally at 2:1 level) or strong and convincing evidence of the candidate's achievements and future promise at an equivalent level to a good 2:1 degree.
Senior Status	First class or its equivalent. This criterion may not be applied as strictly by colleges who admit candidates for two years and one term.

Guidance as to equivalency for predicted international grades can be found on this [website](#).

If a candidate has not achieved, or is not predicted to achieve, the required standard in A-Level or equivalent examinations (or, where relevant, in a first undergraduate degree), then, in the absence of exceptional circumstances, that candidate will not be invited for interview.

There are additional language requirements for Course 2 applicants. Please refer to Appendix b)

2. Specific principles

These principles apply to particular types of candidates and must be followed by the FSC.

- *Category 1 candidates* will be *automatically* shortlisted
 - Candidates may be deselected if a compelling reason is given (eg. not predicted to achieve the standard offer)
- *Senior Status candidates* will be considered as a cohort. The Category 1 principle does not apply to these candidates.
- *Mature candidates* will be considered as a cohort by a representative from Harris Manchester College, who will be a member of the Faculty Selection Committee, as follows
 - Faculty Shortlisting ranking may be set aside if inapplicable on the basis of other aspects of the candidate's application
 - All candidates demonstrating sufficient strength will be *provisionally* shortlisted
- *Band A and B candidates* (and *Opportunity Oxford*-flagged candidates) will be considered as a cohort (echoing guidance from UAO):
 - **Candidates in Band A must be strongly recommended for interview**, provided that they are predicted to achieve the standard conditional offer for the course, and that they perform to an appropriate standard in any required pre-interview admissions test.
 - **Candidates in Band B should be given serious consideration for interview**, provided that they are predicted to achieve the standard conditional offer for the course, and that they perform to an appropriate standard in any required pre-interview admissions test.
 - **FSC will benchmark to previous years' performance on access**, and will strive **insofar as is possible** to invite at least the same number, or preferably more, Band A and Band B candidates for interview than in the best performing year in terms of access.
 - FSC will also shortlist with the Opportunity Oxford guidance in mind, specifically:
 - "tutors are encouraged to consider rescuing candidates from under-represented or disadvantaged backgrounds who are at risk of narrowly missing out. In particular, tutors are asked to have regard for Opportunity Oxford eligibility when making marginal decisions. Please remember that eligibility will be flagged on ADSS."

Shortlisted candidates will be ordered according to their Shortlisting Ranking.

- Ranking will be re-calculated after deselection to accord each shortlisted candidate a rank from 1 to N(i)

Note:

Tutors should continue to make holistic decisions about candidates.

3. Reasons for Deselection

If a candidate is not selected for interview, one of the following reasons must be entered on ADSS. More than one reason may be entered.

- Reason 1: GCSE/equivalent score not at highest level + LNAT performance not at highest level
- Reason 2: Poor GCSE/equiv score not compensated by strength elsewhere in the application
- Reason 3: LNAT performance is not at the highest level
- Reason 3a: Poor LNAT MC not compensated by strength elsewhere in the application
- Reason 3b: Poor LNAT Essay not compensated by strength elsewhere in the application
- Reason 3c: LNAT missing without good reason.
- Reason 4a: Has not obtained/is not predicted to obtain 3 A's at A-Level or equivalent.
- Reason 4b: Has not obtained/is not predicted to obtain A Levels or equivalents at the highest level.

Note: In applying this criterion, the expectation is that a candidate must achieve the level of attainment required in one, primary sitting, unless there is a clear and objective explanation for the initial shortcoming e.g. first exams affected by bereavement etc. Similarly, a candidate shall not be penalised for having e.g. completed one A-Level early after following an accelerated course.

- Reason 5: Insufficient Information (chiefly for candidates not providing evidence of any existing/predicted qualifications or equivalent; and for candidates who have failed to take the LNAT and have not received an exemption or extension)

5. Allocation of Shortlisted Candidates

All College shortlists for interview will ultimately comprise:

1. 1 Category 1 Candidate per place available at that College
2. A further 1.5 candidates per place allocated on the following principles
 - (a) Candidates will be reallocated on the basis of strength
 - (b) Where a candidate's allocation is not determined by 1 and 2(a), candidates will be retained at their College of choice.
3. Where there is an odd number of places available at a College allocations of 0.5 will be rounded up (e.g. 1.5 places for a College with 7 places would be 11).

The Admissions Coordinator(s) will be responsible for ensuring that these principles are fulfilled in respect of each College's shortlist before candidates are invited for interview.

On **Week 5 Friday 11th November** Colleges will be able to see which of the candidates who applied to them have been shortlisted by FSC. Colleges at this point have a choice. They can either:

- a. Indicate by Microsoft Form sent to them by email that they agree to the Admissions Coordinator determining their shortlisted candidates in according with the following principles above.

OR

- b. Select on ADSS from the shortlisted candidates who applied to them:
 - i. up to 1 shortlisted Category 1 candidate per place, and
 - ii. if they want to, up to 1.5 other shortlisted candidates per place;
 - iii. Any Colleges still without 2.5 candidates per place overall after (i) and (ii) will be reallocated candidates purely on the basis of the principles in 1 and 2 above.

- Where a college has *more* Category 1 applicants than places, the extra Category 1 candidates will be reallocated to another College's shortlist.
- Where a college has *fewer* Category 1 applicants than places, they will be reallocated Category 1 candidates for other colleges sufficient for their Shortlist to contain $1 \times N(\text{col})$ Category 1 candidates.

Category 1 candidates will be reallocated via Average Means Distribution to achieve equally strong Category 1 cohorts across colleges (insofar as is possible)

Example

College A has 10 places. It receives 100 applications, of which 15 are ranked Category 1 and thus shortlisted by FSC. The 12th ranked Category 1 candidate is Band A ('Candidate 12').

College B has 10 places. It receives 100 applications, of which 5 are Category 1.

When FSC has finished shortlisting, College A selects 10 Category 1 candidates. This may or may not include Candidate 12. College A must then choose a further 15 candidates from the list of candidates who applied to College A who were shortlisted by FSC. However, this further 15 cannot include Candidate 12 or any of the other 5 Category 1 candidates not selected by College A in its initial selection of 10.

College B indicates by Microsoft Form sent by email that it is happy for candidates to be shortlisted to it in accordance with the principles in (b) above. The Admissions Coordinator ensures that College B receives a further 5 Category 1 Candidates to bring it up to a 1:1 ratio and then allocates a further 15 candidates to College B on the basis of the principles in 1 and 2 above.

6. Rescuing Candidates

1. Rescue List Candidates

Faculty Selection Committee will produce a list of 'near-miss' Band A and B candidates who have not been shortlisted but who may invited for interview if colleges wish to interview more candidates than they have been assigned. This system replaces (but largely replicates) the previous 'rescue pool' system.

Colleges will be asked to indicate by Microsoft Form how many Rescue candidates (if any) they would be prepared to see over and above their Assigned candidates (ie over-ratio) once they have seen their shortlisted candidates.

Rescue candidates will be treated as follows:

- Rescue candidates will be shortlisted in the order assigned by the Faculty Selection Committee
 - They will take account of but not be bound by the Faculty Shortlisting ranking.
 - Ordering will account for [REDACTED] any further information provided by colleges
- The Admissions Coordinator will then allocate candidates from the 'near miss' list to those Colleges in the order assigned by FSC.
 - First priority will go to the Candidate's College of Application.
 - If their first College does not wish to interview them and another College does, they can be allocated to another College.

Colleges will not be able to choose specific candidates from the near miss list but they can express a preference to the Admissions Coordinator who will consider this request in consultation with FSC.

7. Opportunity Oxford

In accordance with the University's Opportunity Oxford programme, once the Faculty shortlist has been finalised, the Admissions Co-Ordinator will consult with the Opportunity Oxford lead on places available on the scheme and targets, as set out in the guidance:

"Once shortlisting has been completed, Admissions Coordinators are asked to review their shortlists and, in collaboration with the Opportunity Oxford Coordinator, estimate the approximate number of offers to be made under the scheme in their subject. The Opportunity Oxford Coordinator and the Admissions Coordinator will then agree a target intake for the subject, expressed as $x \pm y$." [Source: Opportunity Oxford briefing note, **Appendix J**]

8. Timeline for Shortlisting

The timeline for shortlisting and allocation is as follows:

Week 5 9am Friday 11th November	Second Faculty Selection Committee meeting (Shortlisting)
Week 5 Friday 11th November	ADSS reallocation is run and shortlisted candidates allocated on ADSS. College blinding removed. Colleges will be able to see their shortlisted of candidates for interview (on ADSS) Near-Miss Rescue list will be shared on OneDrive.
Week 6 5pm Wednesday 19th November	Deadline for colleges to express preferences (via Form) is 4pm <ul style="list-style-type: none">• Places for additional interviews for Rescue candidates• Indicating candidates a college wishes to rescue (not on Faculty Rescue List)
Week 6 3pm Thursday 20th November	Allocation of rescue candidates by Faculty All candidate statuses confirmed on ADSS by Faculty and colleges notified at 3pm
Week 6 Friday 21st November	Colleges to send Interview invitations Colleges to book language test appointments with [REDACTED]

Note: To avoid confusion / clashes, the Admissions Co-Ordinator will be responsible for changing candidate status on ADSS. It is **imperative** that colleges wishing to rescue candidates not on the Faculty Shortlist inform the Admissions Co-Ordinator of the candidates they wish to rescue.

Colleges **must** not contact candidates until the Admissions Co-Ordinator announces that all shortlisting, rescue and deselection decisions have been finalised **Week 6 3pm Thursday 20th November**.

9. Contacting Candidates Once Shortlisting is Complete

To avoid confusion / conflicting information being sent to candidates, the following process and responsibilities apply to contacting candidates.

- No candidates should be contacted until after the Admissions Co-Ordinator has announced that decisions have been finalised.
- All information about candidate status should be obtained from ADSS.
- Colleges wishing to rescue candidates not on the Faculty Near-Miss list **must** inform the Admissions Co-Ordinator of these intentions so that they can allocate those candidates and change their status on ADSS.

Responsibility for communicating decisions will be as follows:

Candidate Status	Responsible for Communicating Decisions
Deselected	Faculty
Shortlisted	Shortlist College

Note: To avoid conflicting information being sent, Colleges are requested **not to send letters expressing information about what another College may do**. Eg, please do not inform candidates that they have not been invited to interview at your college, but will be interviewed at another college.

10. Allocating Candidates for Second Interview

The Admissions Coordinator will contact Colleges after the first round of interviews to ask how many second interviews the College would like to conduct. The new system requires that

- **All Colleges must conduct at least 1 interview per place they have not confirmed**
- **Colleges are strongly encouraged to interview more if they can.**
- Please note that the number of 'undecided' candidates placed into the pool will determine the number of second interviews to be conducted and thus it is likely that you will be asked to interview slightly more than you have requested.
- Please note that at this stage it is not possible to request specific candidates for interview within the 1 per place cohort, but it may be possible to request additional Opportunity Oxford or Band A candidates over and above the 1 per place allocation. Some of the candidates allocated within the 1 per place cohort will in any case be Band A or Opportunity Oxford candidates.

