

South Wilts Grammar School

Sixth Form



A Guide to applying for Higher Education (Part 2)

2014 – 2015

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Name:

Tutor Group:

APPLICATION PROCESS

Register for UCAS in registration

Receive a unique username and create a unique password

NOT GOING TO UNI?

Please complete the personal details of the UCAS form and a personal statement worksheet for future reference

APPLY

Complete all sections of UCAS following guidelines in handbook

PERSONAL STATEMENT

Complete a Worksheet

Work on personal statement as detailed in handbook

When you are happy with final draft of personal statement copy and paste into your UCAS application.

When all sections complete click 'pay and send and pay using a credit or debit card.

The form is then received in school, checked, references and predicted grades added. Requests for amendments may be sent back to you with instructions. This process may take up to 2 weeks. Follow and resend (no extra payment required)

Once all amendments have been made, the form is forwarded to your final referee for a final check before it is sent to UCAS.

UCAS sends acknowledgment to student

UCAS sends copies to all universities chosen

University makes their decision and you are informed by TRACK

Apply for student finance even if you haven't accepted your offers

Unconditional Offer (based on grades achieved)

Conditional Offer (based on examination results)

Unsuccessful application

Apply for accommodation following university instructions

When all decisions have been received, applicant replies to offers using TRACK accepting one firm and one insurance place

If no offers received or all applications declined, student enters EXTRA and is able to apply for a further place

Results Published Thursday 13th August 2015

Required Grades for FIRM Achieved - University Confirms Place

Required Grades for INSURANCE achieved - University confirms place

Required Grades not achieved – university does not confirm the place

ACCEPT PLACE

CAN APPLY THROUGH CLEARING

MAKING YOUR APPLICATION

The UCAS Apply System

1. At South Wilts all students apply to university by accessing their application forms online through the UCAS website www.ucas.co.uk/apply. The site opens in mid June for applicants applying in September 2014 for entry in September 2015 or deferred entry in 2016. You will register when you return from AS Study Leave and will be given a user name and password. PUT THESE DETAILS SOMEWHERE SAFE, you will need them.

2. Students applying for Art & Design foundation courses will be given additional guidance from Miss Richardson. .

3. Internal Advisory Deadlines for completing your UCAS application form are as follows:

Friday 19th September: Students applying to Oxford, Cambridge and or Medicine, Dentistry, Veterinary Medicine (due to the UCAS deadline).

Monday 13th October: All other applications.

You are expected to have completed at least 2 drafts of your personal statement by the end of the summer term and discussed them with your tutor. Early applicants should expect to be close to a finished draft by the end of term. All others should return to school in September with a good draft.

4. UCAS deadlines i.e. date by which your application form must reach UCAS:

15th October: Early applicant students, as above

15^h January: All other applications.

COMPLETING YOUR APPLY FORM

General Information

1. Access your form at www.ucas.co.uk/apply logging on with your user name and password. A copy of your registration form is kept in the Sixth Form Office in case you forget these.

2. Give yourself plenty of time to go through the application form and complete all the sections. Don't wait for the deadline date before you complete and 'send' your form. See below for guidance on particular sections. At the end of each section click **save** to save the data. This saves the data but also acts as a check as the program will prompt you if you have missed something out. You can always amend the data right up until the point that we send the form to UCAS after its final check. If you **do not save** each section, you will have to retype it!

3. Pay direct to UCAS online with a debit/credit card (£23).

4. When you have completed the form and clicked 'pay and send' it comes through to the sixth form office to be checked and for the reference to be added. References may be seen by students – ask your tutor to show you a copy. If the form is incorrect it will be sent back to you for amendment by Miss Gillott who will contact you to let you know that you need to amend it. You can then correct it and send it back – you won't have to pay again.

5. When this has been completed the form is passed to your referee (a member of Senior Leadership Team) for a final check before it is signed off and sent online to UCAS. They will look at it with an admission officer's eyes and may send it back to you for amendment. Because we are meticulous and want you to be seen in the best light, this process may take up to two weeks. Once the form has gone to UCAS there can be no amendments.

6. You will receive acknowledgement from UCAS within a few days that they have received your form. You will be given an application number which you must always quote in any correspondence and a password to access TRACK. This enables you to 'track' your application form and any offers (see section 9)

7. UCAS send your application to your chosen universities. The universities **do not** see where else you have applied to until they receive your A level results.

