

RESULTS DAY

UCAS ADVICE

What to do before Results Day and when you receive your A level results

Aim to be around ready to act when the results come out on Thursday 18 August 2016: you may need to move quickly to secure a university place. Universities like to talk directly to students – parents are no substitute.

ADVICE FROM UCAS:

Have everything ready

Results day can be stressful, so make sure you know how it works and what to expect.

- Have your Track login details handy and [update your contact details](#) if you need to.

UCAS will send the majority of applicants' results to the universities and colleges. It is therefore **essential that applicants have provided UCAS with accurate and full exam information**. You should give full details of any changes: for example, change of exam board, subject or level. Applicants also need to inform UCAS if they have withdrawn from any exams. Providers may contact applicants direct for results if necessary. Any incorrect information on your application may cause a delay in passing results to the universities or colleges you have applied to. Applicants should inform UCAS of any changes to their exam details by emailing qualsupport@ucas.ac.uk. You should also notify their chosen universities and colleges.

- Make sure you're available on results day, because UCAS can't speak to anyone else about your application details unless you [give them nominated access](#) to speak on your behalf.

What happens

Conditions of offer have been met

Applicants who have met the conditions of their firm (F) choice will be placed there. Track will display a Confirmation letter confirming their place. The letter will advise the applicant if

they need to take any further action. **Applicants who are not confirmed at their firm (F) choice but meet the conditions of their insurance (I) choice will be placed at the latter. Make sure you check your Confirmation letter carefully** – it will say if there's anything else you need to do, or if your university or college will be in touch with further instructions; maybe to provide proof of your qualifications or medical requirements for example.

If you have missed your grades for your firm offer, but made the grades for your insurance offer then UCAS will confirm your place and you can accept.

If you have not made the grades for your insurance offer, but have missed narrowly, check the UCAS website and see whether they are taking you anyway. If no answer is posted on the site, ring the university and ask if they can give you any further information. They may not be able to give you a firm answer straightaway: make sure you can be contacted and that they have the right address, phone number, e-mail or fax number for you. If you are successful, accept the place and prepare to go to university. If you are not successful, you will be eligible for Clearing.

N.B. Always have your UCAS ID number to hand when you make any phone calls – it is likely to be the first thing you are asked for.

If no decisions are showing on Track, give your universities or colleges a call to find out more. They may be waiting for exam results, for modules you entered on your UCAS application form, and from which you have subsequently withdrawn.

Conditions of offer have been met and exceeded

Applicants who meet **and** exceed the conditions of their conditional firm (CF) choice have the option to try to find an alternative place through **Adjustment**, while still holding their original confirmed offer. Those who originally applied for one choice and paid £12, need to make the additional payment of £11 if they wish to use Adjustment. This can be done in Track using a debit or credit card.

- *If you have not been offered a place through UCAS or through UCAS EXTRA, or you do not meet the grades to achieve your firm or insurance offers, UCAS will allow you to enter Clearing.*

Conditions of offer have not been met

Applicants who have not met the conditions of their offer **may be given a change of course, date of entry or point of entry offer**, which will be shown in Track. You are not obliged to accept this. Track will display a Confirmation Change letter (AS12C) outlining the available options when all Confirmation decisions have been made. You must then accept or decline the change. **Applicants only have five calendar days to reply to a changed course offer.**

Unsuccessful applicants

Applicants who are unsuccessful and have paid the full application fee (£23) are eligible for **Clearing**. If you originally applied for one choice, paid £12 and are not holding an offer, you need to make the additional payment of £11, if you wish to enter Clearing. This can be done in Track using a debit or credit card.

Clearing is available from early July and is designed to help applicants with exam results find a suitable course if they're not already holding any offers. Applicants can use the Clearing Vacancy Search to identify courses that may suit them and then contact the university or college direct to see if they will consider them. Every year a wide range of applicants, with a diverse range of exam results, successfully use Clearing to secure a place. Students wanting further information about the Clearing process, and what steps they need to take, should look here to find out more www.ucas.com/clearing

Act quickly to identify alternative institutions and courses that might suit you. You can consult Clearing lists in The Telegraph. You should also consult the UCAS website.

Applicants become eligible for Clearing at different times for one of the following reasons:

- application was made after 30 June 2016
- no offers have been made
- place is not confirmed after exam results are published

How do applicants use Clearing?

From early July, if an applicant is eligible for Clearing they can apply for a course using Track.