APPENDIX J: WIDENING PARTICIPATION

The Law Faculty is committed to the widening participation, and this is reflected at various points in this Manual. This appendix collates guidance from the University on Widening Participation, which should be drawn upon throughout the Admissions process.

The Faculty is committed to working to achieve the targets set by the University in its Access and Participation Plan for 2020–24 as they related to access. These are:

- Target 1: to reduce the gap in participation rates for disadvantaged students (ACORN) to 3:1 by 2024-25.
- Target 2: to reduce the gap in participation rates for under-represented students (POLAR4) to 8:1 by 2024-25.

Admitting Tutors are strongly encouraged to keep these targets and the following information in mind when making candidate evaluations.

1. Collaborative Access Approach

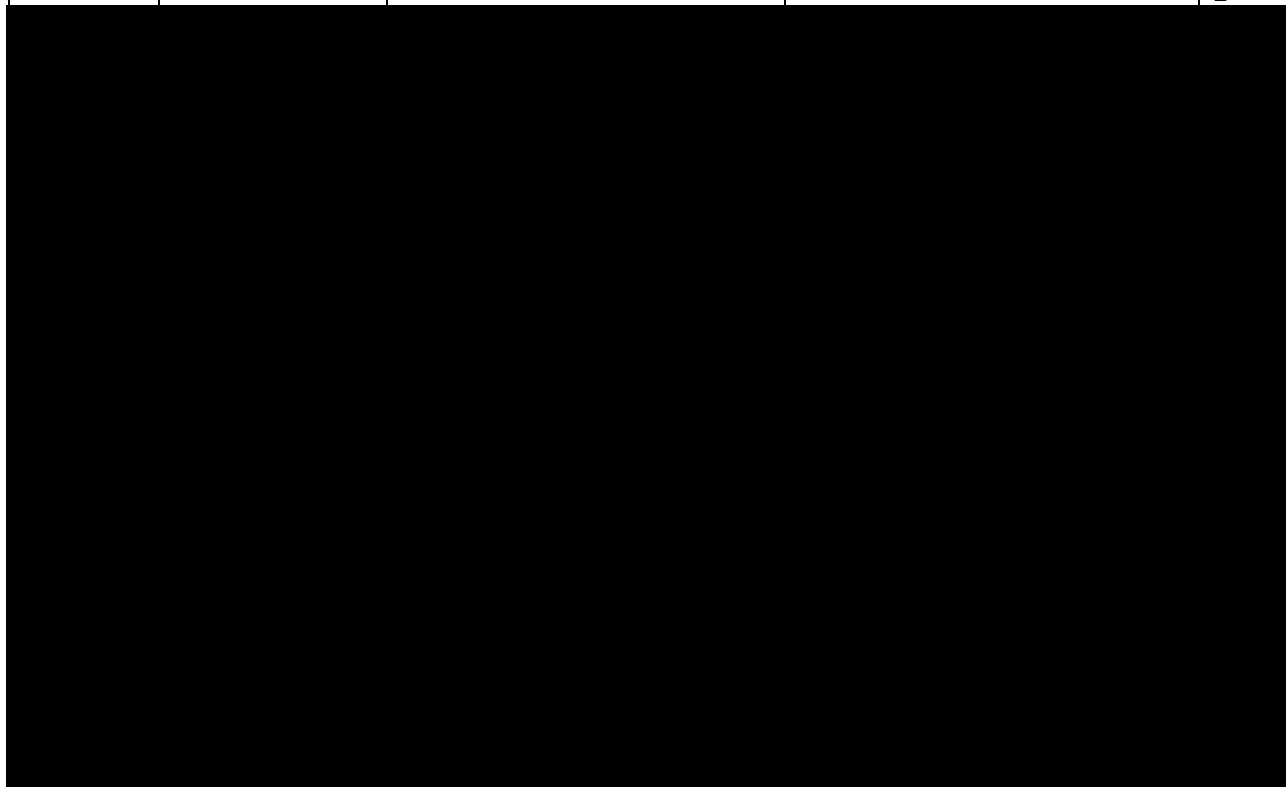
The Law Faculty is keen to work collaboratively with colleges to widen participation, and draw on their knowledge and expertise. College blinding means that Faculty, rather than colleges, will evaluate candidates at shortlisting stage. However, the Faculty will work with colleges and the Outreach and Access Officer will be in contact with them to request information. A list of contacts for college officers is included below, and the Band A and Band B list will be shared with these contacts before shortlisting.

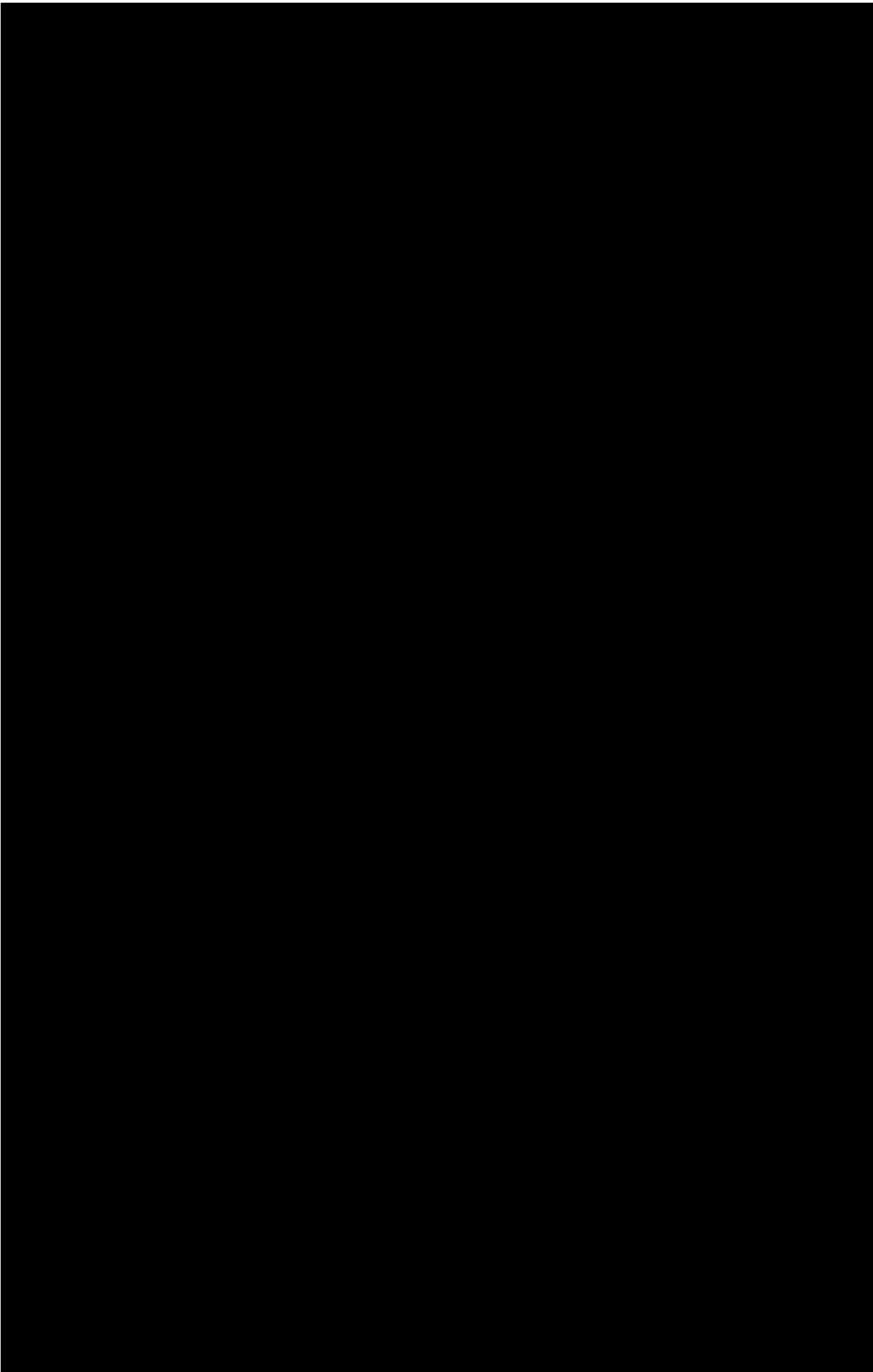
Via the Access and Outreach Officer, information on particular candidates may also be sought from link colleges for that candidate's region. Regions and their link colleges are listed here:

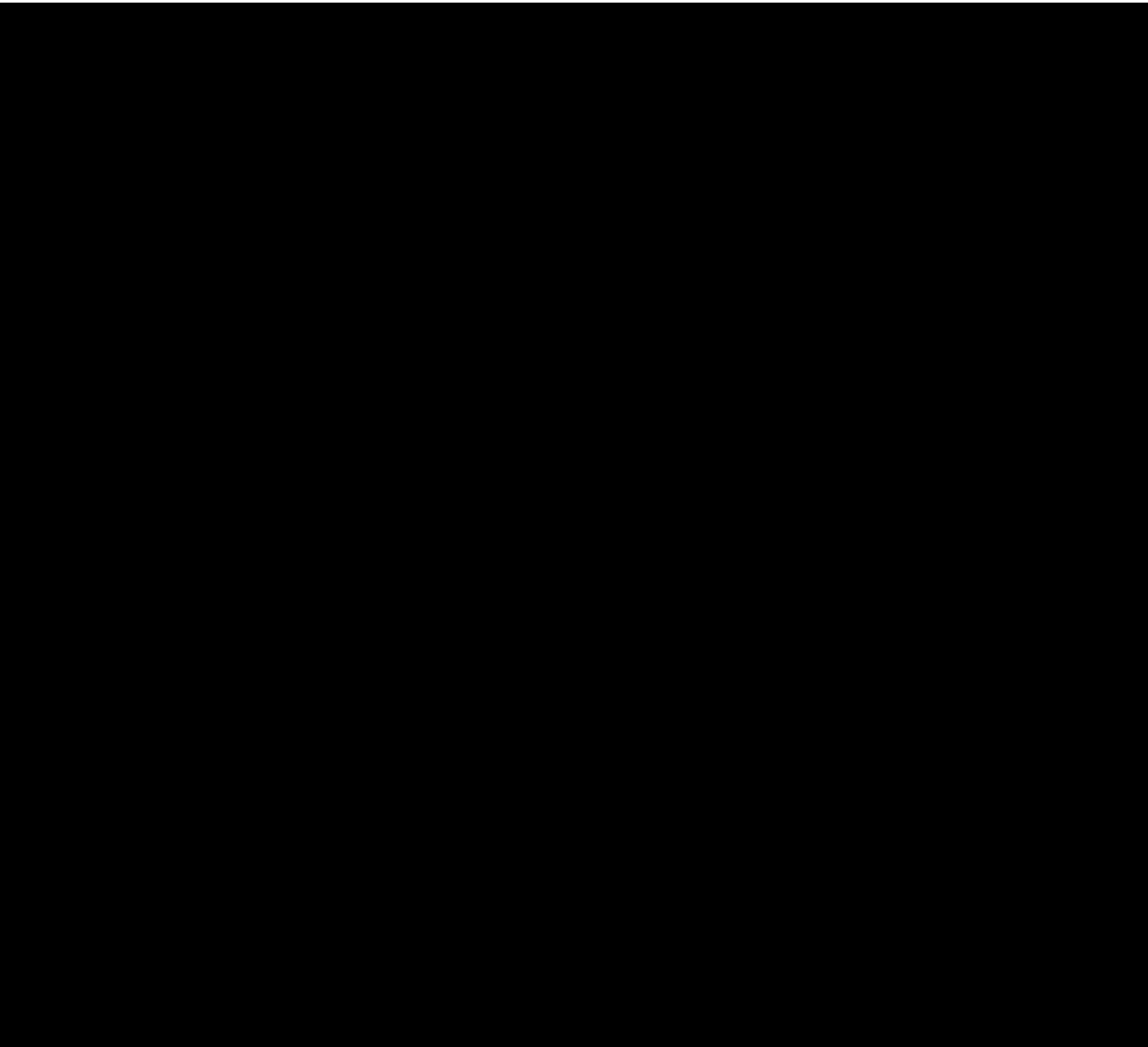


College Outreach and Access Contacts

College	Outreach Officer	Outreach Contact Email (for external)	Direct Email (internal)	TEL: 01865 2
---------	------------------	---------------------------------------	-------------------------	--------------------







For all bands, admitting tutors are asked to consider relative advantage and disadvantage when assessing individual candidates. The candidates' composite scores and bands should be considered at all stages of the admissions process.