Please pay particular attention to the following sections when completing your form:

Personal Details

- You will be asked to verify your email address before sending the form off. Follow the instructions under personal details.
- Reference Numbers: Ignore Unique Learner Number and ISA Number; you don't have these. Check with Mrs Mackay if English is your second language and you have or need an IELTS or TOEFL qualification.
- Passport Details: If you give your nationality as outside the EU or hold dual nationality you may be asked for these.
- Student support: If you are going to apply for student finance, the correct fee code is 02. The student support arrangements refer to the county that you live in.
- Equality questions: these ask you to select your belief or religion, your sexual orientation and your gender identity. This information remains confidential – we cannot see it when we see your forms and it will only be released to the university when you accept your place after your results and UCAS knows where you are going. If you do not wish to answer choose 'I prefer not to say'.

EXAMPLE

Student support

Fee code*

02 UK, Chl, IoM or EU student finance services



Student support arrangements

(This field is only available if you select fee code '02 UK, Chl, IoM or EU student finance services')

Wiltshire



- Criminal Convictions: If you are in any doubt, please speak to Mrs Chilcott, Mrs Mackay or Mr Bishop.
- Keeping you informed about your UCAS application: Keep this box ticked so that you find out about the progress of your application.
- Telling you about other relevant products of services If you opt in for these, you will receive targeted information of interest to students.
- Nominated Access: if you feel you may wish a parent or guardian to contact UCAS on your behalf
- Disability / special needs: – read the help boxes for further information, if in doubt see Mrs Mackay.

Additional Information

- Activities in Preparation for Higher Education: Universities are looking for evidence that you have researched your courses and institutions. Use this section to put details in about any courses you have been on to show your commitment, e.g. Medlink, MedSim, Vetlink, or any other workshops, Eton Summer Schools, UNiQ or Headstart. If the right sponsor is not listed in the drop down box, choose other.
- Parental Education: read the help text. If your parents have not got a degree/been to university say 'no'. Universities have been advised by the Government to widen their intake by recruiting students who are the first in their family to apply to university. If your parents have a degree/been to university then say 'yes'. We advise you not to use the default 'I prefer not to say'.

- Occupational Background: you will be asked to choose your parents occupation from the drop down meny. You may also choose the 'I prefer not to say'.

Student Finance

- This is **NOT** an application for student finance. You will complete that application next year via Student Finance England. This gives you to opportunity to ask UCAS to share your details with Student Finance so that when you do apply they have your personal details and course choices. We recommend that you do share information for ease when completing your student finance application.

Choices

- Maximum of 5 choices. You **DO NOT** need to rank your choices. The universities **DO NOT** see the other choices you make.
- **No more than 4** for Medicine, Dentistry, Veterinary Medicine/Science and we strongly recommend that you choice another course for your fifth option. Discuss with Mrs Wilkes or Mrs Mackay
- No more than 1 course at either Oxford or Cambridge and you must add your chosen college. Durham will also ask for a college choice.
- On the form, click **add choice** and complete this section using the drop down boxes.

EXAMPLE

- Institution code* ? *use alphabetical list to find your university or college*
 - Course code* ? *use alphabetical list to find your course*
 - Campus code* ? *make sure you chose the right campus from the drop down menu*
 - Start date* ? *pick 2015for straight from school and 2016for deferred entry*
 - Further details ? *if doing a combined degree you will be asked to list the subjects*
 - Live at home while studying?* Yes No ?
 - Point of entry ? *leave this blank*
- Reminders about choices:
 - You should have a range of grade requirements within your choices and that you are happy with all of them.
 - **Check that they match or are below your predicted grades.** You are unlikely to get an offer if your predicted grades are lower than the entry requirements.
 - If the entry requirements are given in a grade range (AAA-AAB or 320-280) presume that you will be given the higher offer.
 - Tariff Points: Some universities make their offers in terms of tariff points where your exam grade is equivalent to a number. The tariff point offer may allow you to include your 'cashed in' AS level(s) i.e. the AS that you are not taking on to A2. Check the details of the entry requirements carefully to see what they will allow you to include either on the university web site or UCAS course search. Some will accept your General Studies points, others won't. There are tariff points that can be obtained from non-academic study such as instrument grades but most universities only want points from your academic study.