- **Applicants do not need to contact us to request entry into Clearing.**
- **Applicants should wait until they have any pending exam results before contacting universities and colleges about possible vacancies.**
- **Applicants should regularly check the status of their application in Track to find out if they are eligible for Clearing.**

Applicants who have conditional firm (CF) and conditional insurance (CI) choices aren't eligible for Clearing until both the CF and CI providers have confirmed that they will not offer places. Applicants sometimes know informally that they have been unsuccessful before UCAS receives the official decision. In these circumstances, they should allow a little time for the decision to be processed. If there's a significant delay, they should contact the universities or colleges direct to discuss this.

Applicants need to find out which courses have vacancies (see Clearing vacancy information), and then contact universities and colleges to discuss the possibility of gaining a place.

If a university or college provisionally offers an applicant a place in Clearing, they'll usually give them a date by which they must enter the course details in Track. Universities and colleges will not be able to formalise agreements to consider or admit applicants until:

- they know the applicant's Personal ID and Clearing Number (shown in Track)
- the applicant has entered the university or college and course details in Track

Eligible applicants will be able to add a Clearing choice in Track from 15.00 (UK time) on A level results day (18 August). Clearing closes at the end of September.

Applicants must keep their email and postal contact details up-to-date.

Applicants can contact different universities and colleges to discuss vacancies and may be informally offered several places. They will need to decide which offer to accept as they can only enter one choice in Track.

Clearing vacancy information

Official course vacancy information is only published by UCAS and The Telegraph. Clearing vacancies will be listed on our search tool on www.ucas.com from 5 July. Clearing vacancies are also planned to be listed in The Telegraph on Thursday 18 July. Applicants are strongly advised to check their status in Track before enquiring about Clearing vacancies.

The universities and colleges are responsible for updating vacancy information on the UCAS website. Despite this, there can be a brief time lag and it's important to understand that the situation concerning Clearing vacancies can change quickly. Applicants can only apply to a course with vacancies on the UCAS website – UCAS recommends strongly they contact the university or college if a course is showing as closed after they have been advised to apply.

Some general tips about Clearing

Deferred entry applicants: as Clearing is not primarily intended to be used for deferred entry, applicants should check with providers if they will consider them.

Results: applicants should be able to verify their results if a university or college asks for them. **More information about Clearing** is available at www.ucas.com/clearing and a video guide to Clearing is available at www.ucas.com/connect/videos.

Universities are looking for students to fill their courses: if you are prepared to be flexible, you stand a good chance of finding a place. However, beware of accepting something unsuitable just because it's available.

Commitments at Confirmation

Applicants are expected to honour their Confirmation commitments. If you're placed at a university or college in the UCAS application system, unless you are eligible to pursue Adjustment, you must take up that place or withdraw completely from this year's application cycle. Applicants should contact the university or college direct about a change of course, date of entry or point of entry. More information about Confirmation can be found at www.ucas.com/examresults.

Other options

If you do better than expected...

Adjustment

Each year some applicants pass their exams with better results than expected, meaning they've exceeded the conditions of their firm choice. Adjustment provides an opportunity for applicants in this position to reconsider where and what to study.

How do applicants use Adjustment?

Applicants register for Adjustment in Track. **Although the option to register is visible for all applicants whose conditional firm (CF) place has been confirmed, only those who have met and exceeded their original CF offer are eligible.** It's up to the universities and colleges to verify whether the applicant has 'met and exceeded' their conditional firm offer. For examples of meeting and exceeding offers, please go to www.ucas.com/adjustment.

A brief summary of Adjustment

- It is optional.
- Adjustment allows applicants to seek an alternative offering without losing their secured place.
- The Adjustment process runs from 18 – 31 August.
- An applicant has five calendar days to use Adjustment, from 18 August or the day their status changes from CF to UF.
- If an applicant registers for Adjustment in error, please do not worry and do not take any further action. When the five day period is over, their original place will remain unchanged.
- There are no Adjustment vacancy lists. It is the applicant's responsibility to contact a university or college to discuss an Adjustment place.
- To secure an Adjustment place, the applicant must have received an alternative offer through UCAS before the five day period ends.
- If an applicant does not receive an alternative place they remain accepted at their current university or college.
- Single entry applicants need to pay an additional application fee of £11 to use Adjustment. Find more information about Adjustment at www.ucas.com/adjustment.

If things don't go to plan...

