

BRYANSTON

Results & Confirmation, Clearing & Adjustment
Exit 2018

What to do and when



Results & Confirmation, Clearing & Adjustment 2018

What to do and when

If you have already applied to university and currently hold an offer for a degree course due to start in 2018 or 2019 (deferred entry) you should do the following well before Results' Day:

- Visit the UCAS website to make sure you understand how the process of confirmation, clearing and adjustment operates. **You should not be away on holiday when results are issued.** You need to be available in person to handle whatever situation may arise.
- Ensure that you have **reliable internet and telephone access** on 16th August.
- Have the relevant information ready, such as UCAS Personal ID, username and password to access Track, a copy of your UCAS application, relevant course codes, contact details for universities and admissions tutors with whom you have been corresponding and any contact numbers you might need for results' day (you may need to track down a particular results' day contact number). **It is much less stressful if you prepare a file of this information in advance.** If you have lost/forgotten details of your username or password to access Track, you will need to contact UCAS customer service on **0371 468 0468**.
- Make sure that **all your contact details are up-to-date** on Track by 9th August as universities may need to get hold of you in a hurry later. Remember, if you have dropped a subject **since** submitting your UCAS application, you need to inform UCAS, as previously advised.
- This will only be relevant to a few of you but it is essential that you act as quickly as possible if your place is to be confirmed. If GCSE results are part of the conditions of your offer, you will need to make sure the institution has an official notification. Until they have this official notification your place **cannot** be confirmed. As you will be aware, GCSE results are published a week later so there is **NO** time to delay. Well in advance of results' day you need to prepare for this. Mr Rioch, as the School's Examination Officer, will help you if you email him (palr@bryanston.co.uk), but, you will need to find out to whom the information should be sent and the appropriate address. He will also require your UCAS Personal ID, course code, course title, address and contact details. Check whether e-mail or hard copy is preferred by the institution.

UCAS Track

From 9th August (pm) to 16th August (0800) Track information will not be updated while A Level results are processed. Please make sure you have provided UCAS with any changes of 'phone numbers, address, etc. **well before 9th August.**

Based on previous years UCAS Customer Services 0371 468 0468 is likely to be available at the following times. Remember that you will need your UCAS Personal ID when you contact them:

Tuesday, 7 th August.....	0800 - 1800
Wednesday, 8 th August onwards.....	0830 - 1800
Thursday, 16th August (Results Day)	0730 - 2000
Friday, 17 th August	0800 - 1900
Saturday, 18 th August.....	0900 - 1700
Sunday, 19 th August	1000 - 1600
Monday, 20 th August onwards.....	0830 - 1800

Results Day & Confirmation

On 16th August use Track to check whether or not your place has been confirmed. Track is updated several times a day during the Confirmation period.

Which are you?

- a) *Confirmation: you are accepted by either your firm or your insurance choice institution;*
- b) *You have received a Changed Course offer;*
- c) *You do not meet the conditions of your offer(s);*
- d) *You are eligible for Clearing;*
- e) *Results are much better than expected.*

a) Confirmation: You will be able to log on and obtain your grades around 0600. If you have achieved the grades required by your firm or insurance choice institutions... Congratulations! **Check the position on Track.**

You will receive an email from UCAS indicating that there has been an update on Track and you will be able to log in to read your confirmation letter (AS12) i.e. a final offer of a place. Have you checked that Track has the correct information? **As universities all do things slightly differently, read the reply slip carefully: some universities/colleges require a signed acceptance within fourteen days; some will only require a return if you intend to reject the offer and withdraw.** Check you have both accommodation and student finance organised. Most universities will contact you with further information but follow it up if you do not receive anything.

- *If you are declined by your firm choice but are accepted by your insurance choice, your insurance choice will become your firm choice.*
- *If you have changed your mind about the course or the institution, you must withdraw from this year's scheme. Please contact your tutor/HoD/IWM to take advice. **You may not turn down an offer and expect to enter Clearing.** Transfers between institutions are not permitted. It may be possible to change the course and/or year of entry and these requests should be made direct to the university.*

b) If you have received a Changed Course offer, this will be indicated on Track by the symbol UCC. This means that your university has been unable to confirm your place on the course you accepted because you have not met the original conditions, but they are willing to make you an alternative offer which could be a change of course, start date or point of entry.