Offers - The UCAS tariff						
	A*	A	B	C	D	E
A2 level	140	120	100	80	60	40
AS level		60	50	40	30	20

Education

- Details are required for each secondary school you have attended. Do not worry if you can't find your centre number on the drop down menu, just put in the name.
- **GCSEs:** All subjects, boards and grades required.
- **AS Levels:**
 - You must list **all** the AS levels you have taken and enter the grade for each AS subject
 - If you are taking a new AS subject this year, show as pending
 - If you are resitting a module in June 2014, you must include it.
- **Module Results:**
 - Entering these are optional. Should you choose to, you should enter all modules for your AS subjects with full title and grade. (Entering only some, suggests you're hiding something!).
 - Decide what's to your best advantage. You may wish to highlight an excellent set of results or show that only one module went array. Get advice if in doubt.
 - Full marks in a module should be mentioned in your reference. Make sure your tutor knows so that s/he can check this.
- **Retakes:** You need to show your planned retakes. You need to put your original AS grade in and then add a new entry for the module you are retaking– see example of Mathematics below.
- **A2 levels:** All A2 levels should be shown as pending. You do not need to add in your modules.
- **EPQ:** follow the link under 'add other qualification' and pick Extended Project from the link. The awarding body is Edexcel.

EXAMPLE

South Wilts Grammar School (66735, 09/2007 - 07/2014, FT)

GCE Advanced Level

History	06/2015	Edexcel
Mathematics	06/2015	Edexcel
Physics	06/2015	OCR

GCE Advanced Subsidiary (first award 2001)

Mathematics	06/2015	Edexcel	(1 module)	<i>This is the module that is being retaken in this example</i>
General Studies	A	06/2014	Edexcel	
History	B	06/2014	Edexcel	
Mathematics	B	06/2014	Edexcel	
Music	B	06/2014	Edexcel	
Physics	A	06/2014	OCR	

Your highest level of qualification before starting your course is "*Below honours degree level qualifications*"

Other qualifications

- You can enter details of certified music or dance qualifications gained within the last 5 years using the drop down lists. Enter highest grades only, not a long list of all your levels. We advise not putting down low grades, such as grade 1 or 2 Music taken in 2007 for example. We do not check this section, but UCAS may so please be truthful!
- You can enter details of Duke of Edinburgh, Young Leadership, Sport, NVQ and other certified qualifications gained within the last 5 years in the section Other (UK) qualifications. Only enter the grade you have got, not the one you are working to.
- Include information if applicable of Additional Admissions Tests such as UKCAT, BMAT, LNAT, etc. Include scores for the tests if taken (the 4 numerical scores for UKCAT) or put as a pending result for those yet to be taken.

YOUR PERSONAL STATEMENT

Many courses do not interview – this is your one and only chance to get across why it should be you that they give an offer to. Therefore it is a very important part of your university application. The three most common reasons with regard to a personal statement for admissions tutors not offering a place are:

- Lack of understanding about the course
- Lack of obvious desire to study the course
- Spelling and grammar mistakes.

How to start

Start early. YOU WILL NOT GET IT RIGHT FIRST TIME Gather evidence and complete the personal statement worksheet. This is not a template but allows you time to think about yourself and what you have to offer, what you have heard at talks and seminars. Complete this form as fully as you can, it will make the writing of the statement easier. Remember everything you put into your statement needs to be relevant.

- Take a piece of paper and start writing or typing. You don't have to start at the beginning; start with a section that you feel is the easiest.
- Type it as a **Word** document so that you can spell check it and check the character count. You will have space on the application form for approximately 3700-3800 characters with spaces or 47 lines (approximately 600 words).
- Use one space after a full stop.
- Do not indent paragraphs **but leave a clear line between paragraphs** (the statement of often reduced by 50% and printed off at a university. If you do not have clear lines between paragraphs it is very difficult to read.
- When you are finally happy with it, copy and paste it into your application form – the program will tell you if you go over the character limit and will not let you save the statement.

Keep coming back to it. When you are happy with a first draft, put it away for a couple of days and then check again and show to your tutor.

Attach **the personal statement front cover sheet** to your statement when giving your statement to anyone in school. Your tutor should see your initial drafts and then you can discuss it with other relevant people (subject tutors, Mrs Mackay, Mr Bishop, your mentor etc). Two drafts should be completed before the end of term. **EXPECT TO DO SEVERAL DRAFTS.**

Students applying to Oxbridge or for Medicine, Dentistry or Vet Medicine should plan to have a near final draft by the end of summer term.

