Interviews with MS Teams – Information for Candidates

General Information
Owing to the Covid-19 pandemic and the need to maintain social distancing it is not currently possible for the school to undertake the normal multiple mini-interviews (MMIs) on site. Therefore, we shall be conducting interviews for 2021 entry online.

Information for Candidates
When you first receive an email inviting you to interview, please upload the following to your Keele applicant portal:
1. current photographic ID to your Keele applicant portal (passport or driving licence). The photo will be used to confirm your identity on the day of the interview, so it is important that it is a reasonable likeness of you.
2. if your ID is quite old, or you have changed a lot, please upload an extra photograph of yourself with a clear background
3. all completed academic exam qualifications (GCSE/A Level and equivalent, Degree certificate etc) certificates with identifiable file names.

Documents should have identifiable names eg myname passport photo.jpeg, myname GCSEs.pdf

It is essential that the interview is conducted in a quiet room with a good and stable internet connection and a compatible device with a camera. If you have poor home connectivity you might be able to request access at your school or college for the interview. If you are unable to access a suitable Wi-Fi network, then a mobile device with a good 4G signal may be used.

Microsoft Teams
You are strongly advised to test using Microsoft Teams on your device before the interview, if possible, in the location you plan to use.

Either android or apple devices can be used, but you will need to download the Teams app even if you are using a desktop computer.

MS Teams can be set up by anyone free of charge through https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app.

Invitations to attend a meeting are issued via email and you can use the link to join the meeting on a wide range of devices.

Both Apple and Windows desktop/laptop devices can be used. If using a mobile device, it works best if you are logged in to a fast internet connection, but it is possible to use mobile phones on 4G provided there is a good signal. Use Teams to undertake a video call with friends or peers ahead of your interview date, this will help to ensure trouble free access on the day of the interview. Please do not use an artificial background.

We request that candidates who already have a Keele email address do not use this for their interview, because it will by-pass the waiting area. Signing out of the Keele account will provide you with the access to set up a personal account using a different email address. Make sure you are signed into the personal account when you undertake your interview. Once you have a suitable active Teams account, try making video calls with friends who are similarly set up, in order to check out the equipment and signal quality.

Joining the Interview
You will be sent an email with the times and separate links to join the two interviews. A sample schedule is below.

Please join each interview 2 minutes before your allocated time. This will enable the interviews to run to time. You will be kept waiting until the time of your interview, when the interviewer will let you in. During this time, you can check your audio and video.

You are strongly advised to join the interview at the correct time, do not try and join earlier than 2 minutes before your interview because this will disrupt what the interviewers are doing and you will probably get rejected and have to try and join again at the correct time. If you are up to five minutes late you can try and join but there is no guarantee that you will still be able to undertake the interview. On no account try and join at other times because the interviewers will be interviewing other candidates.

The Interview
Each interview will be conducted by two interviewers. You will have two 15 minute interviews with different pairs of examiners, taking place on the same morning or afternoon. You need to be free for half a day. The interviews will be designated Interview One and Interview Two. Half of the students will start with Interview One and half will have Interview Two. You will receive a separate invite to each interview by email, with a link to join the meeting. It is very important that you use the correct joining code for each interview.

At the start the interviewer will check your name and your appearance against the photograph you have submitted. Please make sure you have your ID ready with you.

Recording the interview is strictly prohibited. If such activity is detected, your application will automatically be rejected.

Each interview consists of 3 equal parts or stations, and it is essential that these run to time as in a standard MMI. At the end of each 5-minute part you will be stopped, even in mid-sentence, to move on to the next part or end the interview.
The interviews will cover the following areas:

- Motivation and resilience
- Ethical reasoning
- Professionalism

- Caring for others
- Comprehension
- Responsibilities you have undertaken

Each interviewer will allocate marks for each section separately, so you will be assessed independently by 4 different interviewers. This ensures that the interviews are as fair and reliable as possible.

More guidance about online interviews is on our website:
https://www.keele.ac.uk/medicine/undergraduate/howtoapply/#the-interview

Changed your mind?
If for any reason you decide not to proceed with your interview, then please inform the admissions team as early as possible so another candidate can be offered your slot. Even if you decide on the day not to proceed please still inform admissions so that the examiners are not left waiting for your call.

Questions?
Please direct any questions about your interview to the Medicine Admissions team at the email address below.
School of Medicine Admissions Office
David Weatherall Building
Keele University
ST5 5BG
E: medicine@keele.ac.uk
T: 01782 734651 / 01782 733937

If you are in the second half of candidates please note that you will be doing Interview two before Interview one.

MORNING SCHEDULE

candidate	Interview 1	candidate	Interview 2
1	9:00	6	9:00
2	9:20	7	9:20
3	9:40	8	9:40
4	10:00	9	10:00
5	10:20	10	10:20
BREAK		BREAK	
6	10:50	1	10:50
7	11:10	2	11:10
8	11:30	3	11:30
9	11:50	4	11:50
10	12:10	5	12:10
END	12:30		12:30

AFTERNOON SCHEDULE

candidate	Interview 1	candidate	Interview 2
1	14:00	6	14:00
2	14:20	7	14:20
3	14:40	8	14:40
4	15:00	9	15:00
5	15:20	10	15:20
BREAK		BREAK	
6	15:50	1	15:50
7	16:10	2	16:10
8	16:30	3	16:30
9	16:50	4	16:50
10	17:10	5	17:10
END	17:30		17:30