A small proportion of UK-domiciled candidates are assigned **Band N/A** to indicate that one or more of the contextual measures are missing.

Candidates with missing data

In each cycle, a small proportion of UK-domiciled candidates have missing school performance data and are not assigned contextual scores, including bGCSEs. When a candidate has missing data for one or more measures of disadvantage, their individual indicators on the UCAS form are displayed as N/A, while the composite score and the percentile rank are blank. These candidates are in Band N/A unless the available data already places them in Band A. However, as a result of new systems implemented for the first time in 2021 there should be an extremely small number of such candidates.

Action required: For UK-domiciled candidates with missing contextual data and not in band A, tutors will have to make their own individual assessment of the candidate's degree of disadvantage based on the contextual data that is available and any additional information on disadvantage from other parts of the UCAS form, such as the personal statement or reference.

3. Access Candidates Who Exceed the Standard Offer but Are Not Taken

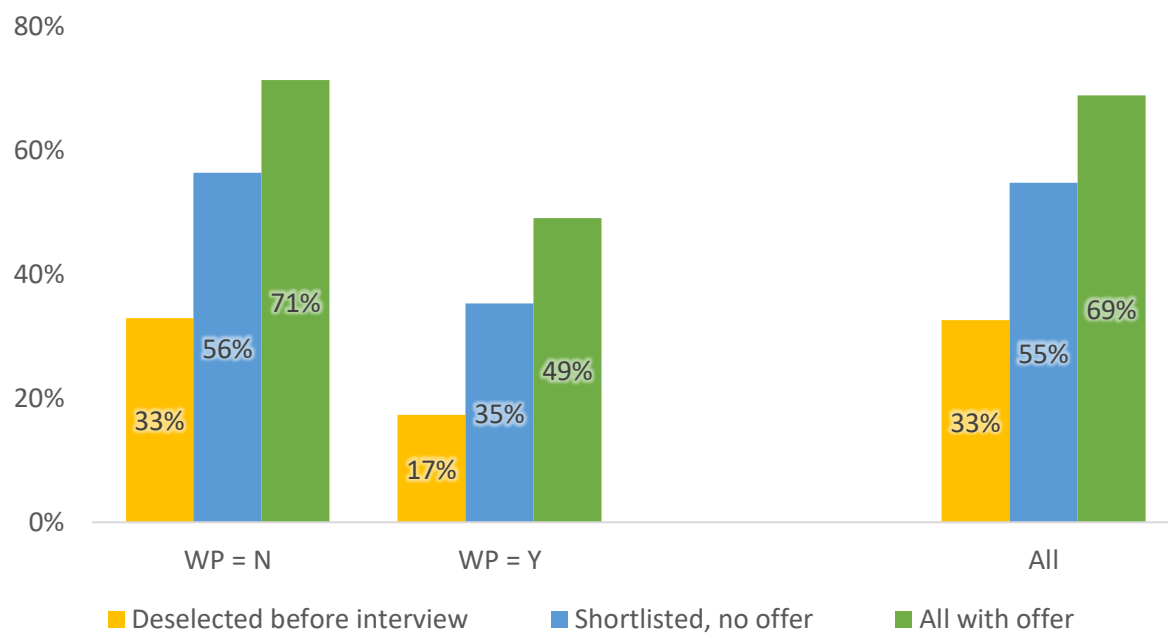
The APR of Law analysed A-level students who exceeded the A-level requirement, and achieve at least A*AA regardless of whether or not they receive an offer.

If found that (see Figure 9d).

- *Deselected.* Of those desummoned (not shortlisted), 33% go on to exceed the basic requirements. This is an average of 153 a year; of these, **around 11 are WP flagged**.
- *Rejected after interview.* Of those shortlisted but not given an offer, 55% go on to exceed the basic requirements. This is around 136 a year (in addition to those in the previous bullet point); **around 13 of these are WP flagged**.
- *Offer holders.* Of those with offers, 69% over the period exceeded their offer. (However, from Figure 4j we can assume this has gone down over the period in question).

Admitting tutors are asked to take this into account in shortlisting (the FSC) and making offers to Band A/B candidates and to proactively pursue an improvement in the rate at which strong Access candidates are made offers.

Figure 9d. Proportion of A-level candidates exceeding their offer (achieving at least AAA)*



Note: 'all' includes overseas A-level candidates, who do not have WP flag status

4. Benchmarking

5. Opportunity Oxford

These principles are based on the Briefing Note on Opportunity Oxford approved by the Admissions Executive on 11 October 2019 (as written [REDACTED])

a) The Programme

Under the Opportunity Oxford scheme, participating colleges earmark places for students coming from defined disadvantaged and under-represented backgrounds, who might otherwise narrowly miss out on an offer. Students admitted under the scheme are made the standard conditional offer for their course and are required to participate in an intensive bridging programme, which will help students to develop core academic skills relevant to their future degree, and strategies for effective independent learning at university. It will also offer them an opportunity to acclimatise to life in Oxford. The bridging programme permits and supports the admissions decision that might not otherwise be made by helping admitting tutors to feel confident in making offers to students of great potential who have been less prepared and supported than their more advantaged peers.

b) Targets for Widening Access

When the establishment of Opportunity Oxford was approved last year, it was agreed that the scheme must contribute meaningfully to the University's ability to meet the targets set out in its Access and Participation Plan for 2020 – 24.

The Access and Participation Plan was approved by the Office for Students in September 2019, and includes two targets, which are outcomes-based, which relate to widening access to the University:

- Target 1: to reduce the gap in participation rates for disadvantaged students (ACORN) to 3:1 by 2024-25.
- Target 2: to reduce the gap in participation rates for under-represented students (POLAR4) to 8:1 by 2024-25.

Target 1 requires an increase in students admitted from ACORN Categories 4 and 5 of about 150 per year over the next five years. This increase represents 75% of the students to be admitted under the new bridging programme once at steady state.

Target 2 requires an increase in students admitted from POLAR4 Quintile 1 of about 80 per year over the next five years. This increase represents 40% of the students to be admitted under the new bridging programme once at steady state.

Some candidates will be both ACORN-flagged and POLAR-flagged and so will count towards both targets.

d) Applications

There is no separate application process for Opportunity Oxford. There is no separate pool of applicants and no separate nomination process.

e) The role of Tutors and Admissions Tutors

Opportunity Oxford is designed to encourage the admission of very able students who are still not being selected, rather than a blanket programme for disadvantaged candidates. Therefore, it applies only to those who would otherwise *not* have been made an offer – OO candidates are those being admitted who would have been rejected, but will not be *because they can undertake the OO programme*.

When nominating a student for a place under Opportunity Oxford, colleges are asked to hold closely to the principle that this scheme is for students who would otherwise narrowly miss out. A degree of self-policing will be necessary, and the roles of the Admissions Tutor and the Senior Tutor are likely to be crucial.

f) The role of Admissions Coordinators

Admissions Coordinators will have an essential role in ensuring the smooth operation of Opportunity Oxford. There are two stages in the process where their input will be crucial. The first is at shortlisting and the second is at the final decision-making stage.

g) Shortlisting

Candidates who are eligible for Opportunity Oxford will go through the same shortlisting process as any other candidate, according to the norms that apply in their chosen subject. As is currently the case, tutors are encouraged to consider rescuing candidates from under-represented or disadvantaged backgrounds who are at risk of narrowly missing out. In particular, tutors are asked to have regard for Opportunity Oxford eligibility when making marginal decisions. Please remember that eligibility will be flagged on ADSS.

Once shortlisting has been completed, Admissions Coordinators are asked to review their shortlists and, in collaboration with the Opportunity Oxford Coordinator, estimate the approximate number of offers to be made under the scheme in their subject. The Opportunity Oxford Coordinator and the Admissions Coordinator will then agree a target intake for the subject, expressed as $x \pm y$.

The basis on which estimates are made will be agreed subject-by-subject. In general, the rough rule of thumb is that most subjects aim to interview three candidates per place, one would expect eligible candidates ranked in the top third to gain a place in the usual way, and so it is the number of eligible candidates in the middle third that will serve as the best guide to the number of places that might conceivably be filled under the scheme.

h) Final decisions

Tutors nominate candidates for a place under the scheme according to their best academic judgement within the norms operated in their subject. Admissions Coordinators have discretion to confirm nominations up to the agreed $x \pm y$ maximum for their subject. Should there be more suitable candidates than the agreed maximum, the Admissions Coordinator may request the release of additional places by the Opportunity Oxford Coordinator.