Exemplars

Most university/college websites and prospectuses include guidance on what they are looking for in personal statements so make sure you check these out for your choices. There are also a lot of other websites offering advice and “exemplar” statements. Have a look at these by all means, but treat them with caution! Many offer conflicting advice and some of the exemplars are not that good. You will have access to exemplars in PSD or can ask the sixth form team for some.

Don't be tempted to copy bits from the exemplars; this is a personal statement, about you, and needs to be written in your voice. Also, UCAS now uses plagiarism software checking statements against those already in the system and from a variety of website and paper publications. **UCAS will inform all the HEIs to which you have applied if they have concerns that parts of your personal statement have been plagiarised.**

What to include in your personal statement

Your personal statement is an opportunity for you to demonstrate why you think you would be a good student for the course you are applying to and why the University should select your application over those of other

candidates. It is primarily an academic statement and you should target it directly towards the subject in which you are interested, though most universities will also want to know something about your more general interests. Show your passion for your subject, make yours stand out. The information below is to guide you, not necessarily use as a template. You may choose to work in themes, particularly if you are applying for a subject that requires work experience. So for example, think about what is needed to be the ideal student / professional and where your work experience and academic work can demonstrate that ability.

REMEMBER AT ALL TIMES – **show not tell** e.g. Don't just say what you did. Reflect critically on your experience, achievements or knowledge. So:

- **how** did you develop the customer care skills that made you employee of the month?
- **how** has basketball improved your teamwork, leadership or communication skills?
- **What** have you learnt from things you have read or heard outside of your A level topics?
- **what** is it that you admire about Cervantes' novels or Katherine Dunham's choreography?

Remember **ABC**:

Action = Explaining what have you done, achieved, read or experienced

Benefit = Reflecting on what have you learned or gained from it, or what you think about it

Course relevance = Making sure you convey why this makes you a good applicant for your chosen course (you don't necessarily have to spell this out after each point – tutors can read between the lines).

For example The Christmas lectures 'Meet the Brain' led me to read the research of Oliver Sacks which then inspired me to undertake independent research on the processes involved in nerve impulse transmissions. In addition by studying Religious Studies and Biology, I have been able to consider aspects of research and treatment from both the ethical and scientific perspective; key components when considering neuroscience.

In general, you should cover five main areas in your personal statement:

1. **WHY** you want to study this subject
2. **WHAT** you have done to demonstrate your interest in the subject
3. **HOW** your academic studies have prepared you for your course.
4. **WHAT** else makes you an interesting and unique individual
5. **WHERE** do you see your course taking you.

As a general guide at least 3/4 of your personal statement should be devoted to 1 and 2 above, more if you're applying to Oxbridge (their interest is almost exclusively in your academic (at least 90%) and intellectual abilities).

You do not have to follow this order, you may wish to think about a theme that interests you and use that to answer the areas above. For example:

Psychology combines my interest in scientific study with a curiosity in human motivation. This statement then went on to look at motivation from a psychological point of view stated what she had read and what it led her to think and then moved forward to look at the biological and behavioural aspects of autism linking it back to motivation and behaviour of those in science. This demonstrated not only wide reading but expanded thought as a result of that reading.

Use the notes you made in PSD on your "Personal Statement Worksheet"

1. **WHY you want to study this subject**

The important thing is to communicate your passion for the subject, what delights and interests you and why. You might want to think about the following:

- Your knowledge of the subject area
- What the course entails – don't forget that most courses are not just the course title – for example Economics will cover Economics, Maths and History at the bare minimum.
- Why it interests you and what interests you the most
- An awareness of the broader picture of where the course fits into the big world and current affairs

Tip – read the course outline, department website, look at your notes from Open Day lectures and the prospectus to help you. Remember, the universities know what is on the A level syllabus, they want to know what you have done outside of that or why it makes you want to study it more.

For the opening paragraph you could:

- Begin with a very brief anecdote from personal experience (but not ‘*since I was a child*’ ‘*I have always been fascinated by*’ – these are used too regularly)
- Begin with a specific element of the subject that appeals to you
- Refer to an expert in the field, for example an author whom you have found particularly inspiring
- Refer to something specific from your life experience that led to your interest in your chosen course.

