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# Interview Policy (Student Admissions)

<b>Policy Category:</b>	Academic
<b>Subject:</b>	Policy to outline when it is appropriate to utilise interviews as part of the student admissions process and to provide principles for how admissions interviews should be conducted
<b>Approving Authority:</b>	Academic Board
<b>Responsible Officer:</b>	Vice-Principal (Education) and the Executive Director, Students & Education
<b>Delegated Authority:</b>	King's Admissions Office
<b>Related Procedures</b>	<a href="#">Interview Procedure for Applicants (Student Admissions)</a> <a href="#">Admissions Interview Procedure for Applicants under 16 years old</a> <a href="#">Admissions Interview Procedure (Faculties and King's Foundations)</a>
<b>Related College Policies:</b>	<a href="#">Fair Admissions Policy</a> <a href="#">Safeguarding Policy</a> <a href="#">Equality, Diversity &amp; Inclusion Policy</a>
<b>Effective Date:</b>	April 2022
<b>Supersedes:</b>	May 2017
<b>Next review:</b>	October 2024

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## PURPOSE & SCOPE

King's College London is committed to creating an inclusive environment that promotes equity of opportunity for students from diverse backgrounds who have the potential to succeed on its programmes of study.

This policy outlines the principles for conducting interviews for admission to study at the university to ensure that interviews are implemented appropriately, consistently and in line with the university's [Fair Admissions Policy](#).

This policy applies to all interviews at all levels of study, which result in a formal offer or unsuccessful decision. It applies to all interview formats.

This policy does not cover informal meetings with university staff or recruitment activities where prospective applicants may discuss the university's programmes, entry requirements and their suitability for selected programmes. This includes but is not limited to activities such as open days and email correspondence with departments regarding the programme.

## DEFINITIONS

**Multiple Mini Interview (MMI)** – a style of interview which consists of a series of short and carefully timed interview stations. An interviewer is based at each station and asks the candidate one question. As a result of this process the views of multiple interviewers are collated about each candidate.

## **POLICY**

### **1. Introduction**

- 1.1 This policy outlines the principles for conducting interviews for admission to study at King's College London. It applies to all interviews conducted to assess applicants for admission to study, at all levels of study and covers all interview formats. For the context of this policy, interviews result in a formal offer or unsuccessful decision.

### **2. Responsibilities**

#### **Applicants**

- 2.1 Applicants must apply to the university by specified deadlines to be considered for an invitation to interview. Applicants must engage with the King's Apply admissions portal to receive and respond to interview invitations within stipulated deadlines.
- 2.2 By participating in an admissions interview, applicants accept and agree that they will not share the content of the interview. This includes, but is not limited to, fellow applicants or online forums.

#### **Interviewers**

- 2.3 Interviewers are required to:
- i. complete training prior to interview as directed by the Admissions Office. This will include and is not limited to [Diversity Matters](#) training and safeguarding training in some cases;
  - ii. ensure they attend any interviews in which they have agreed to partake;
  - iii. keep a record of the interview in line with agreed scoring criteria and admissions guidelines;
  - iv. engage with Disability Support for advice on adjustments for interviews, as appropriate.
- 2.4 Failure to comply with the above may result in interviewers being removed from any future interviewing opportunities.

### **3 Rationale for interview**

- 3.1 Where an interview is part of the admissions process it will be clearly documented on the university's [online prospectus](#). An interview is not required for entry for the majority of programmes and modules on offer at the university.
- 3.2 An interview is permissible as part of the selection and admissions process for the following reasons:
- i. where there is a relevant legal or regulatory requirement or guideline;
  - ii. where either full or partial funding is available for a limited number of applicants, to identify the best candidate(s) for the award (this may take the form of funding to cover tuition fees; a bursary award for living costs; or sponsorship for a project);
  - iii. if it is considered that this is the best method of identifying potential for study, e.g. to assess research potential or suitability to the programme.

- 3.3 Applicants who will be under the age of 16 on entry will be required to attend an interview, whether or not the application process for that programme requires an interview for admittance. Please see section 8 for more information.
- 3.4 If a Department, Faculty or King's Foundations wishes to introduce an interview as part of the selection process or modify an approach to interviews, it must request this via the [Interview Procedure \(Departments\)](#).

#### **4. Interview Types**

- 4.1. The university offers either Multiple Mini Interviews (MMI) or panel interviews of at least two individuals, all of which can be conducted either in person or virtually.
- 4.2. Where a panel interview is not possible and the interview is conducted on a 1-2-1 basis, the interview may be recorded for audit purposes and the applicant will be entitled to bring a chaperone or an observer to the interview. If the candidate is under the age of 18, the interviewer must be DBS-checked as per the university's Safeguarding Policy.
- 4.3. For Postgraduate Research programmes, selection will be by interview, either face to face or by another communication method as deemed appropriate by the faculty. Offers for a place can then only be made by the appropriate authority within the faculty and via the King's Admissions Office.

