Faculty of Health and Medical Sciences

SAMMI Interview Guide

Your interview will be conducted via **SAMMI** (Scalable Automated Multiple Mini Interview) using Sammi-Select software. You will be asked a series of pre-recorded questions by members of the University of Surrey's academic community. You will record your answers in response, which will be marked in the weeks following the completion of your interview.

The University of Surrey will select applicants using a 'values based' approach for pre-registration health professions programmes. The aim of the interview is for us to ensure that we choose students who are aligned with the core values of the NHS Constitution.

The interview will involve **7 questions** with a time allocation of **4 minutes** for each one (which includes the time for the question to be read by the pre-recorded panel member). After the recording has finished, the questions will be shared on the screen for you to read and a timer will be displayed at the bottom of the screen.

Please allow **1 hour** for your interview (including time to complete sound and Wi-Fi checks and submit and upload your answers). The upload process can take up to 15 minutes. The link for your interview will be sent to you by email on the morning of your interview date. You will have a week to complete the interview and it must be completed in one sitting.

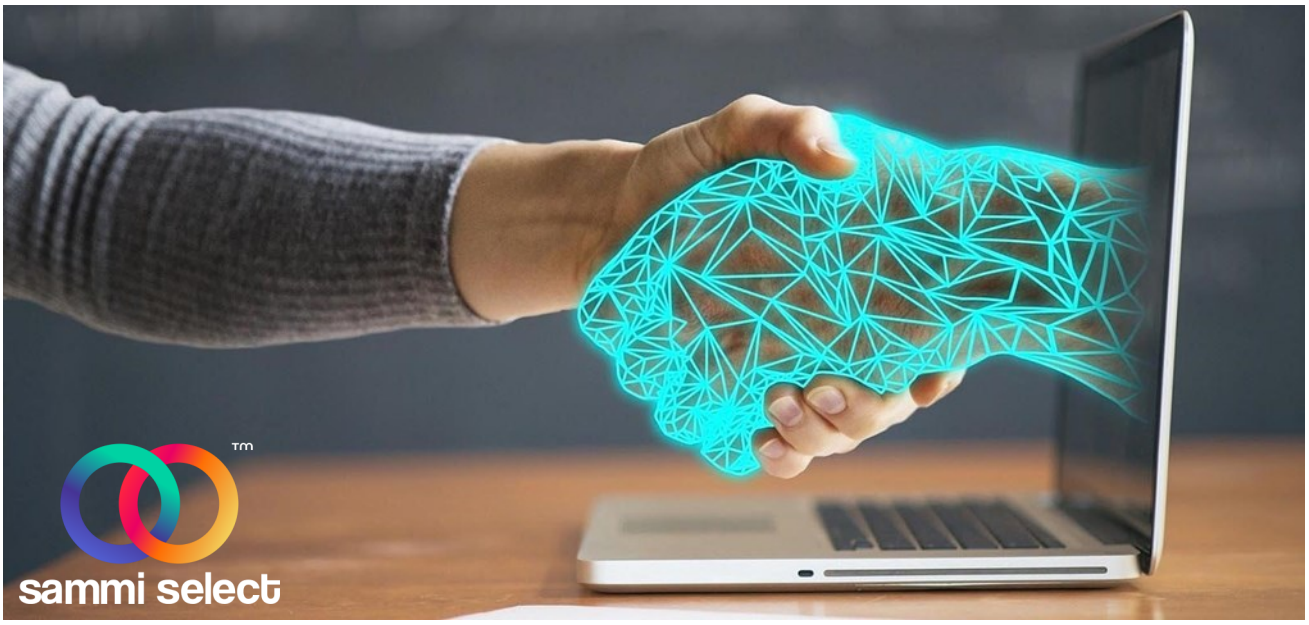


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Before Your Interview



Upload your ID to Surrey Self-Service



Set aside one hour to complete your interview



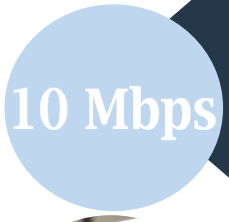
Choose your location: good lighting and no interruptions



Ensure you have a computer/laptop with a power cable (do NOT use a tablet, phone, or 2-in-1 laptop)



Ensure you use Google Chrome, Firefox, or Opera to access SAMMI (do NOT use Internet Explorer, Safari, or Edge)



Check your Wi-Fi speed is a minimum of 10Mbps (instructions on how to check this are on next page)



Have some water ready

SAMMI Practice

In order to prevent any technical difficulties during your interview, you will be required to test your settings to check that the microphone and camera on the device your are using are functioning correctly. **You will be unable to proceed with your interview without completing these checks in full.**

⇒ **Please ensure that you are using a device supported by this software:**

- ☑ Laptop
- ☑ Desktop Computer
- ☑ Mac
- ☒ Mobile Phone
- ☒ iPad
- ☒ Tablet (including 2-in-1 laptops)

If you have the option to connect to the internet using an Ethernet cable, we recommend you do this. If the internet connection is poor, you may be unable to submit your interview.

