Gonville & Caius Online Interview Guidance 2023

Our videoconferencing platform

We will use the Whereby videoconferencing platform for interviews.* Whereby is easy to use, works through your web browser and requires no software download or payment.

Please set up an account now, ideally with the device you will use at the interview, and experiment with a few calls to familiarise yourself with it.

1. Use an up-to-date browser supported by Whereby. We find either [Chrome](#) or [Firefox](#) work best.
2. Go to https://whereby.com/user/signup
3. It is essential that you use the same name you used in your application documents, so the interviewing panel will instantly recognise it. Failure to do so may result in your interview not taking place.
4. There is no need to upload a photo. Leave it blank to show your initials.
5. Set up a Whereby room for experimentation but note that you won't need it at interview.

> **Bluetooth headsets**
> Sometimes Bluetooth headsets do not work with Whereby. Please practice accordingly and be prepared to revert to your regular microphone and speaker if needed.

Interviews in the following subjects will involve substantial use of a virtual whiteboard: **Engineering, Maths and Natural Sciences**

If you have applied for one of these subjects, please read the sections below on whiteboards and tablets carefully.

*Physical Natural Sciences and Chemical Engineering will use Zoom. The general guidance in this document is still applicable.

Using Miro whiteboards for visual collaboration

We will use a tool called Miro for virtual whiteboards within the interview. You can sign up here: https://miro.com/signup/ It is free and does not require software download.

We recommend that you spend time prior to the interview familiarising yourself with Miro. In particular, practice zooming, scrolling the page, erasing items, using the pen tool, etc.

This video is a good general introduction: [Beginner's guide to Miro](#) Further instruction is available for free at the [Miro Academy](#)

Using Tablets

Whatever type of tablet you use, please use a stylus/pen rather than a mouse or touchpad or touchscreen. In our experience, the stylus/pen produces much better results.

Please note that you must have access to a tablet if you have applied for one of the science subjects listed above and are having an online interview. You can buy graphics tablets online for around £30: see https://www.amazon.co.uk/Wacom-CTL-472-N-Small-Creative-Tablet/dp/B07N525974/ and https://www.amazon.co.uk/GAOMON-Graphics-Express-Pressure-Sensitivity/dp/B07R49KYCF/. Any type of tablet on which you can write with a stylus and use for Miro/Whereby – either directly or through a USB connection to a computer – is acceptable.

If you are eligible for Free School Meals, please contact the Caius Admissions Office on admissions@cai.cam.ac.uk so we can either send you a tablet or reimburse you for the cost of purchasing one of the above.

We recommend that you become fully familiar with the tablet by practicing relevant activities prior to the interview. For more information about using Wacom One tablets see the Wacom One tablet instructions.

A few days before the interview

The College is running tech check drop-ins on **Tuesday 28th and Wednesday 29th December**. Details of these will have been sent to you via email. If you have experienced problems while trying Whereby/Miro on your own, we highly recommend that you attend these sessions. Undergraduates will be able to help you with any technical difficulties, so you can be sure that your equipment is working properly ahead of your interview.

If you haven't received the address of the Whereby interview room a few days before your interview, contact the College Admissions Office on admissions@cai.cam.ac.uk. Remember to check your spam or junk for the email.

If interviewing from home, tell the people you live with the time of the interview and ask them not to use the internet connection – either via their phone/computer or a streaming service like Netflix or Spotify.

Try to choose a quiet room and put a note on the door reminding everyone of your interview time.

Make sure you will appear clearly onscreen by experimenting with the position of your laptop/tablet and the room lighting. Try to find a neutral and uncluttered backdrop.

> **Note: recording is not allowed**
> You are not permitted to film or record your interview in any way. The College will cancel your application if you are discovered doing this.

On the day of the interview

Make sure your devices are fully charged.

Videoconferencing can use a lot of processing power and memory so make your device as efficient as possible by closing non-essential browser windows as well as non-essential programs and apps. Switch off alerts, alarms and other devices to silent, flight mode or preferably off.

Remind the people you live with of your interview time and ask them to avoid using the internet connection.

You must be alone in your interview room. You must also be alone online except for the interviewers.

> **Pre-reading**
> In some subjects, you may be sent some material to read and familiarise yourself with before interview. This will be emailed to you, usually half an hour before the relevant interview. In these cases, you will be able to join a Whereby room with a pair of undergraduates ten minutes before the material arrives (i.e. 40 minutes before your interview). They will check your technology and give you the password for your reading. You will then be transferred to a separate Whereby room where your reading will be invigilated, before finally proceeding to your interviewers' room.

Print or write down a note of any weblinks/passcodes you will need.

Arrive online at least ten minutes before the interview time to ensure your device, video, audio and connection are working properly, with the help of the two undergraduate students in your waiting room. They will then tell you once the interviewers are ready.

Once you have clicked on your Whereby link, wait to be admitted to your interview and follow any on-screen prompts.

During the interview

You may be required to show your technical or problem-solving skills by using a collaborative technology like Miro (see above). If for whatever reason this technology is not workable during the interview, your interviewer/s will endeavour to provide an alternative way of working through the interview questions or may reschedule the interview.

If technical problems arise - for example, the screen freezes, or your connection drops - you should follow instructions from your interviewer/s if you can hear them. Please use the chat function if sound is an issue.

The interviewer/s will note disruptions to your interview/s and you will not be disadvantaged by these.

> **Losing connectivity**
> If you lose all connectivity, please try logging on again. Try this **twice** more, and if you are again unable to re-connect, please email the College Admissions Office.

If the interview is subject to technical problems that mean that your interviewer/s do not feel they have enough information to make a judgement, the College Admissions Office will arrange to re-schedule your interview. You will be advised of this if it is the case.

Your personal data

You should have been advised how your data will be used when you submitted your My Cambridge Application. How we use your personal information.