



Year 13 results day

Results day is in August on Thursday usually during the second full week (the day changes each year so check!)

Results are usually available from 9.30 - 10am until 11am (confirm nearer the time)

You may be able to check UCAS before this time however. UCAS (as does school) get your results the day before. Therefore your conditional offer may already change to unconditional (meaning you got in!) before the time to pick up your results. I have even heard of it changing the day before...

If you have got the results required you need to accept the unconditional offer from your university. Now make sure your accommodation and student finance are all sorted ready to go in September/October. Well done!

What if I'm not around (on holiday) on results day?

You should be able to check UCAS from anywhere in the world with an internet connection. Your parent (or other nominated person- this needs to be all sorted before you leave for exams, you need to inform school in writing) can pick up your results. If you do not attend results day you can pick up your results from reception once the school term begins. You will not easily be able to go through Clearing from abroad as you will need a copy of the *Telegraph* to see the clearing list or courses available. If you do not need your results immediately, for application purposes, you can leave a stamped addressed envelope with the Exams Officer so we can post your results after results day.

I didn't get the results I need for my firm or insurance offer.

Clearing is a service for those students who

- Did not achieve the results they needed for their university choices
- Applied to UCAS too late
- Did not receive any offers
- Declined all their offers or did not reply to them by the due date

There is a separate service, called **Adjustment**, for students who did better than their University offers required. See page 5.

For information on Clearing and Adjustment, please see the information on www.ucas.ac.uk. These notes are supplementary to anything UCAS has produced and if there are any contradictions, the UCAS website should take precedence.

While Clearing is a service provided by UCAS, the main work has to be done by the student. Your parents and teachers can ring on your behalf but it will look far better if you ring. If others ring on your behalf it looks as though you do not care.

Do not approach Clearing with the feeling that you are owed a place at University. Instead approach it with a hefty dose of realism and an expectation that you are going to have to

work hard, over a long period, to get in. University places each year get more and more competitive, so you need to be doing more than any other person out there who is in a similar position to you.

Your primary jobs should be:

Before Results Day

- Researching university courses
- Ringing university courses
- Check 'Track' on UCAS regularly

On A Level Results Day

- Getting the list of university places
- Ringing the universities

On results day the school office will be available with a number of telephone lines for you to use. Staff will also be on hand to help advise you and listen to phones whilst they are on 'hold'.

Remember you have to make it happen. Your teachers and parents are there to help but it is your responsibility.

Before A Level Results Day (if you are a BTEC student)

Researching University courses before hand

- If you took a BTEC you have the great benefit of knowing what your actual results are before the A Level students do. Do not waste this opportunity for research and organisation.
- You need to make a list of university courses which are likely to accept you with the points you have. Make it a long list with details such as: University, subject, points they say they look for, additional conditions, notes about the type of course it is, telephone number, email address and contact details.
- Once you have this long list, make a short list, but do not throw your long list away.
- When considering University course, bear in mind:
 - Foundation degrees
 - Alternative courses – it is possible to get in to a University on one course and then switch to a different one in the first term once you are there (but do not even suggest you might do this when speaking to Universities)
 - Play to your strengths. If you did better in one subject which was not what you were initially applying for, then think about switching to this.
- Be realistic. Do not put additional hurdles in your way which you can live without, e.g. you may have wanted to stay in London but now realise that you could live with a University outside London.
- Bear in mind that the 'typical offers' Universities put on their websites may be higher than the grades they are actually asking for. It is not worth your time speaking to Universities who are looking for higher grades than you have. Even those who say they ask for the same grades as you have, may now be looking for higher grades.
- Be realistic. But do not give up hope.

Ring University courses beforehand

- When you ring, all the Universities will say that they cannot make a decision until A Level Results are out. The point about ringing before hand is to get your name in their sights, to put your case as strongly as you can now and to show your keenness now. This means that when you ring on A Level Results Day they will remember you and what your situation is.
- When you ring, you want to speak to someone. They may offer you an email address, but also ask to speak to someone. The personal contact is important. You then follow up the phone conversation with an email.
- It is better to speak to someone in Admissions rather than the general switchboard. It is better to speak to someone in your subjects Admissions' team rather than someone in the general admissions team.
- Be polite but assertive. Explain any special circumstances i.e. reasons why you did not get the grades you were expecting or hoping for. Do not be overly negative about individual teachers or the school, as you do not want to sound like you are a moaner. On the other hand if there are reasons which are to do with the school or the teacher than find a way of talking about them in an objective way i.e. by suggesting that it was not just you affected by these things but many others.
- Be positive about what you have got from you're A Level or BTEC course. Offer to send them work such as your BTEC assignment. Make sure you look over what you send them before it goes out and improve your English spelling and grammar as well as your logic and argument.
- Remember to follow up any phone conversation with an email, thanking them for their consideration of your position and outlining your main points again.