⇒ **Please make sure you are using the correct browser for this software:**


Google Chrome


Internet Explorer


Firefox


Safari


Opera


Edge

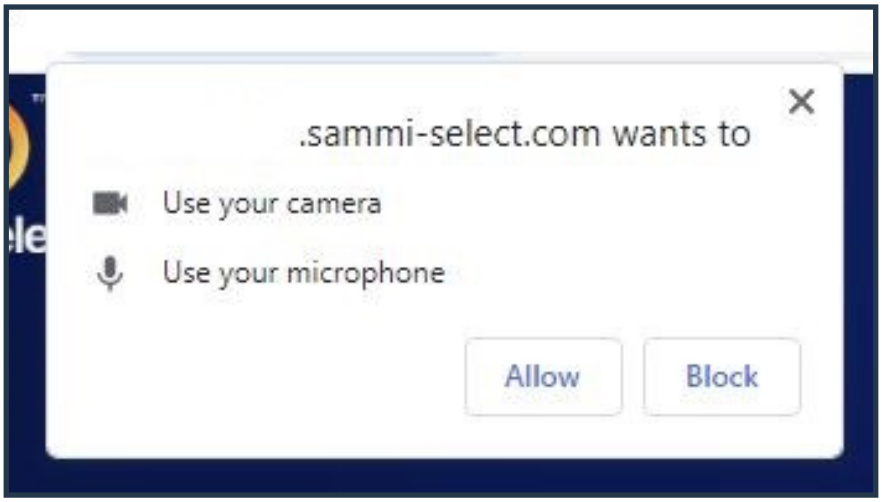
⇒ **Please check your Wi-Fi speed using one of the following sites:**
speedtest.net
fast.com
https://speed.measurementlab.net/#/

The upload speed should be a minimum of 10Mbps.

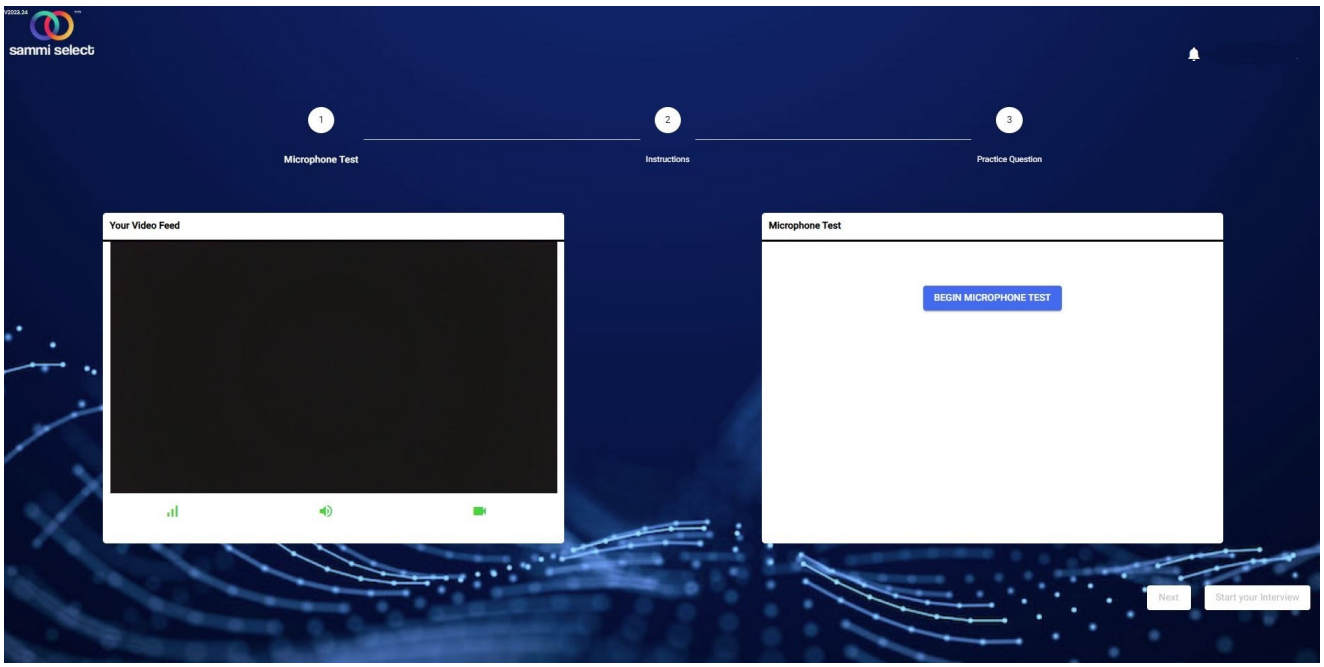
SAMMI Practice

On the morning of your interview, the Admissions team will send you the information required to log into the SAMMI software. You will need to complete a microphone and camera test, and complete a practice question before beginning your official interview.