Tip – **do not** use a quote, they want to see your words not someone else’s

2. WHAT you have done to demonstrate your interest in the subject and

3. HOW your academic studies have prepared you for your course.

You need to show why you would be a good student, that you have the right background in terms of academic ability and the right interest or inclination. Show you know what the course you want to study involves. For example, if you want to be a primary school teacher write about what you have learned from your work experience and how this has shaped your choice of course/career. Think about and quote evidence from:

- Your academic studies – what you have particularly enjoyed – good results at AS level
- Particular project work in your studies –display your thirst, knowledge and passion.
- Relevant work experience (particularly for medicine, dentistry, vet, health care, teaching) Not just a list – explain what you did / saw, what you reflected, what it lead you to read etc
- Courses attended
- Relevant voluntary work (as above)
- Things you have learned from books, newspapers, TV programmes, visits etc
- Other relevant experience

Tip – remember, it’s not a list, it’s what you have learnt from these experiences and how that fits in with the course and why you’ll be a better student than the next one.

4. WHAT else makes you an interesting and unique individual

Write about what makes you an interesting and unique person - all those extra things you have done or experienced which will bring something extra to the community of the University you want to join. Admissions Tutors will want to know about your broader skills:

- problem solving
- teamwork
- independent learning
- self-awareness
- time management
- organization

Tip – think how other people would describe your best attributes – how do they know that and what do they see? Reflect on how you’ve developed these through:

- Significant responsibilities held in school or at home, in clubs or societies
- Part time job
- Hobbies and leisure activities
- Sports you participate in
- Other sorts of extra-curricular activities
- Special achievements

You should only mention those things which help support your application; a long list of everything you've done is much less impressive than picking on one or two things and writing about the skills you learned through them and how they relate to the course you want to do.

5. WHERE do you see your course taking you.

If you know what you want to do, you could end with a brief statement of your career aspirations and goals, including reasons for asking for deferred entry if applicable.

1. **A final reminder about you.** Sum up what you have to offer and what you are looking forward to from your chosen course.

Dos and Don'ts

- Don't try and cram it all in – less is more
- Don't feel you have to stick to a formula
- Don't include anything already on the UCAS form, like what subjects you're studying or what school or college you attend
- Don't be afraid to mention how you have overcome a disability
- Don't keep using exclamation marks!
- Don't talk about the work experience you're going to do next month – if possible, wait until you've done it
- Do break up the text by using paragraphs – leave a clear line space between them
- Do try to avoid using 'I' at the start of each sentence
- Do mention your gap year plans if applying for deferred entry
- Do try to be interesting and avoid stilted vocabulary and clichés
- Do pay attention to spelling and grammar and avoid txtspk
- Do ask your referee if they can include in their reference anything you don't have room for in your statement
- Do choose a strong opening
- Do finish on a positive note

Finally look at it with an admissions tutor's eyes

- Would you want a conversation with this person?
- Would you want this person in your seminar group?
- Does it sound like it written like a real person?
- Could this person elaborate on what they've written if they were invited to interview.

ART AND DESIGN COURSES

Art and Design applicants usually apply to study for an Art Foundation course before they proceed to a degree level programme. We have a strong relationship with the Arts University College Bournemouth where many of our students go to study their Foundation year. Applications for Art Foundation go straight to the institutions apart from the London based colleges. Miss Richardson oversees the process working very closely with you on your portfolio.

5. PERFORMANCE MUSIC OR DRAMA

Some students may choose to apply to study Music at one of the 7 Conservatoires in UK. Students need to apply through CUKAS application system and need to meet an early deadline (1st October for Music, some differ for Drama or Dance – check websites for individual information).

For acting or dance you may choose to apply to one of the Acting and Dance Academies or Colleges. The majority of these run their own application process but a few require you to apply through UCAS. Some courses allow you to apply to Student Finance for help with fees and living expenses, others do not. Research very carefully. It is very unusual for a student to be offered a place at a Conservatoire or Performance Arts College straight after school, they often prefer you to take a gap year and experience life and build up your performance experience. See Mrs Mackay to discuss in detail.

