

Interview Procedure for Applicants (Student Admissions)

This procedure outlines the steps that are taken in the administration of interviews for admissions to study at King's College London. It outlines the expectations of the interview experience from the applicant's perspective.

Invitation to interview

Applicants must apply via [King's Apply](#), [UCAS](#) or the [Department for Education Apply](#) (for PGCE programmes) by stipulated deadlines to be considered for an invitation to interview.

For undergraduate programmes and postgraduate taught programmes that are regulated, if selected for interview an invitation will be sent to the applicant via King's Apply at least one week before the interview date. The exception to this is during Clearing and Adjustment when an invitation will be sent in reduced timeframes and applicants may only have 24 hours' notice.

For some postgraduate taught programmes, interview invitations will be sent directly to the applicant via email.

The invitation will contain pertinent information about the interview, including but not limited to the date, time and location.

Applicants are expected to regularly monitor their King's Apply account to check for an invitation. They are required to respond to their invitation via King's Apply (or via email if invited via email) by specified deadlines. They may:

- i. Accept the invitation and attend;
- ii. Request a reschedule if they cannot attend;
- iii. Decline their attendance if they no longer wish to be considered for the programme of study. An unsuccessful decision will be made if the applicant does not wish to attend an interview.

If an interview invitation does not receive a response by specified deadlines, and without any communication from the applicant and/or good reason, the university will no longer be able to consider an application and it will be made unsuccessful.

Reschedules and non-attendance

Applicants are permitted to request that their interview is rescheduled via King's Apply. However, for highly competitive programmes, this request can usually only be made once. If, after accepting an invitation to interview, the applicant can no longer attend, they must proactively inform the university of this via King's Apply. The university will endeavour to accommodate rescheduling requests where availability allows.

If an applicant accepts an invitation to interview but does not attend without informing the university of this within 24 hours of the interview date and/or without good reason, the application will be made unsuccessful.

Disability declarations

When accepting an invitation to interview, the university encourages applicants to inform the admissions office of any disabilities that may require reasonable adjustments to be put in place to facilitate the interview process. Disclosures are made via King's Apply. The university will open a

dialogue with the applicant via King's Apply at the time of disclosure to organise reasonable adjustments or provide a full explanation as to why reasonable adjustments are not possible.

If a disability declaration has been made at the time of application, the admissions team may also proactively contact applicants via King's Apply to discuss any reasonable adjustments in advance of the interview.

Chaperone requests

If the interview is a 121 format, the applicant is permitted to request a chaperone is present at the interview. When responding to the interview request, the applicant should message the Admissions Office using a King's Apply message to notify that they would like to bring a chaperone. Admissions will then send a form to the applicant via King's Apply which the chaperone must complete to confirm who they are and that they understand their responsibilities at the interview. The chaperone is not permitted to contribute to the applicant's interview performance but can observe the interview.

At the interview

Applicants will be required to provide ID on the day to confirm their identity. Where face coverings are worn, for medical or religious reasons, appropriate procedures will be followed to facilitate identification, such as social distancing or a private one on one space with a person of the same gender.

The format of the interview will either be:

- i. A Mini Multiple Interview (MMI)- a series of timed interview stations where applicants meet several interviewers who each ask a question. The views of several interviewers are collected in this method.
- ii. A panel interview – at least two interviewers ask a series of questions.
- iii. A 121 interview- one interviewer asks questions to the candidate.

Where a 121 interview takes place, this may be recorded for audit purposes and applicants are permitted to have a chaperone or observer present. Where applicants are under the age of 18 in a 121 scenario, the interviewer must be DBS checked as per the university's [Safeguarding Policy](#).

Record of the interview

Interviewers are obliged to produce a record of the interview. This will be an interview score based on a pre-agreed scoring system and/or interview notes. The interview notes must be returned to admissions or the department that is administering the interview within 24 hours. These must be associated with the application or held electronically and securely by the admissions office. The notes are then kept in accordance with the university's [privacy notice](#) and [retention schedule](#).

Outcomes and feedback

The final decision, either an offer or unsuccessful decision, will be recorded on King's Apply and UCAS (for undergraduate programmes). The decision will be made within response deadlines.

Applicants are permitted to request feedback on a decision using King's Apply. The Admissions Office endeavours to respond to feedback requests within 10 working days although at busy times of the year, it is likely that there will be a delay in the response time.