- *See Exam's Office information below about marking revision – you'll need to try to arrange this as quickly as possible, and keep in touch with your university or college to keep them up-to-date.*

- *Why not consider other options – like a gap year, work or an Apprenticeship – either instead of higher education, or just while you reapply for next year.*

Who to contact in case of unexpected exam results:

Call the Exam Results Helpline (ERH) on 0808 100 8000

Find opening hours on this link:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/exam-results-helpline>

How your results will appear on Track, and what this means:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/what-your-results-mean>

How to access Clearing:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/no-offers-use-clearing>

If you've outperformed your predictions, how to use Adjustment:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/adjustment-%E2%80%93-if-you%E2%80%99ve-done-better-expected>

UCAS CONFIRMATION AND CLEARING DATES 2016

30 June 18:00 Applications received after 30 June are entered into Clearing.

4 July Last day for applicants to add an Extra choice in Track.

Clearing vacancies displayed in the search tool.

8 August 18:00 – 9 August 09:00 UCAS Undergraduate Track is unavailable.

UCAS Undergraduate Track available from 09:00.

12 August 14:00 – 17 August 18:00 UCAS Undergraduate Track is not updated.

17 August 18:00 – 18 August 08:00 UCAS Undergraduate Track is unavailable.

17 August 08:30 – 18 August 02:00 UCAS social media support available.

18 August **A level results day**

06:00 – UCAS social media support available. UCAS Customer Experience Centre opens.

08:00 – UCAS Undergraduate Track available for applicants.

Adjustment opens and runs until 31 August.

15:00 – Applicants are able to make Clearing choices in Track.

20:00 – UCAS Customer Experience Centre closes.

26 August 18:00 Last date for receipt of 2016 entry UCAS Conservatoires applications.

20 September 18:00 Final deadline for receipt of 2016 entry UCAS Undergraduate applications.

30 September Clearing vacancy information closed.

20 October Last date to add Clearing choices in Track and for unis/colleges to make decisions.

Who should I contact if I have a question?

Please contact the Contact Centre at UCAS on 0800 100 8000

UCAS: Clearing Myth busters

MYTH: UCAS CAN TELL YOU YOUR EXAM RESULTS

FACT: Exam results do not appear in Track and UCAS can't provide them over the phone. Your school or college will tell you how and when you can collect them.

MYTH: UCAS DECIDES HOW MANY PLACES THERE ARE IN CLEARING

FACT: The universities and colleges determine the number of vacancies, and it depends on how many places are unfilled on their courses.

MYTH: UCAS IS A GOVERNMENT AGENCY

FACT: UCAS is not owned by the Government and is, in fact, a charity.

MYTH: UCAS READS EVERY APPLICATION

FACT: UCAS does not read every application, however it uses some very sophisticated software to detect anyone who has been unwise enough to use somebody else's personal statement as their own. This works by automatically scanning every new application as it is processed at UCAS.

MYTH: CLEARING LASTS FOR ONLY ONE DAY

FACT: Although the majority of places accepted in Clearing are confirmed on A level results day and in the week that follows, places will continue to be filled into September.

MYTH: INTERNATIONAL APPLICANTS TAKE THE PLACE OF APPLICANTS FROM THE UK

FACT: Universities and colleges have a quota of places for home (ie UK) and EU students. They are at liberty to recruit international students without such restrictions. This is why UCAS produces two separate Clearing Vacancy lists (Home/EU and International).

MYTH: UCAS OPENS TRACK AT MIDNIGHT ON A LEVEL RESULTS DAY

FACT: Track will open in the morning of A level results day. Track is frozen for one week prior to each of these important days. Staying up late, therefore, will be a waste of time, as no applicant will see whether they are placed or not in the early hours.

MYTH: CLEARING IS JUST FOR PEOPLE WITH LOW EXAM RESULTS

FACT: Every year a wide range of applicants use Clearing to secure a place, with a variety of different exam results



Submitting a late application for 2015

*If you did not apply to UCAS during Year 13 but decide after results that you now want to go to university in 2016, you can put in a late application and enter Clearing; the final deadline is **20th September 2016**. Start consulting Clearing lists as soon as possible, and ring universities explaining that you are in the process of entering UCAS. Come into school and make an appointment urgently to get help with your application. Once UCAS receives it, they will give you access to Clearing.*

Withdrawing from UCAS Apply 2016

If UCAS has confirmed a firm or insurance offer, but you no longer wish to take up the place, you can withdraw from UCAS, but you will not be eligible for Clearing. You cannot apply for entry to any other UCAS institution for 2016. If you wish to re-apply for entry in 2017, you must withdraw from the Apply 2016 cycle. Come into school to discuss and plan your new UCAS or employment application.