TEACHING

A course that offers Qualified Teaching Status (QTS) will enable you to enter into teaching straight after your degree as a newly qualified teacher. If you wish to teach secondary level education, it is more common to take a degree in the subject of your choice and then move on to a 4th year PGCE not necessarily at the university you studied your undergraduate degree at. For a course that offers QTS, you will be required to do the following as part of your application:

- Have carried out at least 2 weeks work experience before your application
- Complete a Maths and English Skills test on line – see below for further details
- Attend an interview

HEALTH CARE COURSES

These courses include: nursing, midwifery, paramedics, physiotherapy, speech therapy, radiography, dental hygienist/nurse. You will be able to apply for an NHS bursary for these courses which will pay your tuition fees for the duration of your course and may give extra help with your living costs. You will also be able to apply for a reduced maintenance loan through Student Finance (help will be given with this next year). You will be required to do the following as part of your application:

- Undertake at least 2 weeks' work experience before your application
- Attend an interview
- May be complete a numeracy and literacy test at the interview
- May be required to complete a physical test as the first part of the interview (particularly paramedics)

ADMISSIONS TESTS

Some students will have to take additional tests as part of the application process. You need to research whether this applies to you or not by visiting relevant university websites. With the exception of UKCAT and LNAT (for which you will register yourself online) and the Maths and English Skills test you must register for these tests with Mr Evans our examinations officer. Practice papers and guidance are available on the relevant websites.

The following sets out the position at the moment.

a) Medicine, Dentistry and Veterinary Medicine/Science

▪ **BMAT – Biomedical Admissions Test.**

Relevant only for applicants to:

The Royal Veterinary College (Veterinary Medicine)

Imperial (Medicine, Biomedical Science, Biomedical Science with Management)

University College, London (Medicine)

Oxford (Medicine and Biomedical Science)

Cambridge (Veterinary Medicine and Medicine)

Bristol (Veterinary Science)

Test taken in school on 5th November 2014. Apply through Mr Evans. Further information from www.bmat.org.uk to find specimen papers. There are also books in the LRC to help.

Registration fee: £44.00 (additional £31.50 for late entry)

Applications Open	1 st September 2014
Standard entry closing date	1 st October 2014
Late entry closing date (subject to penalty fees)	15 th October 2014
Test Date	5 th November 2014
Results Release to Centres/Candidates	26 th November 2014

▪ **UKCAT – UK Clinical Aptitude Test**

Required by most medical schools/dentistry departments except for those medical schools who require the BMAT (see above). Fee is dependent on your test centre but usually around £65.00. Depending on your household income, you may be eligible for a bursary towards the cost. You have to register on-line with ukcat.ac.uk and sit the test at the local driving centre. Further information from www.ukcat.ac.uk. Your test results will be sent direct to the universities from UKCAT.

UKCAT registration and Bursary application opens:	1 st May 2014
UKCAT testing begins:	1 st July 2014
Bursary application deadline:	19 th September 2014
UKCAT registration deadline:	19 th September 2014
Last testing date	2 nd October 2014
UCAS application deadline:	15 th October 2014

b) Law

▪ **LNAT – National Admission Test for Law**

Some students wishing to study law will be required to sit the LNAT. You have to register on-line with lnat.ac.uk and sit the test at the local driving centre. Relevant for Birmingham, Bristol, Durham, Glasgow, King's College London, Nottingham, Oxford, SOAS, University College London. Cost £50.00 Further details at www.lnat.ac.uk. The scores are sent to the universities of your choice directly. **If you change a choice or add a choice after taking the exam, it is your responsibility to inform the university direct of your score.**

LNAT registration opens:	1 st August 2014
LNAT testing begins:	1 st September 2014
Oxford LNAT registration by:	4 th October 2014 (TBC)
Oxford LNAT test deadline:	20 th October 2014(TBC)
Last testing date	15 th January 2015
UCAS application deadline:	15 th January 2015

c) Oxford University

Oxford University has a range of admissions tests and students are usually asked to submit written work. The Oxford deadline for submission of written work is **10th November 2014**. Applicants to Cambridge will be advised by their college when it needs to be submitted. Some tests will be taken when you attend for interview and others in school – the date being **5th November 2014**. We will ask you for registration details next term. **It is therefore very important that you check admissions information and procedures in detail.** Information about all requirements and sample papers can be found on the university website - www.ox.ac.uk

- **HAT – History Aptitude Test** – all degrees involving History.
- **ELAT – English Literature Admissions Test** – all degree courses involving English.
- **BMAT** – see (a) above
- **LNAT** – see (b) above

- **TSA - Thinking Skills Assessment** – Economics and Management, PPE, Experimental Psychology, Psychology, Philosophy and Linguistics, Geography.
- **MAT – Mathematics Aptitude Test** all degrees involving Mathematics, and Computer science.
- **PAT - Physics Aptitude Test** – all degrees involving Physics, Engineering, Material Science.
- **MLAT - Modern Languages Aptitude Test** – all degrees involving Modern Languages. There are several parts, check with the website what is required.
- **CAT – Classics Aptitude Test** – all degrees involving Classics.
- **OLAT – Oriental Languages Aptitude Test** – all degrees involving oriental languages.
- **Practical Tests** will be required for Music and Fine Art at the interview.

