

Student Guide
To
Results Day



2017

WHAT TO DO - A LEVEL RESULTS

Results date - Thursday 17th August 2017

Before you leave home – you may need to following items so prepare them in advance and bring them with you. Your results will be available from 9AM in the main school building.

- Notepad
- Mobile phone
- Calculator – in case you need to calculate module marks
- UCAS letter- with application number
- Contact details for both your firm and conditional offers plus offer grades
- Copy of your personal statement

If you think that you may have to apply through clearing then pick up a copy of the **Telegraph** newspaper on the way in as the **UCAS** website can be very busy and a hard copy may be quicker to use.



For all of the advice that follows it is important to note the following; your tutors, teachers and parents are **not** the people that universities want to hear from. They will not want others to call on your behalf. However tempting it is to ask your mum or dad to call, you must call yourself.

I achieved my firm offer

Well done ! Relax, call your family but **do not** call up the University to confirm your offer unless you have been explicitly told to do so.

1. The first place to check is UCAS Track. It may take a day or two to update your UCAS track – don't panic, it can take a few days. If it is not updated by the Monday ring the University to confirm your place.
2. Your UCAS AS12 letter will be in the post the day after your track has been confirmed; as soon as you have received this letter **read it carefully** and sign and return the slip at the bottom if your chosen institution asks you to do so on the letter. Keep the letter safe, you will need it to open the all important student bank account.

3. If you get the grades of your first firmly accepted choice (F), you will be placed there. To make sure your Tuition Fees are paid, and/or to take out a Student Loan then you need to be in touch with Student Finance England or Wales.

<http://practitioners.studentfinanceengland.co.uk>

Adjustment (17th August - 31st August)



If your exam results turn out to be better than expected and not only meet but exceed the conditions of your offer you have the option of adjustment. This scheme allows you to register and apply for other aspirational courses - the 5-Day “Adjustment Period” facility.

This is the only way that UCAS allows you to turn down an offer and look for a “better” place.

For details about Adjustment (which is entirely optional), look at www.ucas.ac.uk and follow links to students/nextstep/adjustment/facts.

The key points are that to be eligible to use Adjustment;

- your results must have met and exceeded the conditions of your conditional firm (CF) choice (It will be up to the universities and colleges to verify this) and you have paid the full application fee.

You are not eligible to use Adjustment if;

- you are confirmed at your firm choice but did not exceed the conditions of the offer.
- you have a confirmed place on a changed course offer.
- your original offer was unconditional.

Note: you **cannot** adjust your insurance choice.

What if I've missed my firm offer?

It is possible if you narrowly miss the grades that your firm offer has still accepted you. Check UCAS Track if it says **accepted** then well done, you have your place and you follow the same steps as above.

1. If UCAS Track still shows **conditional** then the best advice is for you to ring the relevant firm choice immediately on **results day** and keep ringing unless your status has been published on Track. If you have a name or a special telephone number of someone you met at interview or Open Day, use that number.

You may have to be prepared to make your case for the university to accept you so have some thoughts ready.

2. If you have not met the conditions of your offer, you may be made a changed course or year offer which would be indicated in Track by the symbol **UCC**. You are not obliged to accept this. A **Confirmation** letter outlining the options available to you will be sent by UCAS when all Confirmation decisions have been made and then you must accept or decline the offer. These options are also available on Track.

N.B. You will only have **five** calendar days to respond to a changed course offer.

If your UCAS track says **(r)** then you will have been rejected from your firm offer. Don't worry or dwell on it too much there are still options open to you which are outlined below.

I've met my insurance offer.

If you accept it, the situation is the same as meeting your firm offer, just wait for the **AS12** letter in the post and follow the steps above.

You must find out whether your Insurance choice have accepted or rejected you in exactly the same way as your firm offer so **it's time to start calling** as you would if it were your firm offer.

I missed my insurance offer



You must be sure that they have rejected you before trying to enter clearing. Do **NOT** assume that if you do not meet the grades that you will be automatically rejected. They may well still take you – **FIND OUT!**

Direct Contact Service

There is a **new** procedure for clearing that requires you to take some action on your UCAS track **before** A-Level results day. In order to try and secure the best applicants for their institutions Universities will be given the option to be *pro-active* and contact individuals within the UCAS process to try and recruit you to their institution.

It does not replace the traditional clearing process which is explained later.



The service works by **comparing** the qualification profiles of unplaced applicants to the profile of applicants that have been accepted on university and college courses in previous cycles. When an applicant's profile (courses applied to, location, qualifications) is matched, their data is shared with the matched university or college for consideration. Applicants may then be contacted **directly** by up to five universities and colleges where a match has been made.

This service will be available from A level results day until 9th September 2016.

Who can use this service?