Once UCAS has heard from your firm choice and insurance choice you will be asked 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 on Track and **you will have five days to reply.** After five days the offer will be declined automatically. Remember, you are not obliged to accept this offer. Think carefully, seek advice before accepting and visit the department if you can. If you decide to take the new course, you will be advised of the options available. If you decline it, you will be eligible for Clearing. Remember, you will also need to amend your finance application accordingly.

c) If your grades do not meet the conditions of the offers you are holding or you have queries, please ring the Careers Department on 01258 484552 from 0800. We know that it is a difficult time, but please be patient as there are always a number of queries and we will do our best to help you as soon as we can.

Remember, even if you have only narrowly missed the conditions of your offers, unfortunately universities may not be able to offer you a place. This will depend upon the bigger picture of their intake for different courses.

Bryanston School: Preparation for Higher Education

However, the university admissions tutors receive the A Level results before the school does, and they will have looked at all the 'misses' individually, **and they may not reject you**. Track is updated several times a day. Keep checking.

- *It is also worth contacting the university directly to ask if they will still take you. **Immediate action can make all the difference at this stage**, but be patient as they will be very busy with hundreds of similar calls. Ask to speak to the admissions tutor in your subject. It is essential that **you** contact the university **yourself**. Admissions tutors are not overly impressed by applicants who leave their parents to deal with such important and personal business as applying for a place in Higher Education. You will need to have your UCAS Personal ID, your UCAS application number, the course code and a copy of your UCAS application available. Be ready to justify why you and the particular course are a perfect match. Being able to provide additional evidence of your enthusiasm since submitting your personal statement may make a difference.*
- *If you wish to apply for a priority remark **you need to do this by Friday, 24th August**. If you have applied for a priority remark, ring the university or college **immediately and follow this up with an e-mail**. **DO NOT** wait for the outcome of the remark.*

d) Clearing: Visit the UCAS website for details about clearing (*If you put in a deferred entry application, i.e. you will be going to university in Autumn 2019, please see advice given at the end of this section.*)

If Clearing may be a possibility be aware that the Clearing Vacancy Search goes live at the start of July. Some extremely useful preparatory research could therefore be carried out before the admissions tutors are available for conversations on 16th August.

If you are declined by your firm choice and by your insurance choice (*if you chose one*), **you will be entered into Clearing automatically**. At this stage speed is of the essence as places can disappear extremely quickly. However, if you signed up to the new clearing service back in April, about which UCAS contacted you, then universities will be able to get in touch with you about courses which may interest you. Bear in mind that their priority will be filling places so think carefully before accepting a place.

Feel free to approach as many universities as you wish during Clearing. Don't feel that you have to accept the first offer that you receive: remember that you will be spending at least three years studying the course, so please make sure that the university and course are right for you before you accept a place. Ideally you should visit in person and make sure you establish how accommodation places are secured for applicants entering the clearing stage.

The Clearing process

Straightaway: log in to Track to view your Clearing Number. Once you have this number you can then start looking for another choice. If you have to wait before your number appears, use this time to start researching courses, making phone calls, etc. Don't delay!

Straightaway: Get advice. Talk to your tutor/HoD/IWM. They can help you decide which course and subjects would be the most suitable for you.

Straightaway: Find out which courses have vacancies. You don't have to stick to the subject choices you made originally – there may be other areas which may suit you better. Lists are updated continually but not all universities and courses have vacancies in Clearing and some vacancies may be filled quickly. There is no guarantee that places will be available on any particular course. At the same time, a course which is full may have vacancies later. Check the vacancy lists to see the latest information.

Straightaway: Contact the universities that interest you. Once you have your exam results, you can contact universities about the possibility of gaining a place through Clearing. If you do not have your exam results, you should wait until you have them before approaching any university; however, even if you have

Bryanston School: Preparation for Higher Education

not yet received your Clearing number you can start to have informal conversations with universities. If you declined an offer from a university earlier in the year you can contact it again to see if they will accept you in Clearing, either for the same course or any other. Visit one or more universities. The majority will have open days and, if they don't, do you really want to go there?

Clearing Number: When you contact a university admissions department they will ask for your Clearing Number to confirm that they can consider you in Clearing. They can then view your complete application on the UCAS system. Remember you can have informal discussions while you wait for your Clearing Number to come through, but you do need to have your results.