So far, so straightforward. The more complex aspect of the Admissions Coordinator's role concerns moderation. Though it is hoped that colleges will nominate only marginal candidates for the scheme, it is nonetheless necessary that the Admissions Coordinator has due regard for the final post-interview ranking when confirming Opportunity Oxford places. An eligible candidate who falls in the top tiers of the final ranking must not be made an offer under the scheme, but instead should be made a standard offer in the usual way. It is eligible candidates who are just beyond the notional cut-off, but in whom admitting tutors have confidence, to whom offers should be made under the scheme. It is for Admissions Coordinators to give direction where necessary.

i) Open offers and reallocation

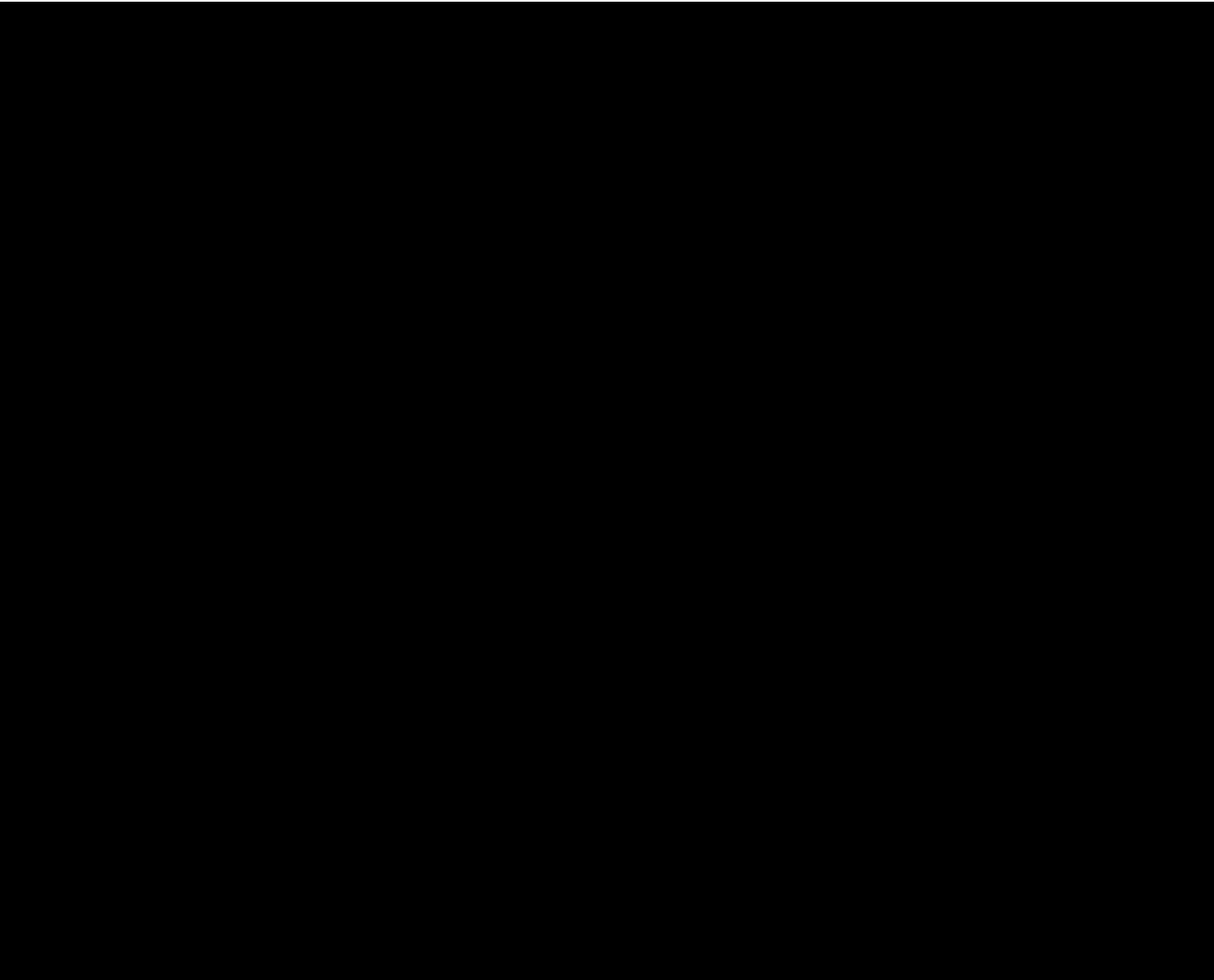
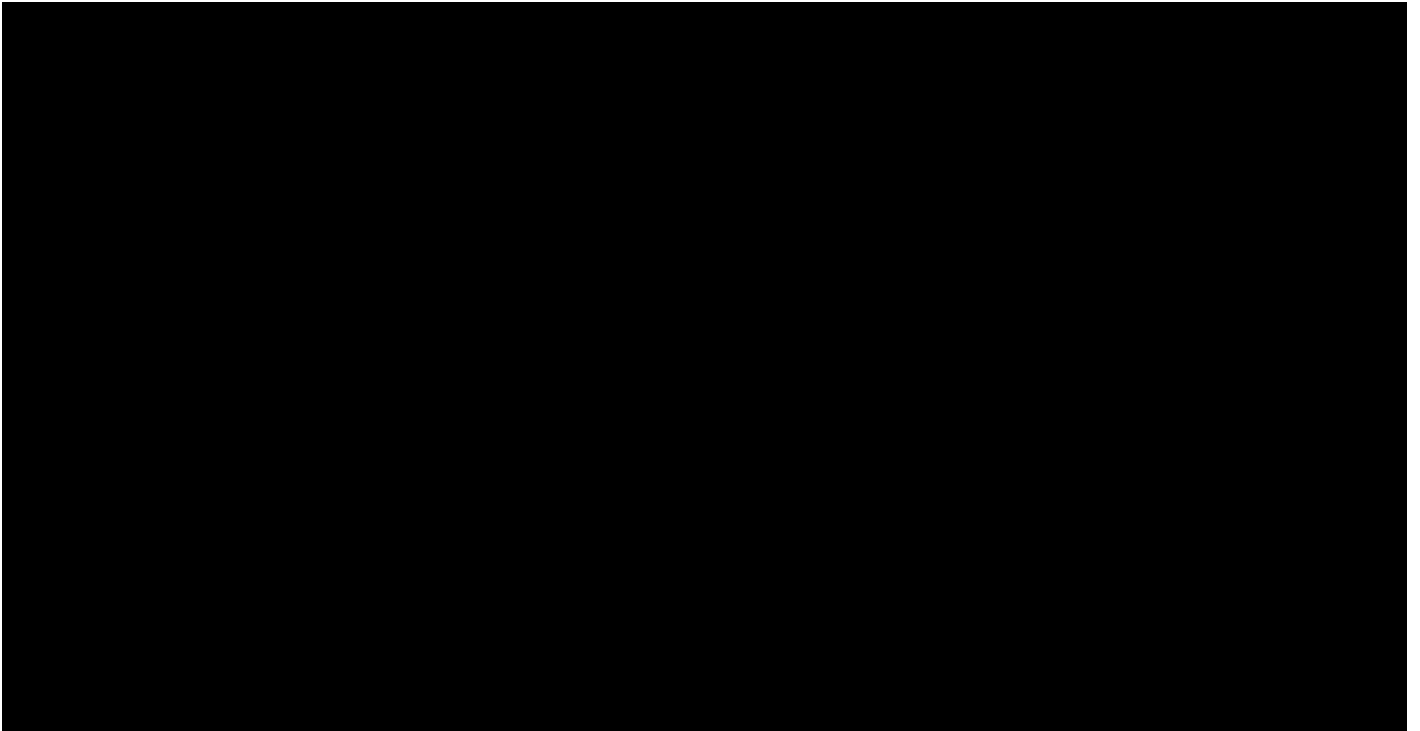
Eligible candidates may be made offers at the college to which they have applied, at a college to which they have been reallocated, through the open offer scheme, or at a college to which they have been reallocated post-interview through the normal moderation processes. Admissions Tutors and Admissions Coordinators are invited to use their best efforts to promote cross-college moderation, so as to ensure both that colleges are able to admit eligible students and that eligible students do not miss out.

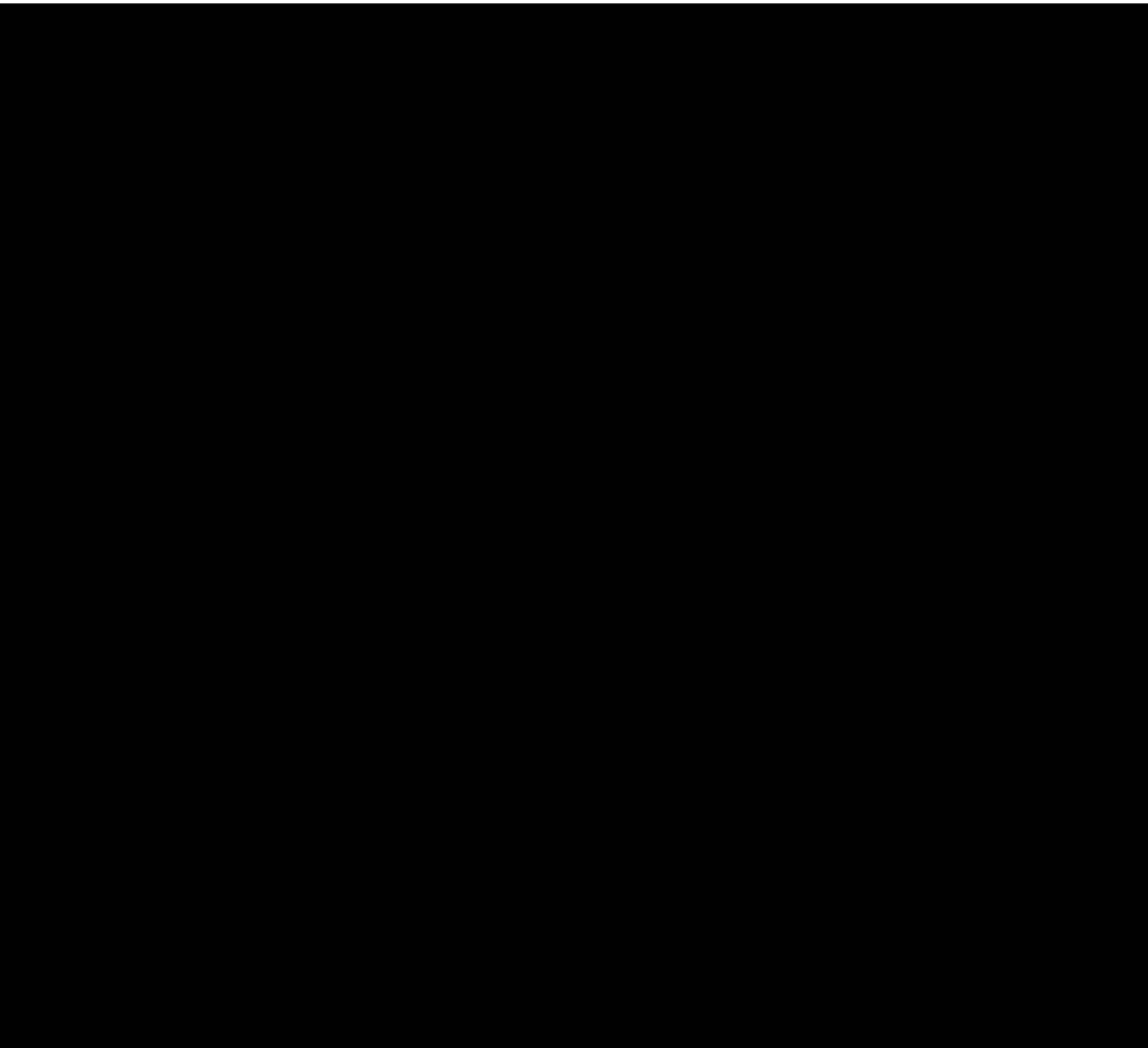
j) The Admissions Executive has approved the following recommendations:

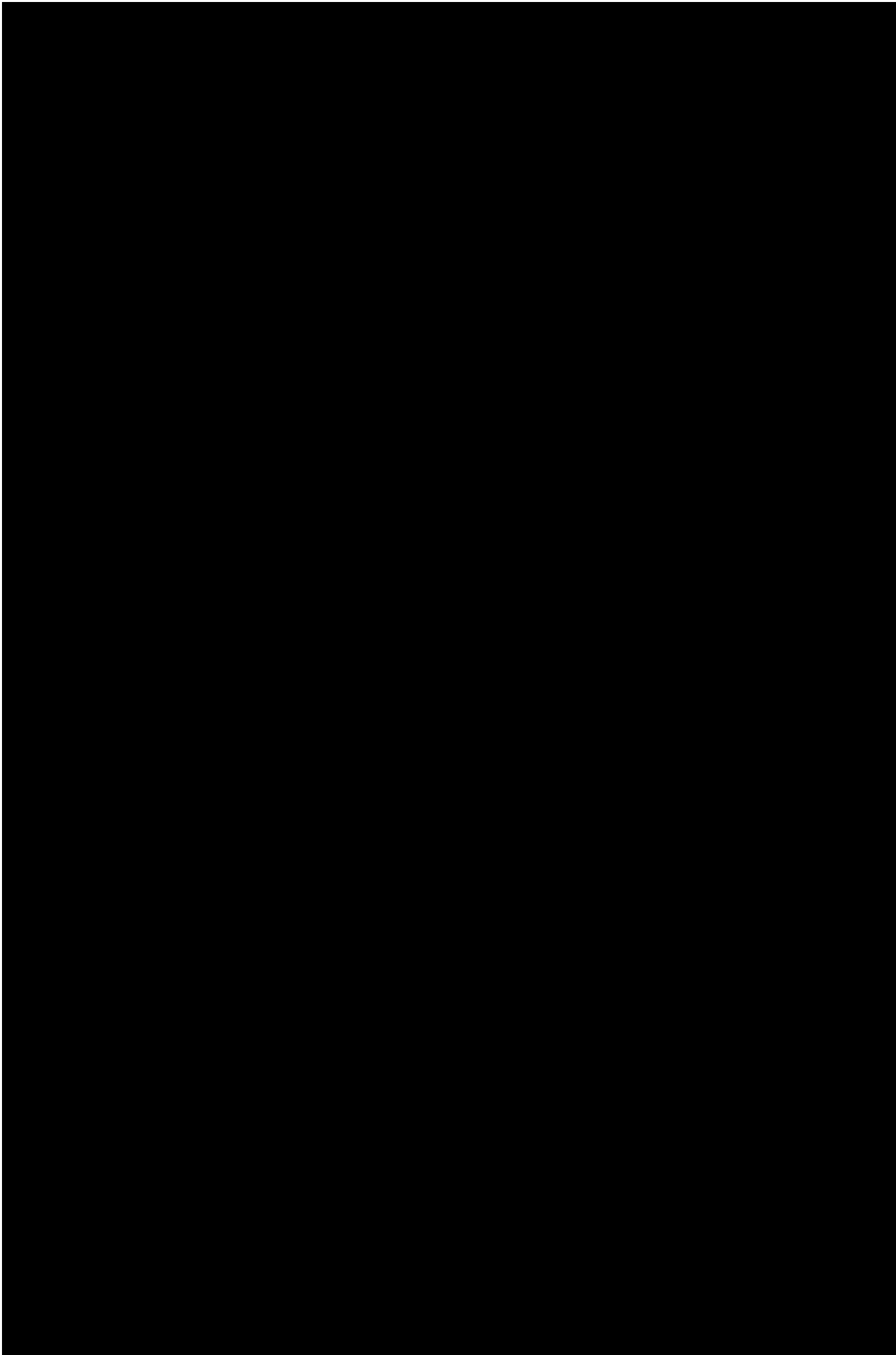
- Candidates are eligible to be admitted under Opportunity Oxford if they BOTH have any one of the ACORN categories 4 and 5 flag, the POLAR4 quintile 1 flag, and the in-care flag, AND they are classed as Band A under the composite measure.
- Flagged candidates falling in Band B may also be admitted under the scheme should space permit, but priority is given to candidates in Band A.
- Colleges may make a case to the Opportunity Oxford Coordinator for the admission under the scheme of a student who is not flagged, but such instances will be very rare, supernumerary, and must be supported by clear evidence of disadvantage.

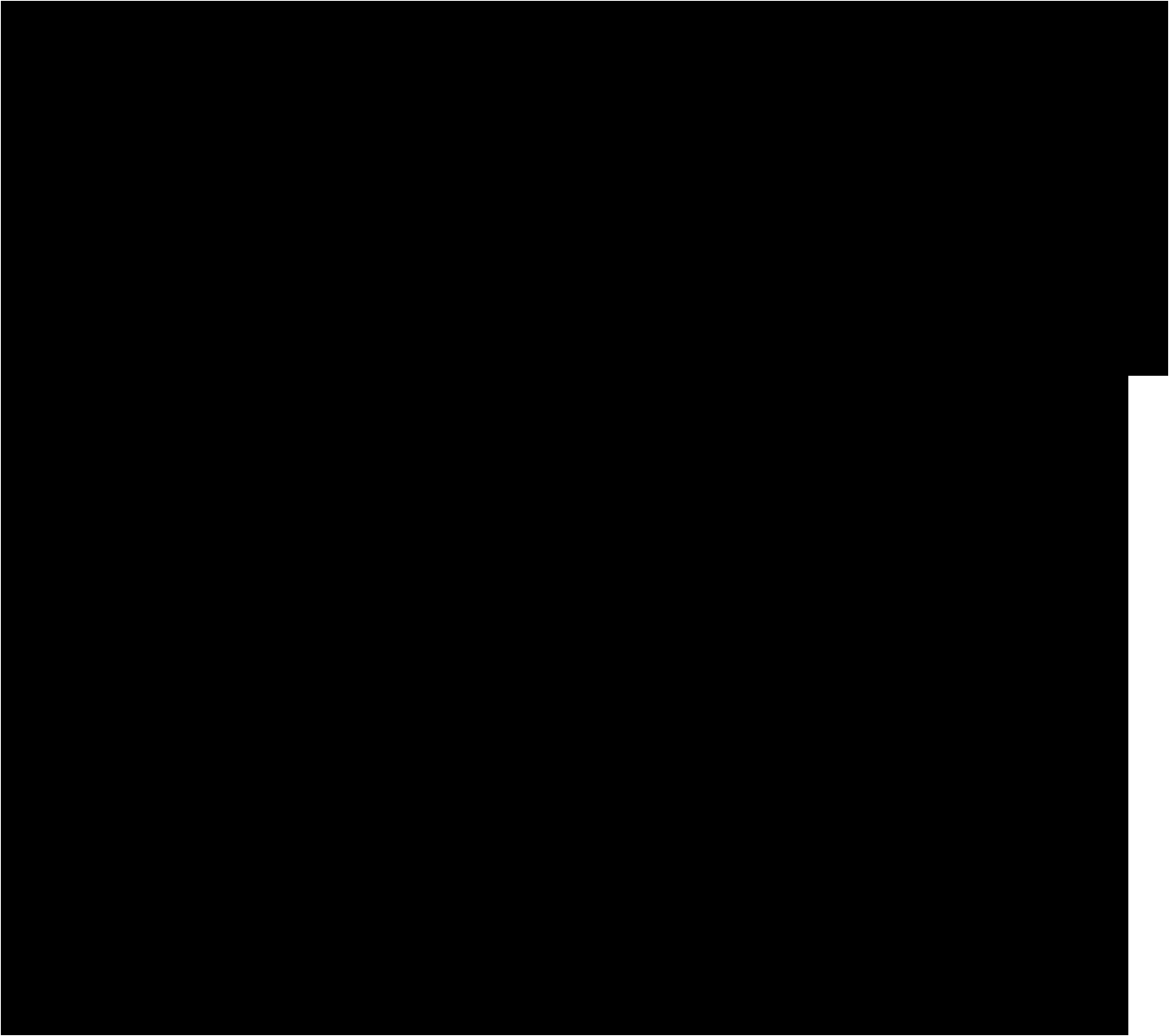
- Admissions Coordinators have discretion to confirm the nomination of eligible students in their subject up to an agreed maximum. The Opportunity Oxford Coordinator may release additional places in a given subject if the field justifies it.
- Tutors, and most especially Admissions Tutors and Admissions Coordinators, must have regard to pre-interview and/or post-interview rankings when nominating and approving students for admission under the scheme so as to ensure that the scheme effectively identifies eligible students who might otherwise miss out.

APPENDIX K: UNDERSTANDING THE DATA AND GROUP DIFFERENCES IN PERFORMANCE









[REDACTED]

[REDACTED]

APPENDIX L: THE BGCSE



APPENDIX M: INTERVIEWING CANDIDATES

1. Assessing interviews

Interview questions may include:

- legally-related questions
- more general intellectual puzzles calling for analysis of a type similar to legal analysis.

Many law tutors will present candidates with a short extract from a judgment or newspaper article (two or three sides of A4) and discuss this with them during the interview (having given them half an hour to read the extract beforehand).

Note: Law A-level is not a required subject, and therefore knowledge of the law, other than such knowledge as can be learned from such an extract, if any, is not being assessed and is irrelevant to the assessment of the interview.

Interviewers will be looking for evidence relevant to each of the general admissions criteria. Reflecting these criteria in turn, high scoring interviews will normally exhibit:

- 1) *Application*: a high degree of concentration on the matter under discussion, free of distraction and digression, and a clear enthusiasm for pursuing a problem to its solution;
- 2) *Reasoning ability*: thoughtful reactions to novel problems or novel versions of a problem posed by the interviewers, an ability to maintain a line of argument free of contradiction or equivocation (evidence of which may include quick detection by the candidate of contradictions or equivocations in what the interviewer or the candidate has said), and an ability to break free from a line of thinking which is proving unproductive;
- 3) *Communication*: clear responses carefully articulated.

Interviewers may ask questions about the candidate's interests and enthusiasms in order to ease the candidate into the interview proper, or in order to assess the candidate's motivation. The candidate's general accomplishments, tastes and virtues are irrelevant except insofar as they bear on one or more of the general admissions criteria.

Colleges should arrive at a final interview score out of 5. Tutors are strongly encouraged to use the full range of interview scores in order for the score awarded to play a real role in the ranking of candidates prior to second interview allocation.

2. Interviews for non-UK applicants

APPENDIX N: EVALUATING MATURE AND SENIOR STATUS CANDIDATES

This section has been contributed by Harris Manchester College, as they have particular experience in evaluating Mature candidates.

Mature and Senior Status candidates can be difficult to evaluate in the wider cohort of applicants. These notes offer some guidance on evaluating applications and conducting interviews.

Applicants for the senior status program will almost invariably be mature (given the definition of mature as those over the age of 21), but not all mature students will be applying for the senior status program, and in a typical year the majority do not.

The Category 1 automatic shortlisting principle will not apply to Senior Status candidates.

The Faculty Shortlisting Ranking should be approached with considerable caution in relation to Senior Status and Mature candidates.

1. Evaluating applications by mature students: some general points

Applications by mature students are, of course, to be assessed by reference to the same admissions criteria as non-mature applicants, and their applications must be assessed in the round, in the same way as all other applications must be. There are, however, some special features of applications by mature students, or at least by some mature students, that should be borne in mind when conducting this process.

First, and perhaps most importantly, many applications by mature students will feature evidence of attainment going beyond GCSEs, and often beyond A-levels. Where there is evidence of attainment subsequent to GCSEs, it may not be appropriate to give an applicant's GCSE score, and any ranking associated with that score, anywhere near the weight that such evidence is given in relation to school leaver applicants. For example:

- a. in the case of a student with a poor GCSE score (and any associated ranking) who has gone on to achieve an excellent first degree in a subject other than law, the poor GCSE score may have little or no relevance in assessing future potential as a law student, given the range of other evidence.
- b. an applicant who has achieved A levels or equivalent at an outstanding level may have a stronger application than an applicant with the same GCSE score who has not yet achieved A levels or equivalent.