⇒ **Once logged in, you will receive a pop-up like the one below. Please allow SAMMI access to your microphone and camera. This will allow us to see and hear you during your interview.**



⇒ **If your browser has blocked Pop Ups, please see the second point in the 'Frequently Asked Questions' section of this document.**

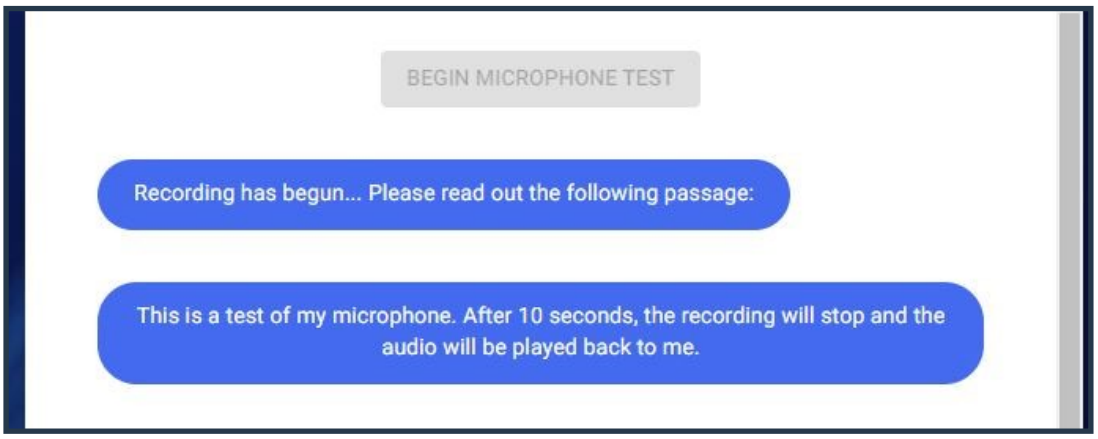


Once you have allowed access to your camera and microphone, you are ready to proceed to the next step.

SAMMI Practice: Microphone test

Once you have allowed SAMMI access to your camera and microphone, you will need to complete a microphone test.

⇒ **To begin, please click 'Begin Microphone Test' on the right hand side of your screen, and follow the instructions presented. You will be asked to read a small passage out loud to ensure that you can hear yourself clearly.**



⇒ **Once the audio of this has been played back to you, you will be asked to confirm that you can hear yourself.**

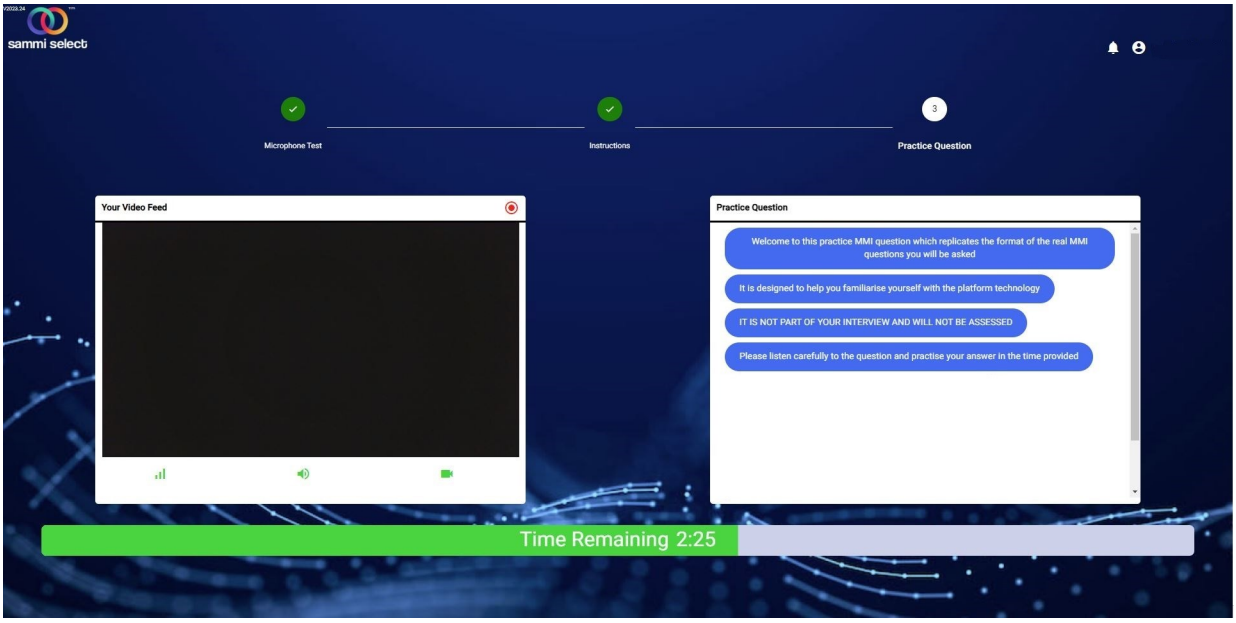
⇒ **If the internet, volume, or camera icons (circled below) under your video feed turn red during the microphone or camera test, please stop and check the settings of your camera, microphone, and internet. If you are unable to find the cause of this issue, please contact Admissions for further assistance.**



SAMMI Practice: Practice Question

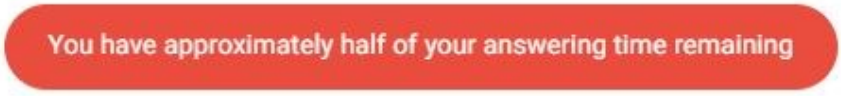
Following a short video containing instructions for your interview, you will be presented with a practice question. This section will provide you with an opportunity to familiarise yourself with the software and further check your camera settings. Please note that your practice question is recorded, but is deleted shortly after it is uploaded to the SAMMI software. Further information regarding this can be found on the next page.