Checking UCAS Track regularly

- You will need to do a number of things on UCAS
 - Keep your email box clear, so there is space for new messages to come through
 - To see if you are eligible for Clearing. As you already have your results, you can ring Universities before you become eligible for Clearing but you also want to find out your Clearing number.
 - Course vacancies in Clearing are published on the UCAS site as well, although you should still make full use of the lists published in *The Telegraph* on A Level Results Day (see below)

On A Level Results Day

On Results Day

- Official vacancy lists are published on A Level Results Day and on the next few days in *The Telegraph*.
- Buy *The Telegraph* before 6 am on A Level Results Day and go through it carefully if you think you may not get the results needed.
- Start ringing Universities asap. You need to get in as quickly as possible.
- Have at least your UCAS personal ID to hand, if not your Clearing number.
- Keep on ringing until you get something.
- If you get an offer:
 - A university may provisionally offer you a place and give you a date by which you must enter the course details on UCAS Track.
 - You do not have to accept this offer. You may get another if you carry on ringing. You may not.
 - If you want to be formally considered, you need to click on your "Add Clearing choice" button and enter the course details. You can only enter details for one choice.
 - Only enter a Clearing choice if the university had provisionally offered you a place on the course and you want to accept it. If you enter a Clearing choice without discussing it with the university as this may delay the progress of your application and prevent you getting anything at all.
- If you have not got something by lunch-time it will become more difficult but still possible.
- If you have not got anything by the end of the first day it becomes more difficult but not impossible. Buy *The Telegraph* before 6 am again on the next day and start ringing again from 8 a.m.

What to do if you get a place through Clearing?

- Give the University your Clearing number
- On the UCAS website, go on to Track and click on "Add Clearing Choice" button which will be on your 'choices' screen.
- There may be some delay in Clearing appearing as an option for you on Track. The most important thing to do is to ring the University, get them to agree you a place and you can always give them your UCAS personal ID, then ring them back with your Clearing number.
- Once you have entered your choice on UCAS Track, UCAS will let the University know. The University will then, hopefully, accept this (as you have already spoken to them) and the acceptance will be shown in the "choices" section of Track. UCAS will then send you a letter, which is the Conformation letter

What to do if you do not get a place through Clearing?

- Other options are still open to you, such as Apprenticeships, resits, HNDs and HNCs etc.
- As a matter of urgency, contact Connexions and make an appointment to see Ms Barker.

Adjustment

If you've met and exceeded conditions for your firm choice, you might be thinking about looking for an alternative course.

You might be happy where you are, but with the Adjustment service it's **possible you could swap where you're studying**. So if you're curious take a look at what's available.

How to use Adjustment

If you've met and exceeded the conditions of your conditional firm offer, you may be able to use Adjustment to find an alternative course.

Adjustment is a chance for you to reconsider where and what to study. If you've had a firm conditional choice accepted – and therefore made into an unconditional firm choice – you could potentially swap your place for one on another course you prefer.

Adjustment is available from results day –31st August. You only have five 24 hour periods (including weekends) within this time to use it, starting from when your conditional firm (CF) offer changes to unconditional firm (UF), or on A level publication day – whichever is the later. If your offer goes UF less than five days before 31 August you'll only have whatever time is left between then and 31 August.

You'll see the option to register in Track. Your original UF choice will be safe while you're looking for another – you'll only lose it if you confirm you'd like to go elsewhere and the new university/college adds themselves to your application. If you try Adjustment but you don't find anything you'll still keep the course you gained on results day.

It's entirely optional. And a lot of competitive courses will be full, but other applicants might have missed their conditions or swapped a course too, so it could be worth seeing what's available.

How Adjustment works

You register for Adjustment in Track.

1. Ask for advice

Talk to an adviser/teacher at school – they can help you decide if Adjustment is a good idea for you.

2. Register

Click Register for Adjustment on the choices screen in Track – remember you need to have met and exceeded the conditions of your firm offer – check out examples of how this works below.

Offer	Meeting and exceeding your offer	Not meeting and exceeding your offer
A level BBB	A level ABB	A level BBC or A level BBBB
240 Tariff points including C in French	240 Tariff points including B in French	280 Tariff points including D in French

3. Talk to any universities or colleges you're interested in

There's no vacancy list for Adjustment – you'll need to check course details using the search tool and contact admissions offices at unis and colleges to talk about any possible vacancies. Tell them you're applying through Adjustment and give them your Personal ID number. (Though they won't be able to see your application unless you've registered.)

They'll check you've met and exceeded your conditions (remember if you contact them on results day there could be a short delay while your application is updated).

Talk to them about course vacancies, but be careful to confirm that you're just gathering information at this stage – only verbally agree an offer with a university or college if you're absolutely sure you want it.

4. See if there's an offer you want to accept

If a uni or college offers you a place on the phone you just need to let them know if you'd like to accept it. Remember you can only have one Adjustment offer, and it's the university or college that will add themselves to your application. Only verbally accept one offer, and make sure it's the right one!

If they're happy to accept you your Track screen will be updated with the new choice and we'll send you a confirmation letter.

If not then you can keep on looking, or once your Adjustment time limit is up you'll just keep your original place.