

Virtual Interview Guide

Admissions Round 2022-23

Newnham College

This guide has been prepared by the Admissions Office to help interviewers during the Interview Period for the 2022 Admissions Round. If at any point you have any questions, please contact Ellie Robley, Admissions Coordinator at admissions@newn.cam.ac.uk

This guide will cover;

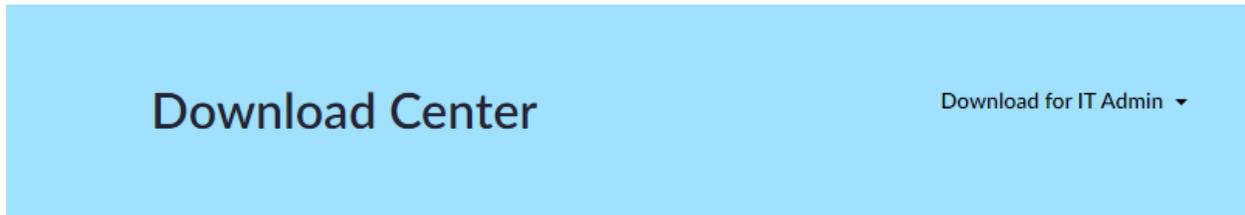
Downloading Zoom

Accessing your interviews

Top Tips

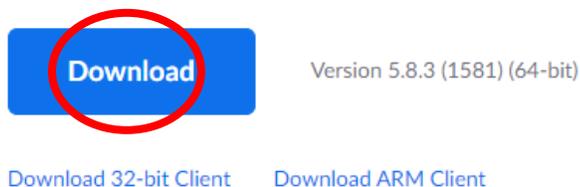
Downloading Zoom

We highly recommend using a laptop or desktop with a good internet connection during the interview period. You will want to ensure that you are using the most up to date version of zoom. You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [Linux](#), and [ChromeOS](#) from the Zoom 'Downloads' page.



Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



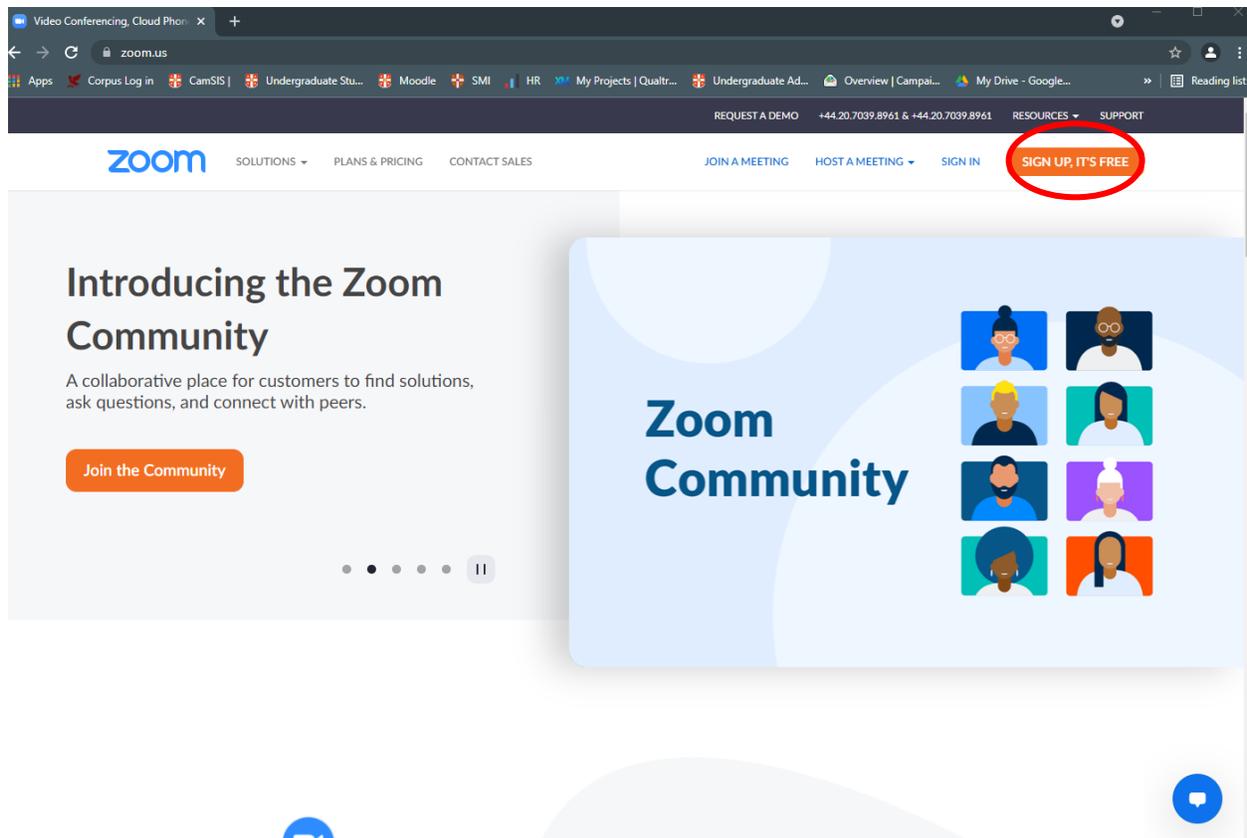
If you are new to Zoom, they have a [helpful article](#) to get you started with the basics.

We recommend testing your technology before the interview period begins. The Admissions Office will be available for tech tests in the last week of November, sign up for a session by emailing the [Admissions Office](#).

Accessing your interviews

Invitations will be sent to the email address connected to your application but they can be forwarded to a personal address if necessary, the links will still work. Please ensure that you use your full name when joining any of these calls.

If you don't already have a Zoom Account you can create one using your cam account by selecting 'Sign Up' at www.zoom.us Please refer to the 'Downloading Zoom' section above for next steps if signing up from the web browser.



You have already been sent the link to each of your interviews, your 'Tech Test' and your pre-reading session (if applicable). You will need to click each of these links just before your scheduled time. Don't panic if you are left in the waiting room, it simply means your interviewers are not ready for you yet. They will let you in as soon as they are ready.

Troubleshooting and Emergency Contingencies

A member of staff from the Admissions Office will be available to help you during all of your scheduled interviews. Whilst we hope there will be absolutely no technical difficulties, please don't hesitate to contact us if there is an issue.

If you have an internet connectivity problem- We recommend holding these interviews in a place with reliable internet but if your internet fails you, please consider launching a hot spot from your phone until your connection stabilises.

If you have an emergency and are unable to make your interviews- Please contact the Admissions Office as soon as possible and we will have an observer step in where necessary.

If Zoom crashes during an interview- Don't panic. Try restarting the app and notify the Admissions Office as soon as possible so that we can contact the interviewers.

For urgent issues, please call us on either 01223 335783. To report any issues that you were able to resolve on your own but may have impacted your interview experience, please email the admissions office at admissions@newn.cam.ac.uk

Top Tips

1. Stay near a power source so your device is never running low.
2. Save the Admissions phone numbers in your contacts. We hope you won't need it, but better to not have to look for it if an issue does arise.
3. Ask for support if you need it- that's what we're here for.
4. Attend your scheduled Tech Test to avoid any surprises.
5. Check out the resources we have available for preparing for interview on our [website](#).