If you wish to defer entry for a year, having originally applied for 2016 entry, you can try contacting the university to see if they will allow you to do so.... but they are under no obligation. You may have to withdraw from UCAS and reapply for 2017.

Submitting UCAS application for 2017

*If you decide to put in a new application for entry in 2017 (either because you did not apply during Year 13, or have decided to withdraw from UCAS Apply 2016), get going as quickly as possible. There is an enormous advantage in making an early application, from mid-September onwards, so come into school, as soon after results as possible, to discuss your plans. Applications will be made using the UCAS Apply Service, which you will be able to access online. However, to apply as a Judd Leaver you will need our buzzword, which Mrs Lynch-Howard can give you. UCAS closing date is 15 January 2017 (which means applications must be with Judd by the end of November, **at the latest**, for the reference to be added). Oxbridge, Medicine, Dentistry and Veterinary applications must be with UCAS by 15 October 2016 (**and with Judd by 26th September**)*

Make some plans for how you intend to spend your Gap year: your application will look weak if you have no plans for work/travel/other experience over the 12 months after A-level results. If you need guidance with your application form, please ask - we are happy to help.

If you have applied for Non-UCAS Higher Education Places

Follow any instructions you have been given about notifying institutions of your results. If you have met the entry requirements, then prepare to begin your new course of study. If you have not managed to secure a place, come into school to discuss alternative plans.

If you do not wish to embark on a Higher Education Course

If you decide to abandon university plans try to find a job that offers good training prospects - and bear in mind that you may want to consider Higher Education in a year or two.

Be prepared to search hard to find a job that suits: and keep in touch with us, so that we will be well-informed if writing references for you.

Retaking an A Level

In a very few cases, retaking whole or part of an A-level (or more) may be appropriate. Come into school to discuss your plans, but consider your way forward very carefully. You can re-sit or retake an A-level only in the summer exam season.

If you do decide to retake through The Judd, you must inform the Examinations Office at the Judd School in writing. You must talk to Dr Wainwright, Director of Sixth Form, before assuming that a return to school is possible.

EXAMS OFFICE INFORMATION:

Students with Access Arrangements

(Extra Time, Use of Reader, Use of Scribe, Coloured Paper, Modified Papers, Word Processors)

Make sure you collect a copy of your Form 8 and Access Arrangements (AA) online approval sheet. Word processor users will not have an AA online approval sheet. These should be included with your results. You may need these documents to pass onto your university or FE College.

Retaking an A Level

In a very few cases, retaking whole or part of an A-level (or more) may be appropriate. Come into school to discuss your plans, but consider your way forward very carefully. You can re-sit or retake an A-level only in the summer exam season. If you do decide to retake through The Judd, you must inform the Examinations Office at the Judd School in writing.

Summer 2017 will be the last opportunity to re-sit your AS and A2 levels in the following subjects: Art, Biology, Chemistry, Economics, English Language and Literature, English Literature, History and Physics. Students will be able to re-sit any AS or A2 unit. Only those students who have taken the qualification previously, or who had good reason not to have taken it when planned (such as illness) can take a re-sit.

A form for Re-sits will be available at the start of January on the Judd School web site **under Exams**, for you to download and complete. The deadline for entries is **Friday 27th January 2017**. Each re-sit has a fee. Occasionally students go to other institutions to retake A-levels, or to take up new A-level courses; the School can forward references and relevant information as appropriate. Students need to keep us informed for this to happen! Your new exam centre will require your Unique Candidate Identifier (which is shown on your examination results sheet) – this is not the same as your exam number.

A-Level Review of Marking and Access to Scripts

Review of Marking (re-mark)

In a small number of cases, it may be appropriate to request a re-mark for the result awarded. Be warned: the re-marking process is not quick and it can be expensive. **It is also possible for results to go down as well as up as a result of a review.** Remarks are not always decided quickly enough to affect a university's decision as to whether you qualify for a place, but if you are appealing, it is certainly worth notifying the university.

Priority Review of Marking

This service is only available for A-level qualification students whose university or other higher education places depend on the outcome. As for a normal re-mark, the script is reviewed by specially trained reviewers and marking errors corrected.

However, you will receive the outcome sooner. The Exam Boards undertake to deal with priority re-marks within 18 calendar days. The deadline is **Thursday 25th August**, but to make the **UCAS deadline** of 31st August, **you must return your form to the exams office by Friday 19th August** and pay through Joinos.

If you have a place pending, do not ask for a copy of the script first as you will miss the priority re-mark deadline. (Universities are not obliged to hold your place while waiting for re-mark results, though if you contact them and explain your circumstances they may be understanding.)