Research and conversations: All conversations are informal, so speak to as many admissions tutors as you can before you make up your mind. Always ask for the name of the person you have spoken to and write it down. Don't be pressurised into accepting the first place offered in these informal conversations, especially if it is a course in which you are not really interested. It is important to undertake some further research and take advice. It is VITAL that you visit the institution before accepting an offer. Make sure that you take into account the following:

- *Course content*
- *Teaching and assessment methods*
- *Location: visit before making a decision*
- *Accommodation*
- *Specialism (research)*

Considering an offer: When you are speaking to different universities you may be informally offered several places. You will now need to decide which of these offers you want to accept. Consider carefully, talk to all the people who will help you make up your mind.

Adding a Clearing choice: You can only enter details for one choice. Only enter a Clearing choice if the university has provisionally offered you a place on the course and you want to accept it. If a university provisionally offers you a place in Clearing, they will give you a date by which you must enter their course details on Track. If you want to be formally considered you need to click on your Add Clearing choice button and enter the institution and course details. If you enter a Clearing choice without discussing it with the university, this may delay the progress of your application. You will also need to amend your finance application with the relevant student finance authority.

Your place is confirmed: UCAS will let the university know that you have entered their details on Track. If the university accepts you, the acceptance will be displayed in the choices section of Track and UCAS will send you a letter to let you know your place is confirmed.

If you are not accepted: If your first-choice university does not accept you, the Add Clearing choice link in Track will be reactivated so that you can apply to another choice in Clearing.

Deferred entry: Clearing is not designed for deferred entry applicants but it is worth contacting the university to ask if they will still take you, but bear in mind that institutions may NOT want to be bothered by you until after the main clearing system is underway, as their priority is to fill the places for this September/October. Ask to speak to the admissions tutor in your subject and have the course code and your UCAS applicant number available. Note the name of the person you speak to.

If you are not accepted at either of your Firm or Insurance institutions and you are not offered an alternative course, there are other things you can do but you will need to reapply:

- *Make sure that you have strengthened your academic profile with appropriate work experience, reading more widely, visiting exhibitions, museums, etc. BEFORE putting in a new application in the 2018 cycle to courses and institutions that will accept your achieved grades. In most cases this is the best option.*
- *If you are considering re-sitting your A Levels, there are various issues to consider in taking this route, so you must take further advice from your tutor/HoD/IWM. Re-sits can be done at a Tutorial College or at a Further Education College.*

Bryanston School: Preparation for Higher Education

- You might consider a Foundation degree course (1-2 years), which will usually allow you to transfer onto a main degree course provided that you have made sufficient academic progress.

e) If your results are much better than expected, there are two options:

1. You may want to **re-apply** but do consider the advice from UCAS that *'nothing really beats the careful research applicants did to find the right courses for themselves before making their UCAS applications and it is very unlikely that the most competitive course will have any places available'*. If you do want to reapply you should contact your tutor/HoD/IWM to take advice before you withdraw your existing application. Then make arrangements to make a new application. If your results are excellent, and you would like to attempt a more competitive course or apply to Oxbridge, you will have to cancel your existing application. Once again please take advice before doing so, as suggested above.
2. You could look at **Adjustment** (see UCAS website)

If you have met and exceeded the conditions of your firm choice then technically you may be eligible for Adjustment. This gives you the opportunity of looking at other universities or courses with your improved grade(s) in mind. Please get in touch with us before you act on this. You must also consider non-academic arrangements such as accommodation and student finance: difficult to secure or there may be delays if changes are made at short notice. Also, you should remember that improving your results by a grade or two may not be sufficient to persuade another institution to take you. A new university/department will be considering your whole application form, not just the grades. If you are in this situation you may wish to reapply for 2018 in order to have a fresh start and be considered for all courses at all universities.

The Adjustment period is extremely short: just five days from the date that your firm offer is confirmed on Track. Be wary of completely changing institution and course in such a short period of time. Please seek advice before doing this. If you do not find a suitable place via Adjustment, you will remain accepted at your original choice.

If you want to use Adjustment you will need to register on Track. The option to register will be displayed for all applicants whose place has been confirmed. However, you are only eligible if you have met **and exceeded** your conditions. It will be up to the university to verify this.

Using Adjustment

1. Register on Track by clicking on Register for Adjustment on your Choices screen. Here will also be displayed your adjustment deadline.
2. Contact a university to find another place. Make it clear that you are applying through Adjustment not Clearing. Please note that vacancy lists are NOT listed for Adjustment. HE institutions are encouraged to be open about potential vacancies on their websites.
3. The university will check that you exceed the conditions of your firm choice.
4. The university 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 UCAS will send you a confirmation letter.

iwm@bryanston.co.uk
February 2018

Information is based on our experience and information on the UCAS website