



Learning and Teaching (top-up).

Interview Guidance.

**University of
Northampton**

UoN

Congratulations, you have successfully been selected for an interview at the University of Northampton. The interview process will be kept as informal as possible and is aimed at helping us to get to know you and help you decide whether this is the right course for you.

interviews2019@northampton.ac.uk



How to accept your interview

Please accept your interview date through UCAS.

If you have extenuating circumstances which means you cannot attend on the day we have scheduled, please email interviews2019@northampton.ac.uk prior to your interview date and include your UCAS ID. A new date, if available, will be scheduled for you within two working days. Please check your UCAS Track for updates.

Checklist

Prepare for interview	Check
Read this document thoroughly as important instructions are included	
Respond to your interview invite (as detailed above)	
Make a note of your interview date and time in your calendar	
Prepare for your interview task – details below	
Documents you need to bring with you on the day are: Photographic identification Qualifications (originals and photocopies)	
Plan your journey, make sure you know where you are going and how you are getting here	
Put in a request for reasonable adjustment(s) if required	



Arrival and structure of the day

The time listed on your interview invite is your **arrival time**. This is set as 30 minutes before your interview start time, so you can complete registration and have a chance to get settled before you are taken for your interview.

Should you be running late / unable to attend on the day please let the [Interviews Team](#) know as soon as possible.

On arrival please **report to the Interview Registration Desk** on the ground floor of [the Learning Hub](#).

During the day, you will be able to have your documents checked with Admissions, take a tour of the Campus, speak to current students about what it's like to study here, view on-campus accommodation, visit the Students' Union and drop in with our Student Services team and Employability team to get your queries answered.

Our cafés and restaurants will be open for you to grab a bite to eat throughout the day and the town centre is a short 10 minute walk through Becket's Park so be sure to explore during your visit.

Guests are welcome to accompany you to campus and will need to collect a visitor pass when you arrive at registration. Our tours, drop ins and cafés will be available for them to make use of whilst they wait for you to finish your interview.

If you would like a guided campus tour during your visit, these are available at 11:30am and 3pm. You are more than welcome to arrive before your arrival time to attend a tour before your interview, or you can attend one after your interview (please bear in mind what time your interview will finish to ensure you can attend!)

To attend a campus tour, please register via the links below for your preferred time. Details of where to meet your tour guide will be included in your tour registration confirmation email.

Please click on the time below to register for the tour of your choice:

[11:30am](#)

[3pm](#)

Please read the information below and ensure that you have all the documents (originals and copies) ready for checking. If you do not have any of the original certificates, then please arrange to get copies from exam boards – enrolment will not be possible unless original certificates are seen.

Preparation for interview

You will need to bring with you a teaching resource or piece of written work to discuss with us; an idea of the area which you might investigate for your dissertation and we will also talk through some interview questions. The interview process will last for approximately 30 minutes.

Travel information

For information on transport options, please visit our [website](#).

Special Park and Ride interview day discount

Applicants attending an interview and their guests can receive a discounted Park and Ride fare to travel to campus on the day of their interview. The discounted rate is £1.20 per person for a return journey. Cash and contactless payments are accepted. Parking is free of charge.

In order to claim this discount, when you arrive at the Park and Ride car park, you will need to report to the security cabin, show your interview invite email and collect your Interview Pass. Please ensure you leave enough time to do this as there may be queues during peak periods (between 11am and 2.30pm).



The image to the left shows the security cabin that you need to look out for. It is near the entrance to the car park. **You must show your Interview Pass to the bus driver on both your journeys to gain your discounted travel so please keep it with you.** If you cannot show your interview invite email at the security cabin at the Park and Ride car park, they will not be able to issue you with an Interview Pass and you and your guests will need to pay the full fare.

The address for the Park and Ride is:

Claret Car Park and Saints Car Park, Edgar Mobbs Way, Sixfields, Northampton, NN5 5JR.

The buses run every 10 minutes Monday – Friday and depart from Edgar Mobbs Way (not from inside the car parks). It's approximately a 2.3 mile journey to the University. For the full timetable visit the [Uno Bus pages](#).

Photographic Identification

On the interview day please bring with you to the Interview Registration Desk an original piece of photographic identification. The documents most commonly used are:

- Original valid passport
- Photographic drivers licence card

Qualifications

- Qualifications will need to be taken to Admissions after registration or during your interview day to the Student Information Desk on the ground floor of the Learning Hub.
- You will need to bring your original GCSE English Language and Mathematics certificates to the interview day. Please also provide a photocopy of each of the above.
 - It is not essential that you hold these qualifications as you can gain them during the duration of your course.
- If you have already achieved A Levels or Level 3 qualifications, you will need to bring the original certificates and a photocopy.
- It is extremely important to present your original certificates at this point to help us process your application as quickly as possible.
- Results slips will be acceptable at the interview stage, but original certificates will be required prior to enrolment.
- You will not be able to enrol until all original documents have been seen.
- If you have any equivalent level 2 qualifications then please declare this via email to admissions2019@northampton.ac.uk before interview so that they can be checked.

Requests for reasonable adjustment

It is the policy of the University of Northampton that candidates should not be prejudiced as a result of any disability and reasonable adjustments will be made to mitigate unfair discrimination.

Therefore all candidates with disabilities are encouraged to identify and/or request support for actual or potential circumstances in advance. Please contact

admissions2019@northampton.ac.uk.

Please note you will be required to provide suitable medical evidence that confirms the nature of your condition and the need for adjustment.

Other documentation

- If you work with children or vulnerable adults you must have clearance from the Disclosure and Barring Service which must be in the form of an Enhanced Disclosure
- The DBS must be completed online by 30 June 2019
- Please **do not** bring any DBS documents to the interview day. We will contact you via email of how to do this after you have made us your firm choice
- You will need to complete a new DBS check application even if you have a current CRB/DBS certificate (unless otherwise stated)
- Any offer from us is conditional upon such clearance and you are unable to enrol until this is returned

If you meet our entry requirements but have a caution or conviction on your DBS then we may require you to attend another interview or provide us with more information. We will contact you at a later date advising what is required. Please note, specific cautions and convictions may lead to an automatic decline. If you are uncertain about this then please get in touch with our admissions team – admissions2019@northampton.ac.uk