For more details see the Oxford section in the Oxbridge Booklet

d) Cambridge University

Cambridge will require you to complete a supplementary questionnaire that will be emailed to you once they have received your application. You only have a short time to complete it, See Mrs Mackay for additional help. Cambridge University tests usually take place at the interview. Students are usually asked to submit written work and the deadline for most colleges will be 15th November. Specific information can be found on the college websites www.cam.ac.uk

- **Cambridge Law Test** for entry used by majority of colleges. Taken at Cambridge as part of interview process.
- **Thinking Skills Assessment** Taken at Cambridge as part of interview process. The TSA is used by 27 of the 29 colleges for some subjects usually: Computer science, Natural sciences, Engineering, Economics, Land Economy, Social and Political Science
- **STEP – Sixth Term Examination Papers in Mathematics** – required for mathematics courses and for engineering and computer science in some colleges.
- There are other internal written tests for subjects see website – www.cam.ac.uk/admissions/undergraduate/tests/index.html

For more details see the Cambridge section in the Oxbridge Booklet

e) Maths

STEP – Sixth Term Examination Papers in Mathematics – required for mathematics courses at Warwick and Cambridge. University of Bath and Bristol encourage you to take STEP or AEA. You may receive an alternative offer if you do take one of these. Taken at school with your A2s. See Mrs Offner for further information and preparation.

MAT – Maths Aptitude Test required for mathematics courses at Oxford University and Imperial College London.

f) Numeracy and Literacy skills tests

For all applications trainee teachers. You are expected to have taken the courses before starting your course but the earlier the better so that you can take the results with you. You can register online at <http://www.education.gov.uk/schools/careers/traininganddevelopment/professional/b00211200/registration> and then book a test at your local driving test centre.

Test requirements are subject to change – please check websites for up to date information

INTERVIEWS

You may get called for interview depending on the university and course. There are different types of interview: some are selection interviews (such as Cambridge, Oxford, Imperial, Warwick, Manchester etc and all Medical, Veterinary and Health Related courses) which you must attend; some are to check you have chosen the right course (such as a course that requires a year abroad or is a MSci); some are to check on your motivation and enthusiasm (UCL); others are more like open days where they invite you to get a feel for the university and different courses in your field and may not be essential for you to attend.

Please ensure you know which type of interview you are being asked to attend. If in any doubt, contact the admissions tutor and ask for further information. We help prepare you in detail for these interviews. As soon as you know you are required to attend an interview, please let Mrs Mackay know.

School will arrange for appropriate mock interviews as needed in the Autumn Term.

UCAS TRACK

UCAS Track allows you to follow your offers and check all aspects of your application. Table A is an example of track after the offers have been accepted or declined. When you receive an offer the decision on your track will be made Conditional (if you still have A levels to take) or if you don't receive an offer it will be marked as Unsuccessful. You can then click on the link to find out exactly what the conditions of the offer are (see Table B below)

EXAMPLE

Your status
You have replied to your offer (s) and are holding at least one conditional place.

Next steps
If you meet the conditions of your offer(s), the university or college will confirm your place. You may need to send them details of your results if they ask for them.

Latest update
5 December 2013, 23:32
King's College London (University of London) has offered you a place for Neuroscience, subject to conditions. Please view the choice to see these.
[View all updates](#)

Your choices

Your firm choice

King's College London (University of London) K00
Neuroscience B140
Start date: 1 Sep 2015
Start from: Year One

Your place will be confirmed at this university or college if you meet the conditions of this offer.
(Conditional offer (firmly accepted))

Last updated
3 Apr 2014

[View](#) >

Your insurance choice

The University of Manchester M20
Neuroscience B140

Start date: 1 Sep 2015
Start from: Year One

Your place will be confirmed at this university or college if you're NOT accepted at your firm choice AND you fulfil the conditions of this offer.
(Conditional offer (held as insurance))