This service is **not** automatic, and applicants will need to **sign up**. Eligible applicants are:

- applicants who have applied through the UCAS Undergraduate scheme
- applicants who have submitted their application by 30 June

Of these, only applicants who are **unplaced** and are **eligible** for Clearing (and have paid the full £23 fee) will be included.

How do applicants sign up?

UCAS will contact those applicants who meet the criteria above by email, asking whether or not they would like to sign up to this service. You will need to sign up via the link contained in the email prior to A level results day. You will be given **three** opportunities to sign up before results day.



How do you accept an offer through this service?

The process of accepting an offer through this service is the same procedure as adding a choice in Clearing. A **verbal** offer from a university/college is **not** formal until they have added it as a Clearing choice in Track.

When could you expect to hear from matched universities and colleges?

UCAS will operate an embargo to ensure applicants are not contacted by matched universities or colleges *until* after 13:00 on A level results day.

Universities and colleges will contact you by telephone to make a verbal offer. You can then your their time to consider the offer before adding the course as a clearing choice on Track when the button becomes available.



Will universities and colleges use any other method to contact applicants?

This is a new service and this year contact will be made **solely** by phone.

How should I prepare for telephone calls from matched universities / colleges?

When you sign up to this service, you will be asked to provide **one** telephone number that universities and colleges can contact you on to discuss your application, and possibly to make you an offer. To ensure this goes as smoothly as possible, please share the following:

- Mobile phone** – if you give a mobile number, it goes without saying that you should keep it fully charged, switched on, and to hand at all times.
- Landline** – if you give a landline number, you will need to ensure you are **near** that telephone and ready to receive calls.
- Pen and paper** – write everything down during each call so you don't become confused between any offers made.

You will also need to take down the **course details** and **codes** to be able to add the information in **Track**.

- Telephone call** – during the call, you will be asked questions about your application, so make sure you keep a copy to hand.



The traditional clearing method

If you think it is likely that you have to go down the clearing route, then it will be worth doing some research **before** you leave the school and taking home a list of the appropriate telephone numbers to ring. An IT Facility will be available to help with this.

1. From 5th July onwards, if you are eligible for Clearing, an “**Add Clearing Choice**” button will appear on your Track “Choices” screen which you can use to apply for a course.
2. UCAS will **not** send a letter to candidates to inform them that they are eligible for Clearing. You should regularly **check** your application status on Track – to find out if you are in Clearing.

Look at courses/universities using Course Search on the UCAS website, in the **Telegraph**, and in relevant university prospectuses/web-sites – decide which one your A-level results might qualify you for.



Ring the Admissions Tutor for the course concerned and ask if they would be interested in you, given your grades. Prepare your conversation well, and **sell** yourself – if you are not impressive then they will not be interested! Remember that the admissions tutors want to talk to you – **not** to parents or the school.

Remember until your status has been updated on UCAS track your place is **not** confirmed. The University should update your status within 48 hours. Contact your clearing choice if this is not done.

CHANGE OF ADDRESS - THIS IS VERY IMPORTANT

An astonishing number of students move house and **fail** to **notify** UCAS, so they do not receive all the forms required for acceptance/clearing. Please make sure that UCAS have your correspondence address. All you need to do is to ring and give your UCAS number, and then ask them to check your correspondence address.

UCAS: 0371 4680468 (Application Enquiries)



Changing year

If you want to change course or year of entry, e.g. for a Gap year within your chosen University, you should deal directly with the institution that has accepted you. If it agrees, the institution will make the change when sending its confirmation decision

FINAL NOTES

1. You must be around when the results come out (**17th August**). Universities will want to deal with you – **not** your parents.
2. Be prepared for a telephone battle: everyone is ringing at this time.



Keep trying.

If ringing a firm or insurance choice that has not been confirmed you need to **convince** them of your determination in going to that institution. Similarly if talking to admissions tutors about clearing opportunities **sell** yourself. Have a copy of your **Personal Statement** handy. If you were interviewed for your chosen institution try to contact directly the person who interviewed you as well as admissions.

3. Always have your UCAS personal number ready. They will ask you for it.
4. All the telephone numbers are available through the UCAS and the university websites.
5. If you do get a place, either firm, conditional or through clearing it is your responsibility to get in touch with **Student Finance England or Wales** about an award for tuition fees and a student loan application. The quicker you do this the easier your first few weeks at University will be!
6. Once you know where you are going make it a priority to secure the best university accommodation possible. Ring your accepted place as soon as you know where you are headed to make accommodation choices, the best places nearest the universities go fast!

7. Please let us know your successful entry:

- a. Institution
- b. Course
- c. Year of Entry

If there are **problems** we will be available from **9am Thursday 17th August** and **10-12pm Friday 18th August, main reception.**

UCAS Website

For full details about Clearing, Track, and Adjustment Period go to:

www.ucas.ac.uk