

BACKWELL SIXTH FORM (Year 13 Leavers) UCAS : When Exam Results Are Known

Please read carefully. Contact the Sixth Form Team and/or UCAS if you need more help.

1 **EXAM RESULTS** should be available on Thursday 15 August 2019 at 8.00 am.

2 **IF YOU APPLIED TO UCAS:**

Remember that you were given an individual password to enable you to log on to the **UCAS Track Service**. This will enable you to see the status of your application, in the light of your exam results, from the **afternoon** of Thursday 15 August. You need your application number and Track password. If you have mislaid your Track password, you can request a new one online through UCAS Track.

3 **CONFIRMATION OF YOUR PLACE**

Once you receive your results, you will be in one of the positions below.

- You are accepted by your firm choice;
- You are accepted by your firm choice and you meet and exceed the conditions of the offer;
- You receive a 'changed course' offer;
- You are declined by your firm choice and are accepted by your insurance choice;
- You are declined by your firm choice and don't have an insurance choice, or you are also declined by your insurance choice (if you chose one);
- You are not holding any offers.

Read through the information below to see what happens next:

You are accepted by your firm choice

If you are accepted, UCAS will send you a Confirmation letter in the post. The university or college will contact you with any further information.

You are accepted by your firm choice and you meet and exceed the conditions of the offer

If you meet and exceed the conditions of your conditional firm choice, you can apply through Adjustment if you wish – see information below on 'Adjustment'.

You receive a 'changed course' offer

If you receive a changed course offer, it means that your university or college has been unable to confirm your place on the course you accepted because you have not met the original conditions, but that they are willing to make an alternative offer. UCAS will ask you to reply to any changed course offer provided you are not holding a confirmed place (UF). At this stage you can reply to a changed course offer in Track and you will have five days to reply. After five days, the offer will be declined automatically.

Check with UCAS and/or the Sixth Form Team if this applies to you.

You are declined by your firm choice and are accepted by your insurance choice

If you are declined by your firm choice and are accepted by your insurance choice, your insurance choice will become your firm choice. UCAS will send you a Confirmation letter in the post. The university or college will contact you with any further information.

You are declined by your firm choice and don't have an insurance choice, or you are also declined by your insurance choice

If you are declined by your firm choice (and insurance choice if you chose one), you will be entered into Clearing automatically. Log in to Track to view your Clearing Number – you can then start looking for another choice – see information below on 'Clearing'.

You can also sign up for the Direct Contact Service. This allows universities and colleges to make direct contact with you in the event that you are unplaced; they will talk about a place on a relevant course, once your results have been received. You will receive an email invitation from UCAS with the option to sign up to this free service. If you sign up, you will still be able to go through Clearing. It is important to remember that you do not have to accept any offers you receive and you should consider all your options before committing to a place.

You are not holding any offers

You may not have any offers because you were declined earlier in the year or you declined any offers received. You will be entered into Clearing automatically. Log in to Track to view your Clearing Number – you can then start looking for another choice – see information below on 'Clearing'.

4 ADJUSTMENT

To be eligible to use Adjustment:

- your results must have **met and exceeded** the conditions of your conditional firm (CF) choice; **and**
- you need to have paid the full application fee of £24.

If you have paid the single application fee of £18 and want to use Adjustment, you need to pay an additional £6.

You are **not** eligible to use Adjustment if: (see example on next page)

- you are confirmed (UF) 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 (mainly applies to ex-year 13 students).
 - You **cannot** adjust your **insurance choice**.
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The Adjustment period

The Adjustment process is available from A level results day (Thursday 15 August) until Saturday 31 August. Your individual Adjustment period starts on Friday 16 August or when your conditional firm (CF) choice changes to unconditional firm (UF), whichever is later. From this time you have five calendar days (five 24 hour periods, including Saturdays and Sundays) to register and secure an alternative course, if you decide this is what you want to do.

If you want to try to find an alternative course you must register to use Adjustment so universities and colleges can view your application.

Your Track 'choices' page shows you when your Adjustment period ends. If you become eligible to use Adjustment less than five calendar days before Saturday 31 August, you have the remaining time before then to find an alternative place. For example, if you become unconditional firm on Wednesday 28 August, you will have three days to use the process.

If you do not find a suitable place elsewhere you will remain accepted at your original choice.

How to use Adjustment

To use Adjustment:

1. Register in Track by clicking on 'Register for Adjustment' on your 'choices' screen.
2. Contact a university or college to find another place.
3. The institution will check that you exceed the conditions of your unconditional firm choice.

4. The institution will tell you if they can offer you a place, and you tell them if you want to accept it.
5. If you are accepted through Adjustment, your Track screen will be updated with the new choice and we will send you a confirmation letter.