When reviewing applications, care should be taken to note where an applicant has progressed beyond GCSEs to attain A levels or equivalent, or to begin or complete university studies. Particular care should be taken to avoid prejudicing an applicant's prospects of an offer on the basis of a poor GCSE score where there is subsequent evidence of academic achievement, as in example (a) above. Of course, it may also be that subsequent evidence of poor attainment such as weak performance in a first degree at Oxford or elsewhere may mean that a candidate with a high GCSE score is not given an interview place (in the absence of extenuating circumstances, which naturally are relevant to assessing an application in the round in the usual way).

Secondly, when it comes to the evaluation of LNAT essay scores, it should be noted that the assessment of applications in the round may result in LNAT scores being given a different weight for some mature student applications compared to school leaver applications. For example:

A weak essay from a mature applicant who has recently obtained an degree in the social sciences or humanities, in which they would have been writing essays at university level, may be regarded as more problematic than an essay with an equivalent mark from a school leaver.

- a. Conversely, a mature student applicant who has not been engaged in formal study for a lengthy period may be less familiar with essay writing style than a recent school leaver and

this may be given due weight (although of course an essay would still be expected to show the applicant's reasoning ability, including their ability to separate relevant from irrelevant and their capacity for cogent argument, as well as their ability to express ideas clearly, in line with the selection criteria).

2. Interviewing mature students

Colleagues will all be very familiar with our duties in relation to direct and indirect discrimination and the public sector equality duty under the Equality Act 2010, in respect of which age is one of a number of relevant protected characteristics. There may be a particular risk of age discrimination in 'in-person' aspects of an application process, where age may be more obvious than in an 'on-paper' process. Naturally this must be guarded against.

As with all applications, our focus must be solely on the selection criteria, and we must be very careful to identify and interrogate any assumptions we make in assessing evidence of conformity to these criteria to avoid introducing unlawful discrimination into our assessment. For example:

- a. No assumption should be made of incompatibility between caring responsibilities (which may be particularly prevalent among mature candidates, and especially female mature candidates) and the necessary time commitment to perform to the required standard on the course.
- b. It hopefully also goes without saying that a perception of "fit" by a mature student in an undergraduate population that is composed mostly of school leavers is totally irrelevant to an admissions decision and liable to amount to unlawful discrimination (in fact, we are very fortunate to attract a significant number of outstanding mature student applications each year, including numerous applications from students with a first class degree in another subject from Oxford, as well as many other leading universities, many of whom accept an offer to study law with us).

It should be noted that some school leaver applicants will be prepared for an Oxford interview in a way that some mature student applicants may not. Each year, for example, a proportion of mature student applications are from applicants whose personal circumstances led to the suspension of high school studies, and who later in life achieved A levels or equivalent by correspondence, before eventually applying for University. Such applicants must of course be assessed by reference to the same criteria as any other. But it should be borne in mind that they may be particularly nervous or underprepared for an Oxford interview, in the same way that some school leaver applicants will be more nervous than others given differential access to interview skills training and other similar coaching. As an additional point, in designing the single interview that each applicant will be given, we must take care not to assume that the applicant has recently taken A levels so as to disadvantage those who have not.

3. Senior status applications

Senior status applicants (who already have a prior degree in another subject, and wish to take a condensed version of the Oxford law degree with no electives) should only be allocated an interview place at colleges that offer the senior status program.

Some colleges offer a six-term senior status program, and others (including Harris Manchester College) only a seven-term senior status program. This, again, should be reflected in the interview allocation, such that (for example) a senior status applicant who only wishes to be considered for six-terms should not be allocated to an interview at a seven-term only college.

The published information on admissions criteria explains that, because the senior status program is truncated and students do not have the opportunity to learn through the Law Moderations examination process, the admissions criteria are applied more strictly to senior-status applicants, particularly in relation to the six-term version of the program:

As a result, colleges that consider accepting postgraduate applicants with Senior Status for Oxford's BA in law generally apply stricter academic criteria to those applicants than they do to undergraduate applicants who wish to study for the same programmes over their full durations. Successful Senior Status applicants will normally be predicted to achieve or have achieved a first class degree or equivalent, or, in the case of mature applicants, strong and convincing evidence of the applicant's achievements and future promise at an equivalent level.

In addition, some colleges consider Senior Status applicants who are able to join the programme one term early (in April/May). This has the effect of enabling such students to study for their final public examinations at the same pace as undergraduates (beginning with the final term of the first year of the regular BA programme), so the criteria for such applicants may not be so strict.

In the past, at least some colleges have been prepared to offer a place to a senior-status applicant on the ordinary, nine-term (non-senior status) program. This option remains open in the new system and may be discussed during the process of interviews (including release for Second Interview) and at the Faculty Moderation Meeting. It is advised to ask the candidate if they would consider a 9-term place offer (and record this in the comments).

APPENDIX O: EVALUATING CANDIDATES

Colleges will be expected to interview and evaluate all candidates shortlisted to them.

Colleges are now asked to evaluate candidates at interview by providing them with an interview score. Tutors are encouraged to use the whole range from 0-10 in order for the score to play a role in the pre-second interview ranking process.

Scores, ranking information and provisional offer decisions for First Interview candidates should be entered into the Decision View on ADSS by **Week 9 3pm Wednesday 7th December**.

Scores, ranking information and provisional offer decisions for Second Interview candidates should be entered into the Decision View on ADSS by **Week 10 5pm Monday 12th December**

Admitting Tutors are strongly encouraged to familiarise themselves with the data we have on group differences in performance on LNAT, GCSEs and A-Levels, as well as the explanations of the metrics used in Appendix K on Understanding the Data.

1. Interview Scoring

Colleges should score candidates on their interview performance on a scale from 1-5, using the Faculty guidance on interviewing (see **Appendix M**).

It is *imperative* that Interview scores are entered on time on Week 9 3pm Wednesday 7th December to allow FSC to review the results, meet and to allow the second round interview reallocation to take place on time.

Five scores may be entered:

- 5 = outstanding
- 4 = very good
- 3 = satisfactory
- 2 = weak
- 1 = very weak

Candidates of similar strength may be given the same score as this is *not* a rank.

APPENDIX Q: FINAL DECISIONS

We will continue to use the usual codes for entering decisions on ADSS.

Final decisions should be entered once the Faculty Moderation Meeting concludes and must be on ADSS **by 5pm Wednesday Week 10**.

1. Law / Law with Law Studies in Europe candidates

Enter decisions on the *Law-Decision View* page. Place decisions can be:

- 'N' (Nominate for Course 2)
- 'N(O)' (Nominate for Open Offer Course 2)
- 'P1' (Place on Course 1)
- 'P2' (Place on Course 2)
- 'O' (Open Offer)
- O(2) (Open Offer Course 2)
- 'A' (borderline reject)
- 'B' (Clear reject)

'O' designates a decision to make an open offer to a candidate. For instructions on the Open Offer Scheme and its operations please see below.

For every candidate nominated for Course 2 the college must ensure that it has entered:

- the result of any language test administered by the college,
- information about the country (and any alternative country) requested by the candidate, and
- the 'LSE Nominate Deferred' box should be set to 'Yes', if the candidate seeks deferred entry for 2022/23.

Note: Colleges are responsible for amending Place codes on ADSS once the Course 2 Committee has communicated its decisions.

2. Senior Status candidates

Enter decisions for *Senior Status Decision View* page. Place decisions can be:

- 'P1-MT22' (Place on Senior Status starting in Michaelmas 2022)
- 'P1-TT22' (Place on Senior Status starting in Trinity 2022)
- 'P1-3year' (Place on the regular 3 year BA)
- 'A' (borderline reject)
- 'B' (Clear reject)

3. Opportunity Oxford

Candidates that meet the criteria for a place on Opportunity Oxford will be flagged on the Law Candidate Summary page of ADSS.

Colleges are responsible for nominating candidates for Opportunity Oxford places.

4. Open Offer Scheme

The Open Offer Scheme has not changed in the reforms.

1. Course 1

The open offer scheme is available to colleges who would like to share the risk of their candidates not meeting the conditions of their standard offer. If your college decides not to enter the open offer scheme it will bear the risk of falling short of its student quota for law.

While colleges are free to stipulate grades in particular A-levels if thought necessary, participation in the open offer scheme precludes colleges from making offers which are lower than the minimum predicted grades required for an invitation for interview (see **Appendix I** above), i.e. no lower than AAA for A-level (General Studies and Critical Thinking to be ignored), 38 + for the IB etc.

A sample Open Offer letter to Course 1 candidates is available under **Appendix T**. **This letter should not be used for Course 2 candidates.**

2. Course 2

Open offers can be made to Course 2 candidates but only to those candidates who have been selected by the Faculty's Course 2 Selection Committee. [REDACTED]

[REDACTED] The offers must also include the conditions required by the Faculty for admission to Course 2.

The scheme works as follows:

December 2022 – during the admissions round

1. Each college wishing to participate in the scheme makes a number of 'open' offers, by using open offer decisions (O, or O(2)). An 'open' offer guarantees a candidate a place *at one of the colleges in the open offer scheme* if they meet the conditions. It is designed to provide a cover ratio so as to deal with candidates not meeting their conditions.
2. The Admissions Coordinator will capture this information for administration of the system once A-level results are announced in August 2021. By making at least one open offer your college is participating in the open offer scheme.

After A-levels are announced (August 2023)

3. Following the release of A-level results, colleges within the open offer scheme should inform the Admissions Coordinator whether they are going to confirm their open offer candidates, and also if they are seeking to import or export open offer candidates through the scheme by **12pm Tuesday 13 August 2023**.⁵
4. *If a college has not filled its places from firm offers*, it will be **obliged** to take any candidates to whom it has made an open offer and who have met such an offer.
5. *If a college has not filled all the places it has made offers for with its own candidates (open offer candidates or otherwise)*, it will be **obliged** to take open offers candidate/s exported from another college who has filled its places. This will be randomly allocated (by the Admissions Coordinator).
6. *If a college has filled its places, but also has open offer candidates who have met their conditions*, those candidates **must** be offered to other colleges in the open offer scheme

⁵ If a college is awaiting the results of any A-level remarks, it must nonetheless make a decision about its open offer candidates at this stage. If there are more open offer candidates than places available at colleges in the scheme, a college awaiting remarks is obliged to take its open offer candidate regardless. If there are more places available than open offer candidates, a college awaiting remarks may choose either to release its open offer candidate/s or to keep them, but this decision will be final.

who have not filled their places. Where a college has more open offer candidates than available places, the college may decide which of the open offer candidates to make available for export. These open offer candidates will then be randomly allocated (by the Admissions Coordinator) across those colleges in the scheme who have not filled their places from firm offers or their own open offers. **Candidates that have been allocated to a college through the open offer scheme, must be taken by that college ahead of any of their own 'near misses' to whom clemency might be available.**

7. *If all other colleges in the open offer scheme have filled their places*, any successful open offer candidates **must** be given a place at the college which made the offer. The college making the original open offer will be obliged to take the open offer candidate in addition to those candidates who hold 'firm' offers.