⇒ **Please watch the video question that is shown on the right of your screen. Once the video has ended, you will be presented the question in written text. You should begin your answer once the written question is shown on screen. Please complete your practice question in full.**



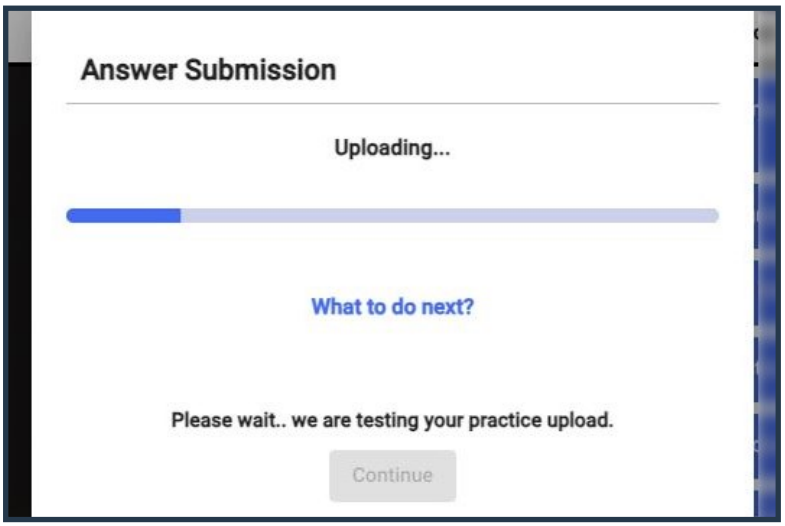
⇒ **You can track how much time you have left to answer your question using the green progress bar below your question.**

⇒ **When you have less than half of your time remaining, you will see the below text box on screen.**



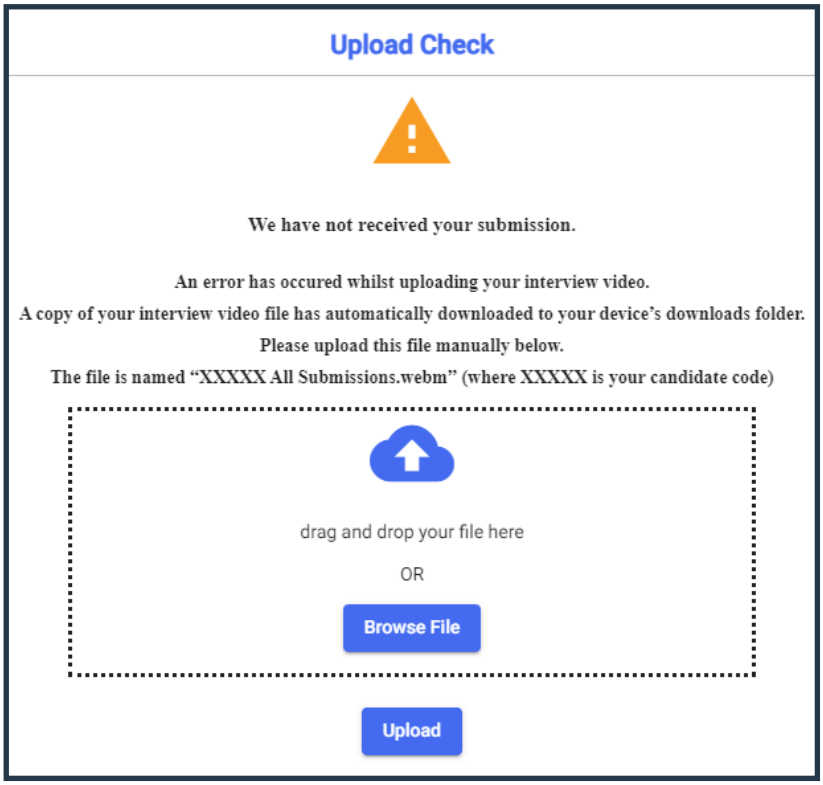
SAMMI Practice: Upload

Once you have completed your practice question in full, the SAMMI software will upload your practice question. We do this to test your internet upload speed and help prevent any issues from arising during your official interview upload. The recording of your practice question is deleted after this upload is completed.



If your device is unable to upload your practice question, you will be presented with the below text box. If this occurs:

⇒ **Please locate the file '**** All Submission' (where **** is the username used to log into SAMMI) and follow the instructions on screen.**