Non-Priority Review of Marking

As for a priority re-mark, the script is reviewed by specially trained reviewers and marking errors corrected. Non-priority re-marks have a target for completion of 30 calendar days. The deadline to return the form is **Wednesday 14th September**. You may also request a copy of the reviewed script(s) at the same time as the re-mark.

Access to Scripts

You can request the return of your scripts. It is advisable to consider this only if you are considering a re-mark or if you wish to retake the subject. There are three options:

- 1. Priority Copies:** You can request priority copies of A-level papers to help you decide if you want it clerically re-checked or re-marked. If you are considering a **priority review of marking**, please go straight to requesting the re-mark (and not a priority copy) so you do not miss the deadline. Deadline is **Thursday 25th August**. The school should receive the copies by 10 September.
- 2. Copy of the reviewed script:** You must do this at the same time as requesting the review of marking or clerical re-check.
- 3. Return of marked exam papers back to support teaching and learning for when you do not want a review of marking or clerical re-check.** Deadline is **29th September**. All scripts should be returned by 16th November.

A Post Results Services form will be included in the envelope with your results. It is also available on the school web site under Exams.

Occasionally students go to other institutions to retake A-levels, or to take up new A-level courses: the School can forward references and relevant information as appropriate. Students need to keep us informed for this to happen! Your new exam centre will require your Unique Candidate Identifier (which is shown on your examination results sheet) – this is not the same as your exam number.

Preparing to go to University

Once your place is confirmed, there will be a fair amount of paperwork to sort out – for instance accommodation details. You may need to act fast to get what you want, so if you are not around in late August - early September to deal with your post, try to arrange for someone else to make decisions on your behalf, or at least to open your email/post and let you know what needs to be done.

If you need to change courses after you have started at University

If you start university and find the course is not right for you: talk to your university tutors about the problems at an early stage. Don't be ashamed to admit that you have made a mistake - it is possible to change. You may be able to change courses within the same university; if you decide to leave and reapply elsewhere, you can come into school for help in making a new UCAS application, but you will need to make an appointment. You should be eligible for student finance and loans for the whole of the duration of a new course, provided you have left the original course within the first 20 weeks. Check with your LEA Awards Department on this. Good communication is crucial: notify the LEA, the Student Loans Company and your present university about what you are doing, so that you get the support and help you need but don't end up owing lots of money for a course you have abandoned.

Notifying the Judd: (a special plea from KML-H to adhere to this one!)

Once you have confirmed your plans, if they differ from your UCAS Firm /Insurance offer, please inform the school. Email the school, enquiries@judd.kent.sch.uk or contact Mrs Lynch-Howard, Dr Wainwright or Mrs Thomas directly. We **have** to provide information on the destination of our leavers (and we are interested to know what you are going on to after you leave Judd) – the prompt return of the form can save us a lot of extra work and phone calls to you. Thank you in advance!

Talk to us

At any stage, you are welcome to come into school to seek advice. In the summer holiday, after A level results are out, Mrs Lynch-Howard will be in school at various times. Ring for an appointment. Some other staff may be available too. Once term begins, you will certainly be able to consult other staff. Ringing to arrange a time in advance will ensure that we have time to help you properly, especially if you want to come into school for help with an application during term time. It is much easier for us to support you with an appropriate reference if you have talked to us about your plans, so keep in touch.

Gap Year Students

You will need to apply for student funding (loans, payment of fees etc) during your gap year if you are entering university in autumn 2017. Up-to-date information on loans, fees contributions etc can be obtained from the link www.direct.gov.uk/studentfinance and forms can be downloaded from there. (NB: make sure you download the correct year)

Useful Numbers for Reference

Judd School: Tel: 01732 770880 email: enquiries@judd.kent.sch.uk

Mrs Lynch-Howard: Tel: 01732 770880 x 134

email: kathleen.lynch-howard@judd.kent.sch.uk

Judd School Exams Office: Mrs Dobra Tel: 01732 770880 x 236

email: exams@judd.kent.sch.uk

Judd school website: <http://www.judd.kent.sch.uk/>

UCAS Applicant Enquiries: Tel: 0871 4680468 email: enq@ucas.ac.uk

Ucas website: www.ucas.com

www.direct.gov.uk/studentfinance

<http://www.applytouni.com/>

National Union of Students: <http://www.nusonline.co.uk>

(useful information sheets on many aspects of student life)

Good Luck in your A-Levels, and in all your future plans: keep in touch!

KML-H July 2016