Note: open offer candidates will not be made available to colleges who did not participate in the scheme (by making open offers) during the relevant admissions round.

5. Communicating Offer Decisions

Colleges are asked **not to contact candidate until the Admissions Co-Ordinator confirms that all decisions have been finalised (Friday Week 10)**

Responsibility for communicating decisions will be as follows:

Candidate Status	Responsible for Communicating Decisions
Deselected	Shortlist College (not Second Interview College)
Offer	Offer College

Note: To avoid conflicting information being sent, Colleges are requested **not to send letters expressing information about what another College may do.**

APPENDIX R: LAW WITH LAW STUDIES IN EUROPE

1. Introduction

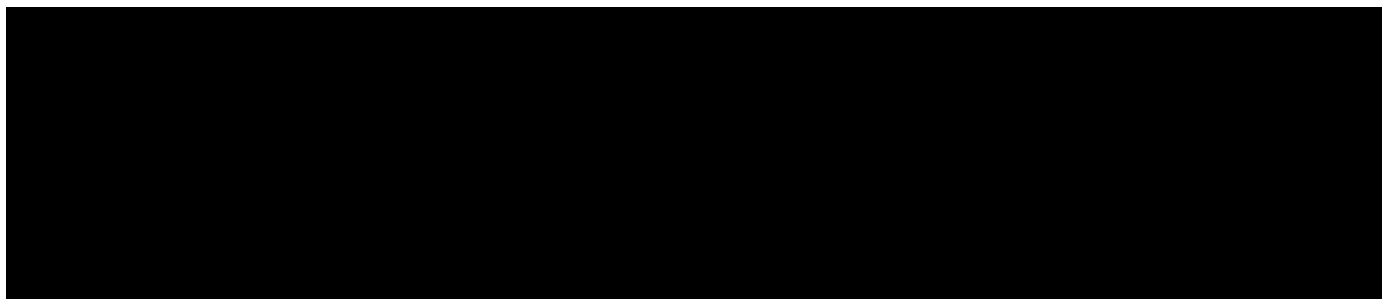
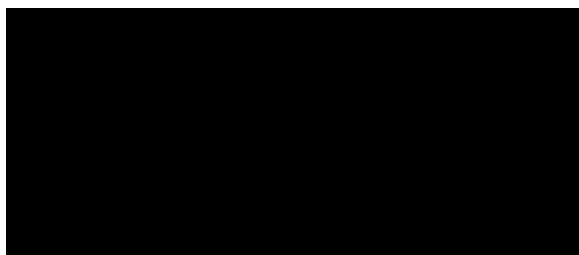
The arrangements for Course 2 are co-ordinated by the Institute of European and Comparative Law: questions about the course, or admissions arrangements, should be directed to [REDACTED] the Admissions Co-ordinator for Course 2, or [REDACTED] the Administrator of the Institute.

It is vital that all those involved in law admissions within the colleges remember that:

- (i) **OFFERS CAN BE MADE FOR COURSE 2 ONLY TO THOSE APPLICANTS WHO HAVE BEEN SELECTED BY THE FACULTY'S COURSE 2 SELECTION COMMITTEE IN ACCORDANCE WITH THE PROCEDURES SET OUT IN THIS SECTION;**
- (ii) **OFFERS MUST INCLUDE THE CONDITIONS REQUIRED BY THE FACULTY FOR ADMISSION TO COURSE 2 AND CONTINUATION ON THE COURSE AFTER LAW MODERATIONS.**

2. Available courses and places

The places available on Course 2 for admission in October 2023 are as follows:



3. The exchange scheme

Colleges are reminded that Course 2 operates on an exchange basis with partner universities in France, Germany, Italy, Spain and The Netherlands. A college admitting a student to Course 2 is undertaking to receive a student from one of those universities during their own student's third year (that is, normally as a direct exchange for their own student who is spending the year abroad). Under our agreements with our partner universities, the numbers of students to be exchanged are finalised a year ahead of the students' year abroad, and therefore Oxford normally becomes irrevocably committed to receiving a European student in exchange for each Oxford student who is on Course 2 at the end of Trinity Term of the first year. If for any reason a student admitted to Course 2 withdraws from the course before the year abroad, the Faculty will attempt to fill the vacant Course 2 place, and if a replacement can be found the duty to receive the incoming exchange student transfers to the college of the replacement student. If no replacement can be found at a time when the Faculty is irrevocably committed to receive an incoming exchange student, the college would however still be expected to receive the incoming student.

6. Eligibility for Admission to Course 2

a) Home/EU/Overseas students

Places on Course 2 may be awarded to candidates of any category: Home, EU or Overseas students, although different fees will apply.

b) Linguistic ability

The selection criteria for Course 2 are identical to those for Course 1 with only one addition: for Course 2 competence in the European language applicable to the year of study abroad is also a criterion of admission. (The courses in the Netherlands are given in English, so no formal language assessment or condition is required. The Faculty provides Dutch conversational language tuition

for students during the year before they go to The Netherlands.) The Course 2 Selection Committee must, however, be satisfied of the language competence of candidates for France, Germany, Italy or Spain. This normally requires (i) evidence of ability in the relevant language in school study; and (ii) a short oral language test conducted in Oxford during the admissions exercise. However, if a candidate is not taking the relevant language at school, we may be able to take into consideration other evidence: further advice may be sought in individual cases from Geneviève Helleringer.

(i) Language qualifications at school

Candidates for France will normally be expected to have or to be capable of achieving Grade A at A-level, or equivalent qualification, in French.

Candidates for Germany will normally be expected to have or be capable of achieving Grade A at A-level, or equivalent, in German.

Candidates for Italy will normally be expected to have or be capable of achieving Grade A at A-level, or an equivalent qualification, in Italian. **However**, the Faculty recognises that there are candidates who may well be suited to taking the Italian Law course but who have not had the opportunity to take Italian at A-level, and so it is prepared to consider applications from candidates whose level of Italian is below A-level, but where there is sufficient evidence (typically, from their work on other languages at A-level) that they can be expected, with additional intensive language training during the first two years in Oxford, to be able to bring themselves up to the standard required to study successfully in Italy during the year abroad.

Candidates for Spain will normally be expected to have or be capable of achieving Grade A at A-level, or equivalent, in Spanish.

It follows that the Selection Committee will require that any conditional acceptance for France, Germany, Italy or Spain be made conditional on attaining the necessary grade in A-level or equivalent. In the IB exams the language condition normally required is grade 6 in the higher level paper.

(ii) The language test

It is expected that all candidates will take a language test as part of their interview in Oxford, see 8) below.

(iii) Native speakers

Native speakers of the relevant language satisfy the linguistic ability criterion. No academic language condition need therefore be imposed on a native speaker in order to satisfy the Course 2 admissions requirements, nor need a native speaker be tested by the language test, as long as his or her application contains sufficient unequivocal evidence of that fact (e.g. s/he is currently being educated in the language concerned). However, if any college wishes to nominate an applicant who claims to be a native speaker, but has any doubt about whether it is sufficiently clearly evidenced, it is advisable to ensure that the usual language test is undertaken.

7. Applications

Candidates for Course 2 will have indicated in their UCAS entry which destination they wish to apply for as there are separate UCAS course codes for each Course 2 destination country:

The choice of destination will already be entered onto ADSS under in the column 'Country' in the Candidates Summary page, and therefore it will be clear which country each Course 2 applicant should be considered for in the first instance.

When invited to interview candidates should be asked if they wish to be considered for alternative countries, and necessary language tests booked. This must be discussed at interview and communicated to the Course 2 Selection Committee.

1. Applications for deferred places

Candidates may seek deferred entry, but given the restriction on numbers it is unlikely that the Selection Committee will allow more than one place for any country to be filled on a deferred basis,

2. Applicants who are graduates of other universities

Candidates for the 'Second BA' (i.e., who are already graduates of other universities) are eligible for admission to Course 2. However, **the Faculty has decided that it is normally not appropriate for Second BA students to take Course 2 with Senior Status. Second BAs who are admitted for Course 2 will therefore normally take the full four-year course.** Any nominations for Course 2 places for Second BA applicants must be made at the same time as all other nominations.

8. The Language Test

Subject to what is said above about native speakers, all applicants for France, Germany, Italy and Spain whom colleges wish to nominate for consideration by the Selection Committee must undergo a language test prior to consideration by the Committee.

It is colleges' responsibility to ensure that their candidates undergo a language test, and to give the candidates instructions as to when and where to present themselves for testing.

The Institute of European and Comparative Law makes arrangements for testing in French, German, Italian and Spanish to be conducted at the Language Centre. However, in order to lessen the load on the Language Centre, the Faculty requests that, wherever possible, colleges carry out the tests, particularly in French or German in which the numbers to be tested are large. The results of language tests conducted by the Language Centre will be communicated directly to the Selection Committee, and entered onto ADSS centrally. Where the language test for a candidate nominated to the Selection Committee has been conducted by the college, the tutor should enter the language test result onto ADSS.

1. Language tests conducted by colleges

Colleges which make their own arrangements for language testing should note the following criteria which are to be applied in the test:

- i) It is intended that the language test be an oral test, and it is expected that it will be a short one. The Selection Committee will rely on the college to ensure that the test is administered by a person competent to administer it.
- ii) The tester should form an opinion as to the candidate's linguistic capability, addressing particularly the question whether, in the tester's opinion, the candidate is likely, with or without further study and experience, to be able to cope with a year in a university in the country of proposed study (France, Germany, Italy or Spain). It is relevant for the tester to know that the students go abroad in their third year so there is time for developing linguistic skills and that a preparatory course, involving language tuition and an introductory legal method course conducted in the relevant language, will be compulsory for these students during their two years in Oxford prior to going abroad.
- iii) The test should be scored on the following scale:

Grade	Fluency
A	fluency as a native speaker
A-	ability close to fluency is already achieved or is likely to be achieved over the next two years

B	evidence of linguistic talent sufficient to predict that the applicant will be able to cope adequately with a year abroad, given preparation
C	the student might, with hard work, be able to cope
D	the student is unlikely, even with hard work, to be able to cope.

The result should be entered on ADSS accordingly (in the column 'Language Test Score' on the Test Scores page). If a nominating college wishes to make some further comment (in addition to the bare test result) about the result of a particular candidate's language ability, this can be done in the Comments box in the Candidate Summary page for the candidate concerned.

Colleges should note that the Committee is generally likely to award places on Course 2 to candidates who have language test scores of A, A- and B. Candidates with a language test score of C will still be considered, and it is for such candidates that further information in support of a nomination will be most useful. The Committee is not normally able to consider candidates with a score of D in the language test.

2. Language tests conducted by the Language Centre

Tests will be available in French, German, Italian and Spanish and will be conducted online by the University Language Centre. These language tests will be held during the first interview period (depending on the availability of language testers and the number of candidates booked in for the tests). Colleges which are not making their own arrangements for language testing, but wish to have their candidates tested at the Language Centre, **must book in advance by contacting [REDACTED]**. They will be given specific times for their candidates' tests. **It is hoped that colleges will make their bookings as part of the planning of their interview timetables. There is no guarantee that the Language Centre will be able to offer last-minute bookings for language tests.**

Colleges should note that for tests conducted by the Language Centre a modest charge will be made by the Language Centre direct to the college.

