Instructions for using the Graduates First Test Portal

This instruction sheet explains the basic of registering and using the Graduates First test portal. The portal contains practice aptitude tests, a Situational Judgement Test, a practice Work personality Questionnaire, plus example materials to help you prepare for selection centre exercises and interviews. You may find it easier to print these instructions before using the site for the first time.

How to register for FREE access of Graduates First Practice Tests

The link for Graduates First can be found on the Careers Service website and is: https://portal.graduatesfirst.com/cp/bolton/Login.aspx

To register on the system, click on the ‘Register’ hyperlink indicated, or use the green button on the top right-hand side of the page. Complete ALL the registration details.

Important: you will need to use your University of Bolton email address – the system will not recognise personal email addresses.

Complete each of the drop-down biographical details boxes. Tick the ‘I agree to the terms and conditions’ box and then click on ‘Register’.

You should receive an email confirming your log-in details and a link to ‘confirm your email address’.

Using the practice tests

Once you have registered, use the unique University of Bolton URL each time you want to access the portal: https://portal.graduatesfirst.com/cp/bolton/Login.aspx. You will then need to enter your Username and Password and click the ‘Sign In’ button each time you use the portal.

Before you try the practice tests, we recommend you read the instructions on how to use the site and interpret the reports function. To help do this, go to the drop-down menu arrow next to the ‘Home’ button (top menu bar) and click on ‘Help’.

Key features of the portal

Once registered, you will have an unlimited number of attempts at each type of test available to you. You will receive a detailed report following completion of each test, which includes information on: how well you did, strengths and development areas, and advice on how to improve your performance.

You will be able to look at step-by-step solutions to any questions you got incorrect, to help you to see where you went wrong. You can also return to your reports in the future and monitor your performance as you progress through the tests. Other useful features are the ‘Video Tutorials’ which provide advice on preparing for tests, and how to perform different types of calculations for numerical tests, plus the ‘Knowledge Hub’ at the bottom of the screen with links to lots of useful information on testing.

If you have any technical problems in accessing and using the system, please email Graduates First via enquiry@graduatesfirst.com (Please note the Careers Service will not be able to help with technical issues).

(Adapted from resources developed by The University of Sheffield)