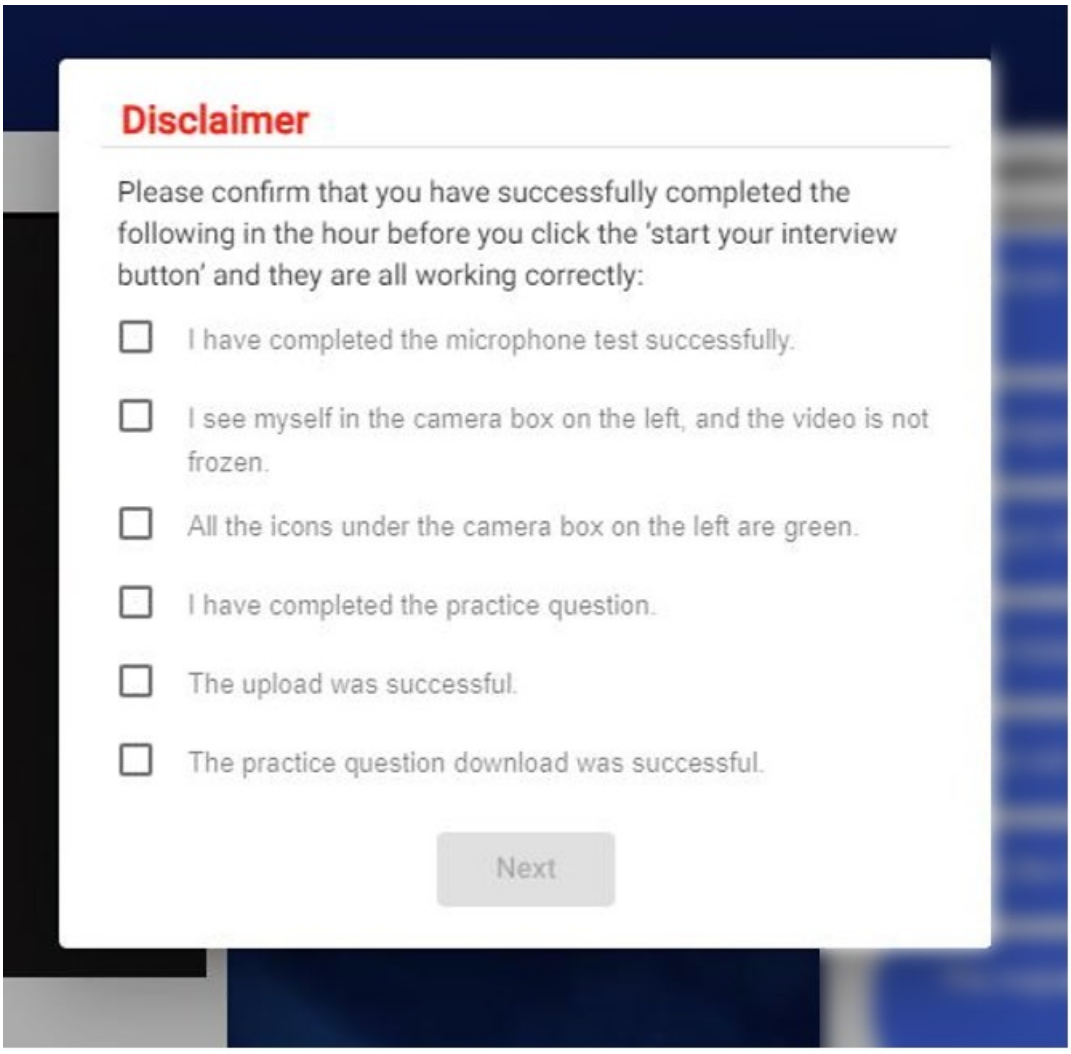


SAMMI Disclaimer

Once the upload of your practice question has been completed, you will have the option to proceed to your official interview. If you **do not** wish to begin your official interview, you should close the software now and return when you are able to complete your interview.

However, if you wish to proceed to your official interview:

- ⇒ **Please press the option to 'Continue'**
- ⇒ **Please read through and complete all sections of the disclaimer; an example of this can be found below**

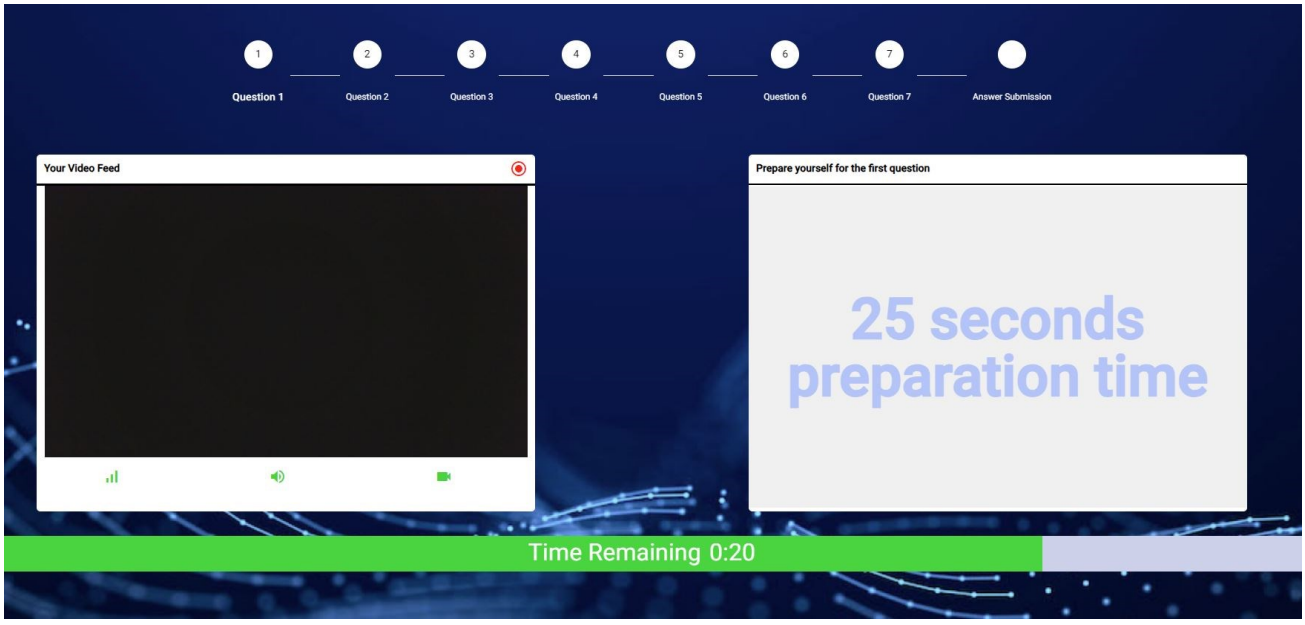


If you are unable to confirm any section of the disclaimer, please contact the Admissions team immediately with your student number/UCAS ID number and SAMMI log in information for further guidance or advice.