9. Procedure for Course 2 Nominations

Nominations for Course 2 must be made through ADSS. A college wishing to nominate a candidate to the Selection Committee for consideration for a place on Course 2 must enter either 'N' (i.e., Nominate, where the college proposes to offer the candidate a place for Course 2 if the Selection Committee accepts him/her) or 'N(O)' (i.e., Nominate for an Open Offer for Course 2) in the Decisions column for that candidate on the Decision View page of ADSS. Once this data has been saved, it will appear also on the Candidate Summary page.

Please ensure ALL required information on each nominated candidate is entered onto ADSS (see no. 10 below).

There is no limit on the number of nominations that can be made by any college, and each nomination will be assessed on its own merits in competition with the nominations made by other colleges for the same country within Course 2. **However, if any college has an internal maximum quota of places for successful candidates for Course 2, the College should provide this information to [REDACTED] by email no later than the deadline for Course 2 nominations.** The Course 2 Selection Committee will then take this into account in taking its decisions on that college's candidates so as to ensure that the college's overall limit for Course 2 places is observed.

10. Information required on nominated candidates

Colleges should ensure that, for every candidate it nominates, it has included within ADSS (no later than the deadline for Course 2 nominations) the following information:

(i) **The results of any relevant language test administered by the college.** This is done by entering the test score result (A, A-, B, C or D) in the Language Test Grade box for the relevant candidate on the Test Scores page of ADSS. Once this data has been saved, it will appear also on the Candidate Summary page. (The result of tests administered by the Language Centre will be entered centrally onto ADSS.)

(ii) **Information about the country (and any alternative country) requested by the candidate.** The country for which each candidate's UCAS application was made will already be entered into ADSS (and can be seen on the Candidate Summary page). This cannot be changed. If, however, a candidate wishes to be considered for a different country as his or her first option (either because of an error in the UCAS application, or because the candidate has changed his or her mind) this can be done but should be recorded on ADSS in the Comments box on the Candidate Summary page. If a candidate wishes to be considered for a *second* option within Course 2, this should be entered on the 'Law-Decision page' page on ADSS, in the column headed 'LSE Alt. Country' which contains pull-down options for the various Course 2 countries. Once this data has been saved, it will appear also on the Candidate Summary page. **Please note that 'LSE Alt. Country' is reserved for the *second choice* country option for the candidate and is not to be used to correct any incorrect first choice entry on ADSS.** It is possible (although not common) for a candidate to wish to be considered for more than two options in Course 2 (e.g. France, Germany, the Netherlands in that order of preference). ADSS allows only two choices of country to be entered directly; **if a candidate wishes to be considered for further options, this should be noted in the Comments box for the candidate concerned.**

(iii) **The candidate's interview ranking**

(iv) **If the candidate seeks deferred entry for Course 2** (i.e. entry in 2021 rather than 2020), this should be indicated by choosing 'Yes' on the 'Defer LSE Place Nominate' box for the relevant candidate on the Decision View page of ADSS. Once this data has been saved, it will appear also on the Candidate Summary page. Regardless of what might have been indicated by way of year of entry on the candidate's UCAS form, all Course 2 nominations will be treated as being for 2020 entry except for those which have a 'Yes' on LSE Nominate Deferred column.

(v) **The candidate's ranking within the college's field of candidates.** This will already have been entered on ADSS in Decision View.

(vi) Any further information about the candidate's application that the college wishes to bring to the attention of the Selection Committee may be entered in the Comments box in the Candidate Summary page for the candidate concerned.

11. Course 2 Decisions

The Faculty's Course 2 Selection Committee meets on **the morning of Tuesday of week 10, 14th December**, and will communicate its decisions in two forms:

- i) Once the Committee has taken its decisions, it will enter them onto ADSS. This constitutes a first provisional indication to tutors (the official notification will be by letter: para.(ii) below), and **will be done during the late morning or early afternoon of Thursday of Week 10, 16th December**, so that colleges can then enter their final decisions on all candidates by the deadline of **5pm Friday 17th December Week 10**. The results will appear on the Candidate Summary page, in the column headed ('Dec. LSE Panel'), and for each nominated candidate the range of possible results is as follows:

<i>Code</i>	<i>Decision</i>
AFra	Accept for France
Ager	Accept for Germany

Altal	Accept for Italy
ASpa	Accept for Spain
ANth	Accept for the Netherlands
RFra	Reserve list for France
RGer	Reserve list for Germany
RItal	Reserve list for Italy
RSpa	Reserve list for Spain
RNth	Reserve list for the Netherlands
Rej	Reject for Course 2

- ii) A formal communication of the decisions will be sent by [REDACTED] Administrator of the Institute of European and Comparative Law, to (a) Senior Law Tutors and (b) Tutors for Admissions, giving details of those candidates who have been accepted (or placed on the reserve list), and of any language conditions that the Committee expects the college to impose on making its offer **via email (rather than by post as in previous years)**. These emails will be sent out from the Institute in the messenger service **by the morning of Friday 17th December (Week 10)** (or earlier if possible) **Tutors for Admissions are particularly requested to act only on this formal email communication in preparing their acceptance letters to candidates.**

‘Reserve list’

The Selection Committee may produce a ‘reserve list’ of candidates who, although they are not offered places for Course 2, are already identified as suitable to fill a vacant place which comes free before or at the start of the course in Michaelmas Term 2021. Candidates placed on the reserve list will be so identified on ADSS and in the decision letters sent to colleges.

12. Making Offers to Candidates Accepted by the Selection Committee

1. Form of offers to accepted candidates

Tutors for Admissions are asked to ensure that offer letters sent to accepted candidates contain the following conditions:

- i) *In the case of candidates being made conditional offers for France, Germany, Italy or Spain, the relevant language condition (i.e., normally a condition of obtaining Grade A in A-level (or equivalent) in French, German, Italian or Spanish, as the case may be). In the case of candidates being made conditional offers who are taking examinations other than A-levels, the formal letter from Jenny Dix which communicates to colleges the candidate’s acceptance will also indicate the language condition the Faculty expects to be imposed.*
-
- ii) *For all candidates, a condition relating to their performance in Law Moderations. With the approval of the Faculty, it has been agreed that candidates accepted on Course 2 should be told that their continuation on the course will normally depend on achieving an average mark of 60 or better in the candidate’s first sitting of the three papers in Law Moderations. The Admissions Office has told us that this is acceptable, but stresses that this **must be communicated to applicants in the letter offering a place**. We therefore ask Tutors for Admissions to include the following words in any offer:*

‘Continuation in Course 2 will normally be conditional on achievement of an average mark of at least 60 in the first sitting of the three papers in Law Moderations. Students who do not achieve this grade will normally be transferred to Course 1 (the three-year Law course).’

2. Form of letter to candidates who have been placed on the ‘reserve list’

If a college makes an offer of a place on Course 1 to a candidate who has been placed by the Faculty on the reserve list, it is free to communicate in the letter offering the Course 1 place the fact that the candidate has been placed on the Faculty’s reserve list (and the ranking on the

reserve list) but, if it does so, it must at the same time make clear that the purpose of the reserve list is only to fill any vacant places which might come free before or at the start of the course in Michaelmas Term 2021; and that (in the case of France, Germany, Italy or Spain) no candidate may be admitted from the reserve list to a confirmed place on Course 2 who has not by the start of the course in October 2021 satisfied the Faculty's relevant language requirement.

3. Copies of offer letters; and later information about candidates' acceptances

It would be appreciated if Tutors for Admissions could send to [REDACTED] (Administrator, Institute of European and Comparative Law) a copy of each offer letter sent, so that we can ensure that the Faculty's admission records are accurate and complete. It would also be particularly helpful if [REDACTED] could be told of any relevant later information - in particular, if a candidate declines the college's offer or for any other reason fails to take up his or her place. In such cases the Faculty would expect to attempt to fill the vacant Course 2 place from amongst those on its 'reserve list' with effect from the beginning of the course in October 2023, rather than waiting to fill the place at a later stage.

APPENDIX S: EXAMPLE OF INTERVIEW ASSESSMENT FORM

Candidate Name:		Assessor Name:	
Interview	Additional Comments	Evaluation Score 1 - 5	
<i>Application:</i> Concentration and enthusiasm			
<i>Reasoning:</i> Ability to make a sustained and cogent argument			
Ability to distinguish relevant from irrelevant			
Ability to identify and explain weaknesses in argument			
Creativity, flexibility of thought, lateral thinking			
<i>Communication:</i> Ability to give clear and carefully articulated responses			
Overall evaluation of interview⁶			

⁶ Please give general evaluation of interview with reference to the Faculty of Law Criteria for Admission.

APPENDIX T: SAMPLE LETTER TO COURSE 1 OPEN OFFER CANDIDATE ONLY

Dear Candidate,

I am pleased to be able to tell you that 'X college' is able to make you an Open Offer for entry in October 2020, subject to your obtaining the following grades in your forthcoming examinations: AAA etc.

This means that you will definitely be awarded a place to read (Law) at a college within the open offer scheme including, possibly, (X college) if you satisfy the conditions set. It is not yet possible to say exactly which college your place will be at. Exactly which will depend on which college has a vacancy after publication of A-level results.

We very much hope that you will decide to accept this conditional offer of a place at Oxford. If you or your school would like to talk about it before coming to a decision, please do not hesitate to contact me.

*May I please ask you to let me know as soon as possible, preferably **by the end of January (at the latest)**, if you do intend to accept this offer. This will enable me to offer any places which are declined to other applicants, and will enable us to inform UCAS of our decision on all applicants early in February.*

Confirmation of our offer will be sent to you by UCAS and you should indicate your decision by returning the reply slip to UCAS in the normal way. Please notify me immediately if there is any discrepancy between our decision and the UCAS notification.

Yours sincerely,

X College admissions tutor

APPENDIX U: SAMPLE FEEDBACK LETTER

This year we received N. applications for N. places. Almost all of our applicants had unblemished school records and very strong and supportive references.

As part of the university-wide Common Framework for Admissions, introduced a few years ago, the Faculty shortlists candidates (in consultation with colleges), some of whom to their college of application, and some are reallocated to other colleges for interview. The Faculty and colleges collectively shortlist between 2.5 and 3 applicants per place available on the Law courts.

As a result of this process, each college will interview between 2.5 and 3 applicants per available place. The point of this system is to minimise the extent to which applicants may be prejudiced by their choice of college and to make sure, as far as possible, that all those applicants who are strong enough to merit an interview are in fact interviewed.

The assessment of candidates at the pre-interview stage is based on the following: (1) academic performance to date; (2) predicted grades; (3) reference; (4) the LNAT multiple choice test, and (5) the LNAT essay, which is read by someone at the college of first choice and not marked centrally. These are all assessed against our criteria for selection, details of which are published on the web at [h\[REDACTED\]](#). It is important to note that weakness in one of these areas can be compensated by exceptional strength elsewhere, as well as by special circumstances (medical conditions, recent bereavements etc.). We also take contextual data into account in making our assessment."

[Follow by individual paragraph, outlining why the candidate in question was (not) offered and interview/place].

APPENDIX W: USEFUL CONTACTS

1. ADSS Technical Support

[REDACTED]

2. Law Admissions Support

[REDACTED]