#### **5. Invitation to interview**

- 5.1. The university aims to inform applicants of an interview no later than one week before the interview date. However, applicants need to be aware that during time-sensitive periods such as Confirmation and Clearing, there may only be 24 hours' notice between the invitation to interview and the interview commencing.
- 5.2. The invitation will provide further details of the interview for example the time and the venue.
- 5.3. For undergraduate programmes, invitations are sent via King's Apply.
- 5.4. For postgraduate taught programmes where there is a regulatory requirement for an interview to be held, invitations will be sent via King's Apply. However, for postgraduate taught programmes where tutors wish to conduct interviews to assess suitability for the programme, tutors may contact applicants directly to arrange an appropriate interview date and time.
- 5.5. Applicants are encouraged to accept and attend their first interview invitation. However, applicants will be given an opportunity to request the interview is rescheduled if they are unable to attend. Where competition for places is high, only one reschedule request is permitted. The university will endeavour to accommodate requests where availability allows.
- 5.6. Failure to attend an interview without informing the university within 24 hours of the interview date via King's Apply, and without good reason, will mean that the university can no longer consider an application and it will be made unsuccessful. Failure to respond to an interview invitation within stipulated deadlines may also result in an unsuccessful decision.

## **6. Support at interview**

- 6.1. Applicants should inform the university of any support they may require at interview, as soon as possible after they receive the invitation, and preferably no later than one week before the interview date, to give time to requests being considered, and when approved, arrangements implemented.
- 6.2. If invited via King's Apply, the applicant should respond in the King's Apply portal to discuss reasonable adjustments.
- 6.3. If a tutor has contacted the applicant directly to arrange an interview, the applicant should contact the tutor directly to discuss arrangements.
- 6.4. Possible adjustments will vary depending on the needs of the individual and are subject to any core requirements related to the interview itself or required in the interview process by external or regulatory bodies. There may be occasions where interviews will be postponed if time is required to put arrangements in place.
- 6.5. Where it is not appropriate to make at-interview adjustments, applicants will be given a full explanation in writing.

## **7. Selection and interview assessment principles**

- 7.1. The use of an interview as a selection tool and selection criteria for interview will be agreed in advance at the start of the admissions cycle by the King's Admissions Office and the relevant departments. Criteria are to be applied consistently to the cohort of applicants as per the [Fair Admissions Policy](#).
- 7.2. The aims of the interview and the skills and qualities sought must be agreed in advance and incorporated into questions. Questions must be written with relevance to the programme, clarity, purpose and implemented consistently.
- 7.3. There must be agreed assessment criteria, such as a scoring system and examples of "model answers" for reference, that is consistently applied to each interviewee.
- 7.4. A record of each interview, such as notes and/or score sheets must be completed at the time of the interview. These must be returned to the King's Admissions Office or department administering the interview and associated with the application either on King's Apply or held electronically and securely by the Admissions Office. Interviewer comments must be factual and professional.

## **8. Applicants who will be under the age of 16 on entry**

- 8.1. Applicants who will be **under 16 years old on entry** will be required to attend an interview with the relevant Faculty or King's Foundations before their application can be processed. This applies to all programmes, whether or not the application process for that programme

otherwise requires an interview for admittance. The applicant's Parent(s) or Legal Guardian(s) are also required to attend. These can be conducted in person or virtually.

- 8.2. The aims of these interviews are to ensure the applicant understands and agrees that by enrolling at the university they will be entering an **adult learning environment** and explicitly that the university does not act *in loco parentis*. The interviews are used to assess if the applicant possesses the appropriate academic maturity for their chosen course of study and their understanding of the declarations on the agreement to study form. They can also identify issues that need to be highlighted in a risk assessment for under 16 applicants before they enrol. [More information for staff can be found here](#) and [this procedure is documented for applicants here](#).

## 9. Outcomes, feedback and appeals

- 9.1. Final outcomes are communicated to applicants using [King's Apply](#) and/or UCAS or Department for Education Apply for PGCE programmes. A final decision will be made in line with response deadlines.
- 9.2. Applicants may request feedback using [King's Apply](#). The university will endeavour to answer requests within 10 working days.
- 9.3. Applicants may appeal using the [Applicant Complaints Policy](#).
- 9.4. Applicants can use the [Admissions Complaints Procedure](#) should they wish to complain.

## 10. Policy Implementation and Review

- 10.1. Unless there is a change to the legal or political landscape or internal monitoring suggests an urgent review of this policy is required, the policy will be reviewed every three years by the Admissions Operations team.

## 11. Reporting

- 11.1. All interview notes will be collated and stored by the university's central admissions office in accordance with the [Admissions Privacy Notice](#) and [retention schedules](#).
- 11.2. The university's Senior Admissions Officers and Admissions Managers have oversight of interview notes and scores. These will be reviewed on an ongoing basis throughout the admissions cycle to ensure consistent application of the interview policy.
- 11.3. The university will also use this data to review and consider the interview process, including but not limited to, the composition of interview panels, whether the use of interviews is appropriate for a particular programme and whether the format of the interview is valid. Adjustments may be made at the start of each admissions cycle on the basis of this evidence.