They can be contacted at **admissions@surrey.ac.uk**

Your Interview

Upon beginning your official interview, you will be given a 25 second break to prepare for your first question. Once this has ended, your first question will begin and last 4 minutes. In between each question you will have a 60 second break.

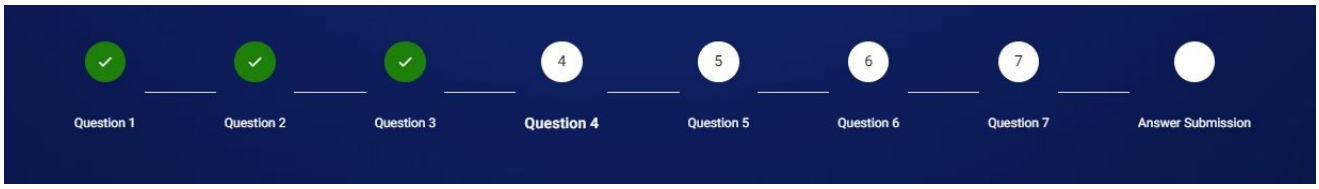


Throughout your interview, your screen will look like the above.

⇒ **This recording symbol will appear in the top right hand corner of your camera view. This is confirmation that you are being recorded.**

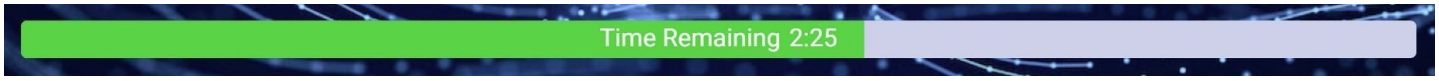
⇒ **On the right hand side of your screen, you will see video of the question being read out loud by a member of the University of Surrey community.**

⇒ **After the video question has played, the question will then appear in writing and you should begin your answer.**



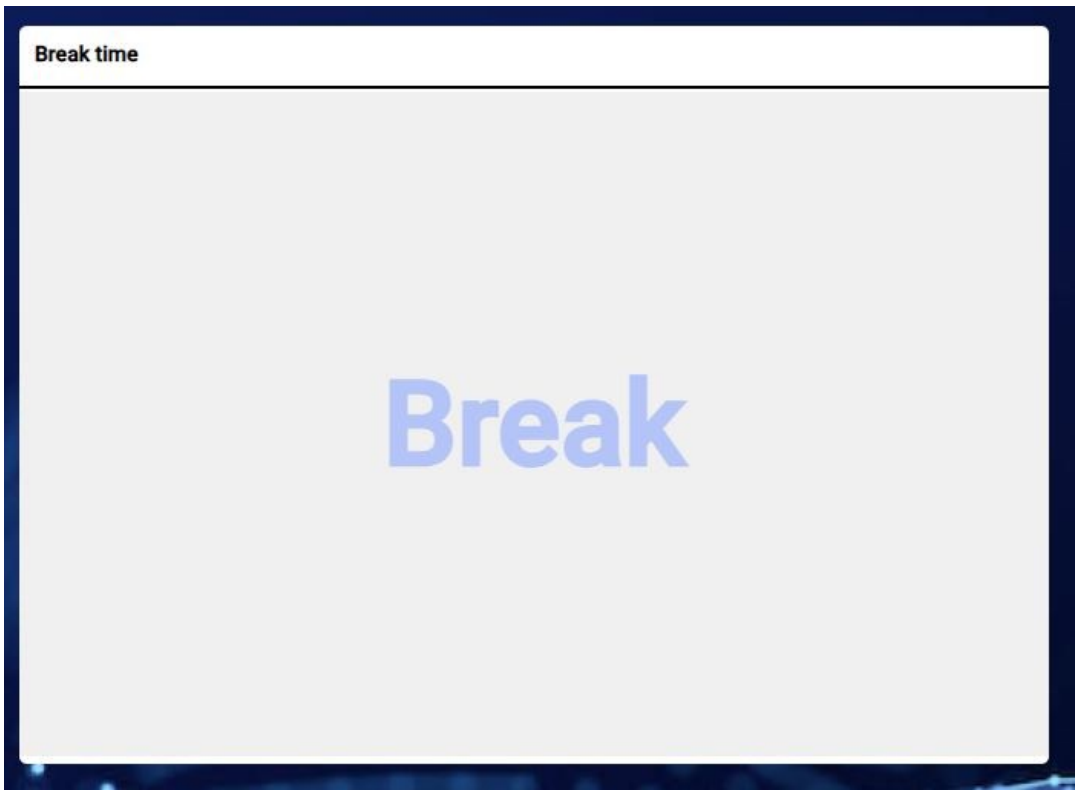
⇒ **You can track your progress at the top of the screen (see above). Questions in green indicate that these have been completed.**

⇒ **Underneath the question, there will be a progress bar that indicates how much time you have left to answer (see below)**



Your Interview: Breaks

Once your question has ended, you will continue to be recorded for 3-5 seconds. After this, a screen indicating a break will appear. This will last for 60 seconds, and will be counted down at the bottom of the page. Additionally, the question box will display the word 'Break' (see below). You will be given a 60 second break in between each question.