Last updated
3 Apr 2014

[View](#) >

Unsuccessful, declined and withdrawn choices

The University of Birmingham B32
Medical Science B900

Start date: 1 Oct 2015
Start from: Year One

You have declined this offer.
(Conditional offer (declined))

Last updated
3 Apr 2014

[View](#) >

University of Glasgow G28
Neuroscience B140

Start date: 1 Sep 2015
Start from: Year One

You have declined this offer.
(Conditional offer (declined))

Last updated
3 Apr 2014

[View](#) >

University of Leeds L23
Neuroscience B140

Start date: 1 Sep 2015
Start from: Year One

You have declined this offer.
(Conditional offer (declined))

Last updated
3 Apr 2014

[View](#) >

REPLYING TO OFFERS

You need to reply to up to two choices – a **FIRM** and an **INSURANCE**. You should be happy with both universities and choices and ensure that your Insurance **has lower grade requirements** than your Firm. You do not need to have an Insurance offer but need to consider the implications. We will go through this in detail closer to the time and please discuss with Mrs Mackay if you are unsure what is the best option for you. You will be expected to reply to your offers usually by May 2015. We will give you exact dates nearer the time.

UCAS EXTRA and CLEARING

UCAS Extra is a process that allows you to apply to additional universities or colleges that still have vacancies. It means that you do not have to wait until Clearing to apply for other courses. Extra operates from the end of February until the end of June. UCAS's on-line Course Search system shows which courses have vacancies. If you are eligible to use Extra, a button will appear on your Track service. You can then apply for one course at a time using Track.

To use Extra you need to have:

- already made five choices;
- received decisions from all these choices; and
- either had no offers or declined all the offers they have received.

If you decline your offers and add an Extra choice, you WILL NOT be able to accept any of your original choices later.

If you receive an offer, you can choose whether or not to accept it. If you accept it, you cannot apply again through Extra. If an your Extra choice does not make you an offer, or you do not receive a decision within 21 days of making an application through Extra, you can then apply for another choice (time permitting). If you aren't not offered a place by the end of the Extra process, you will be entered into Clearing. **Clearing** is used by applicants who have not managed to secure a place at university or college for the current year. It begins

on Results Day and it can help people to find suitable vacancies on higher education courses: more than 30,000 people gain a place during Clearing every year. If you are flexible and you have reasonable exam results, there is still a good chance you will find another course.

We will discuss these in detail with you at the appropriate time.

KEY DATES

YEAR 12

July Registration for UCAS / CUKAS opens
 Summer Working on personal statements and completing application form
 Before end of term Oxford Choral Scholarship – see Mrs Mackay for further details

YEAR 13

1st September UCAS application process begins
19th September ***Internal deadline for Early applicants applications (Medicine, Dentistry, Veterinary and Oxbridge)***
1st October **CUKAS deadline**
13th October *Internal advisory deadline for all other applications*
15th October **UCAS deadline for Early applicants applications**
15th January **UCAS deadline for all other applications.**
25th February UCAS extra begins
24th March UCAS deadline for some Art and Design course – check carefully
31st March Replies from universities should have been received if applications received by 15th January

 Early May Students need to reply to their offers
15th August (prov) GCE results issued, UCAS clearing begins

8. WHO DOES WHAT TO HELP YOU?

Miss Gillott:	Help with technical aspects of UCAS Apply
Mrs Mackay:	Advice on all courses, universities, career implications, finance, Oxbridge
Mr Bishop and Mrs Mackay	Personal statements
Sixth Form Team	Advice on all medical, dentistry and veterinary applications
Mrs Wilkes:	Writing subject references, advice on suitability of courses
Your subject teachers:	Help with your personal statement, finalising your UCAS reference
Your tutor:)
Mr Bishop, Miss Marsh,)
Mrs MacTaggart,)
Mrs Chilcott, Mrs Stammers,) Overseeing and final referee for all applications
Dr Smith, Mr Jones,)
Mrs McGuinness)

Personal Statement Cover Sheet
Print statement with 3cm margins

Name	Tutor Group	Email
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Course Applying For:

University	Course Name & Code	Grade / Tariff Requirements	Specific Requirements

AS Subjects	1st module grade	2nd module grade	3rd module grade	Overall AS grade	A2 Subjects	Predicted Grade
General Studies			-		-	
EPQ	Title				EPQ	

Planned Retakes	Subject	Module

Draft Number	Seen By & Date	Character & line count
1		
2		
3		
4		
5		
6		

Tear out and attach to personal statement