Examples of being eligible and not eligible to use Adjustment

Examples of meeting and exceeding your offer - you are eligible to use Adjustment:

Offer	Actual grades
A level AAB	A level AAA
A level CCD (C in Chemistry)	A level ACD (A in Chemistry)
A level ABB (B in History)	A level ABB (A in History)

Examples of not exceeding your offer - you are not eligible to use Adjustment:

Offer	Actual grades
A level BBB	A level BBB
A level CCD (C in Chemistry)	A level BCD (D in Chemistry)
96 Tariff points overall including C in French	112 Tariff points overall including D in French

Before registering for Adjustment:

- Talk to one of the Sixth Form Team.
- Adjustment is entirely optional, and not everyone will want to try to find an alternative place. Nothing really beats the careful research you did before you made your application to find the right courses for you.
- There is no guarantee there will be any vacancies on the course you decide you want to be considered for, and it is very unlikely that the most competitive courses will have any places available. If you are in this situation you may wish to re-apply for entry next year in order to be considered for all courses. If other applicants decide to move places, the vacancy situation may change on a daily basis.
- Before deciding to use Adjustment, you must also consider non-academic arrangements such as accommodation and student finance. These may be difficult to secure or there may be delays if changes are made at short notice. You should contact your UF choice if you are concerned about arrangements that you have made with them.
- You may contact more than one university or college to discuss vacancies, but you will only receive one formal decision through Adjustment.
- If you have not received an alternative offer through UCAS before your Adjustment period ends, you will revert back to your original place.

5 CLEARING

You can only use Clearing if you are eligible

You can take part in Clearing if you have already applied through UCAS and you are in one of the following categories.

- You have not received any offers;
- You have declined all your offers or not responded by the due date;
- Your offers have not been confirmed because you have not met the conditions (eg you have not achieved the required grades);
- You have declined a changed course, a changed date of entry and/or changed point of entry offer;
- You applied for one course which has been declined/unsuccessful and you have paid the full £24 fee.

If you only made a single choice on your original application, you can pay a further £11 and apply to other universities and colleges through Clearing. You can pay by credit or debit card on Track, by phoning the UCAS Customer Service Unit, or by sending UCAS a letter and cheque for £11 made payable to UCAS Applications Account.

Track your progress online

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.

Make sure that you're available to speak to universities and colleges

It is important to plan your summer holidays so that you are at home when your exam results come out.

6 TO TELEPHONE OR NOT TO TELEPHONE THE UNIVERSITY OR COLLEGE WHEN YOU GET YOUR RESULTS?

This is what UCAS says:

- (i) use the UCAS Track Service wherever possible.
- (ii) no need to ring the U/C when you get your results if you have met the conditions of the offer.
- (iii) if you have narrowly missed the conditions, ring but be prepared to be patient.
- (iv) If you are sure that you are eligible for Clearing, it is possible to ring straight away. However, you must remember that they will not be able to formalise any agreement until you can tell them your official Clearing number.

7 IF YOU DECIDE TO WITHDRAW YOUR UCAS APPLICATION OR TO APPLY IN FUTURE YEARS

We will always be happy to provide you with a reference. However, please bear in mind that we will only provide support with personal statements and applications for the next academic year.

8 RE-SITS

If you wish to re-sit any exams, you will need to contact the Exams Officer **before Friday 29 November 2019**.

If retaking you may wish:

- simply to re-sit the exams in the summer;
- or to go to a College of Further Education (eg Weston College) full or part-time; check carefully whether you have to pay any course fees. (There may be the possibility of a maintenance allowance if your family's income is low.);
- or to arrange private tuition.

9 RE-MARKS AND ACCESS TO SCRIPTS

Please refer to the A Level Results Day booklet (available on Results Day).

10 CAREERS ADVICE?

If you are uncertain about your post-18 plans and need careers advice, please contact Miss Haywood, Mrs Hobbs or Mrs Ball in school **before Thursday 18 July 2019**.

11 IF YOU ARE SUCCESSFUL IN GETTING ONTO A COURSE FOR 2019, DON'T FORGET TO APPLY FOR FINANCE THROUGH STUDENT FINANCE ENGLAND IF YOU HAVEN'T ALREADY DONE SO.

If you will be starting in September 2020, you don't have to apply for support over fees, loans, etc. until next February.

12 GOOD LUCK! SEE YOU, I HOPE, AT THE CERTIFICATE PRESENTATION EVENING WHICH WILL BE AROUND CHRISTMAS TIME. FULL DETAILS WILL BE SENT TO YOU IN THE POST DURING THE AUTUMN.