Once your break ends, you will be shown the next question. There are 7 questions in total.

⇒ **Please complete all 7 questions.**

⇒ **Once you have completed question 7, you will automatically be taken to the "*Answer Submission*" screen.**

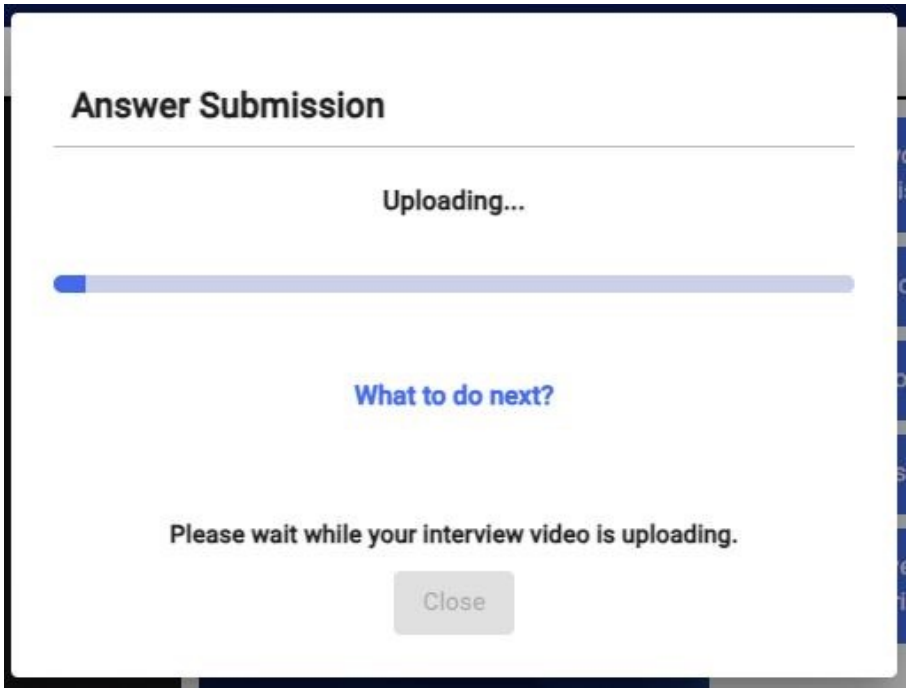
Please remember that after each question you will be recorded for an additional 3-5 seconds. We recommend that all applicants remain calm and relaxed until the interview upload begins.

Answer Submission

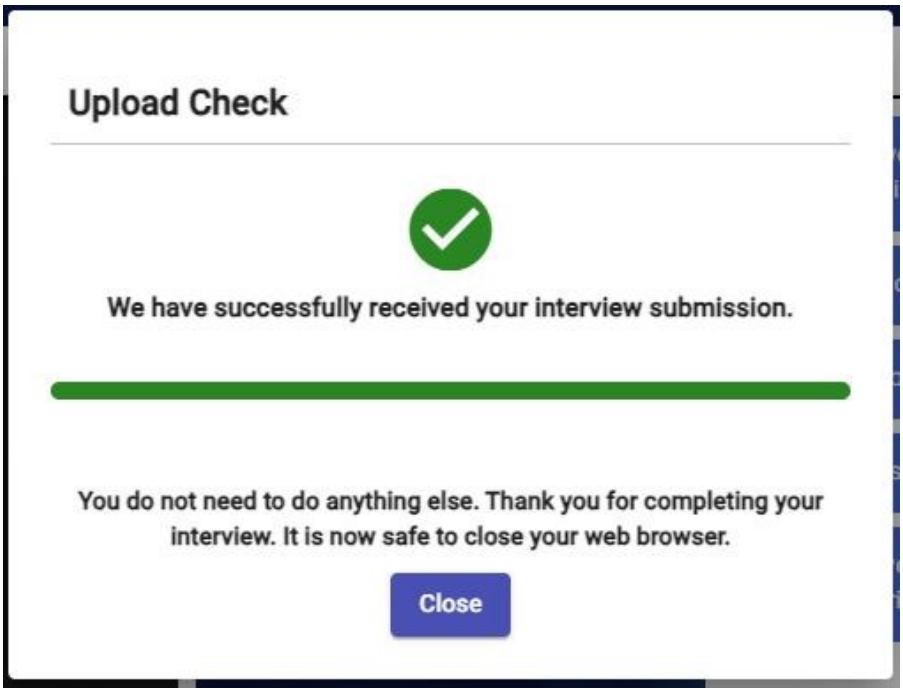
When you have completed your interview, you will see an 'Answer Submission' box. The answers you have recorded for each question will now be uploaded for assessment. You will see a blue progress bar in the middle of your screen.

⇒ **Please DO NOT refresh or close the page while your interview is uploading.**

⇒ **The upload process can take up to 15 minutes.**



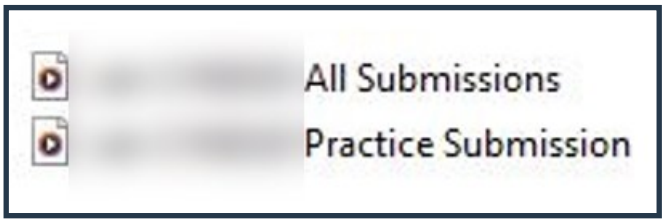
Once your interview has uploaded, you will receive a pop-up confirming this. Once your interview has successfully uploaded, you can safely close your browser.



Answer Submission: File Download

In addition to uploading to SAMMI, your final interview file will automatically download to your device. This will be named '**** All Submission' (where **** is the username used to log into SAMMI). This will be a WEBM File.

⇒ **Please do not delete this file until we have made a decision on your application, as we may need it if your interview fails to upload correctly.**



If you experience any technical issues with the upload of your interview file, please contact the Admissions team immediately with your student number/UCAS ID number and SAMMI log in information for further guidance or advice.

They can be contacted at **admissions@surrey.ac.uk**

SAMMI Video Interview Guide

A recorded version of these instructions can be found by following the link below. Please watch this video ahead of logging into the SAMMI software.



Frequently Asked Questions

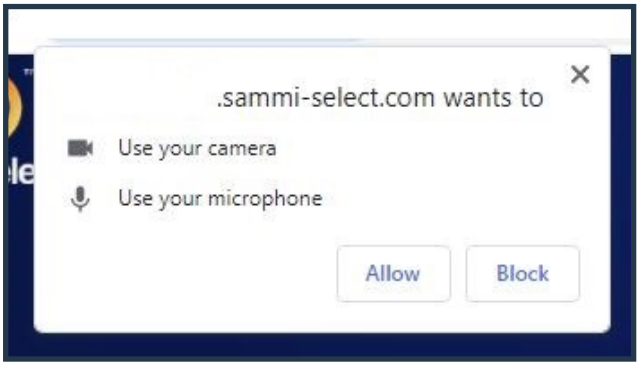
1. **Will I be given a specific time and date to complete my interview?**

You will have **7 days** to complete your interview. The MMI link will be live from 12pm on the Thursday morning that you receive it, through to 12pm the following Thursday. This means you have the freedom to complete and submit your interview at any time during this period.

However, you must complete your interview in **one-sitting**. You will not be able to pause your interview and go back to it later.

2. **My camera or microphone isn't working, what should I do?**

Make sure you are using a computer or laptop. The SAMMI software is not supported by iPads, mobile phones, or tablets. You must use Google Chrome, Firefox or Opera as your browser. The software is not supported by Internet Explorer, Safari, or Edge. You should also ensure you have allowed SAMMI access to your microphone and camera when the below box appears.



If you do not see the above message then you will need to 'Allow Pop Ups' in your browser:

a) On your computer, open Chrome.
b) At the top right, click 'More' or the 3 vertical dots.
c) Click on 'Settings'.
d) Click on 'Security and privacy.'
e) Site Settings.
f) Pop-ups and redirects.
g) Under 'Allowed to send pop-ups and use redirects' select 'Add'
h) Add the SAMMI link provided to you by Admissions.
i) Click Add.

Frequently Asked Questions

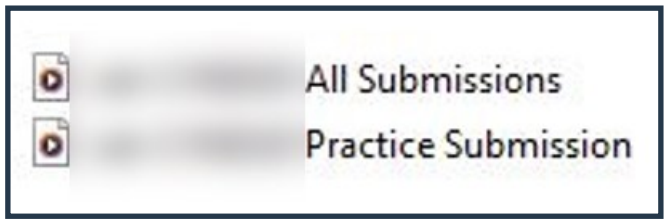
3. I refreshed my browser and my interview hasn't submitted. What can I do?

Please go to your Downloads folder and find the filename:

'** All Submissions' (where **** is your SAMMI-select username)**

Please use a file sharing website such as WeTransfer, Dropbox, or Google Drive, and send this to Admissions as soon as possible.

If you do not have a file in your downloads folder, please contact Admissions.



4. **What do I do if I begin experiencing any IT issues during my interview?**

Please make sure to test your connectivity, video, and microphone before you begin your MMI. If you are having issues before beginning your MMI, you may wish to try again at a later time or use a different internet connection. If you unexpectedly experience any issues during your MMI, please email **admissions@surrey.ac.uk** with your student number/UCAS ID number and SAMMI log in information as soon as possible. The Admissions team will then be in touch to trouble-shoot. Please do not send multiple emails as this will delay our response time.

5. My video feed is slow, and the camera appears to be lagging and/or out of sync when I am speaking. Will this affect my answers?

This will not affect your final video. Our assessors will be able to view and hear your answers just as you have responded. The computer's hardware is usually the cause for this, please ignore any obvious lag or sync issues and continue to answer each question. Your video will correct itself once submitted.

Frequently Asked Questions

6. **Can I use my headphones/Air Pods/headset during the interview?**

Yes, you may. Please check that they are fully connected before your interview. You can do this by completing the by practice question in full.

7. **I cannot complete my interview within the time-frame given, who should I contact?**

If you are unable to complete your interview in the slot given, you will need to contact Admissions as soon as possible. Please email us with the subject line "URGENT: XXXX SAMMI Interview" (where XXXX is the course name) to **admissions@surrey.ac.uk**

We wish you the best of luck with your interview!