



Repton School

External Examination Results and UCAS matters

July 2010

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This booklet sets out details of how Repton pupils can obtain their examination results, and contains important advice for members of the Upper Sixth.

In Part One, we give details of how pupils can obtain their A-level, AS-level and GCSE results on the two Results Days.

In Part Two, Mr John Driver, Director of University Entrance, provides some advice for the parents of UCAS applicants and in Part Three, some information for UCAS applicants on what to do on Results Day.

In Part Four, Mrs Sandra Nield sets out some information on whom to contact in the event of an enquiry upon results.

Tim Owen
Deputy Head (Academic)
tco@repton.org.uk

Part One: How to obtain A-Level/AS-Level/GCSE Examination Results

Although we will receive the results electronically about 24 hours in advance, we will not release them:

- 1. before 6.00 a.m. on Thursday 19th August (A-level and AS-level); and**
- 2. before 9.00 a.m. on Tuesday 24th August (GCSE).**

These are the two Results Days and are dealt with separately below.

Heads of academic departments, Housemasters and members of the senior academic management team will be available on Results Days to answer questions and to advise pupils and parents.

Thursday 19th August (A-level and AS-level)

Candidates will be able to retrieve their results from their Repton e-mail addresses where the results will be sent automatically at **6.00 a.m.** (it may take a little time for the results to reach each account).

You will understand that on Results Day, we need to give priority to Upper Sixth candidates with university offers and places dependent on results. Therefore, we will operate the following service on the morning of Results Day:-

1. From 6.30 a.m., Mrs Sandra Nield, Examinations Officer, will answer examination enquiries and deal with remarks (Upper Sixth only until 12.00 noon) on (01283) 559367. She can also be contacted via email at smqn@repton.org.uk
2. From 7.00 a.m., Mr John Driver, Director of University Entrance, will be based in the Business Centre to answer UCAS enquiries (Upper Sixth only) on (01283) 559374. He can also be contacted via email at jcd@repton.org.uk
3. Between 6.30 a.m. and 9.00 a.m., Upper Sixth candidates may telephone the School where their results will be read to them. The telephone number to use is (01283) 559224. This number will operate as a priority line and will only answer queries from Upper Sixth candidates.
4. Between 9.00 a.m. and 11.00 a.m., all candidates may telephone the School where their results will be read to them. The telephone numbers to use are (01283) 559224 or (01283) 559300.
5. In addition, candidates may go to The Arch between 9.00 a.m. and 11.00a.m., where their results will be read to them.

Please do not try to telephone the School on any number before 6.00 a.m.. Results will not be released before that time.

Candidates who have enquiries relating to results in particular subjects are also encouraged to contact the head of the academic department: a list of email addresses is set out at the end of this document.

In all cases, the results notification slips will not be available until about 1.00 p.m., as they arrive by post on the morning of Results Day, and it takes some time to collate them from the various Boards. The slips are placed in envelopes and may be collected from the Lodge after 1.00 p.m. Envelopes uncollected by 3.00 p.m. are then posted to the candidates at their home addresses. **If you wish your results to be posted to another address or retained at the School, please email smqn@repton.org.uk well in advance of Results Day.**

Tuesday 24th August (GCSE).

Candidates will be able to retrieve their results from their Repton e-mail addresses where the results will be sent automatically at **9.00 a.m.** (it may take a little time for the results to reach each account).

Between 9.00 a.m. and 12 noon, all candidates may telephone the School where their results will be read to them. The telephone numbers to use are (01283) 559224 or (01283) 559300. In addition, candidates may go to The Arch between 9.00 a.m. and 12.00 noon, where their results will be read to them.

Please do not try to telephone the School on any number before 9.00 a.m.. Results will not be released before that time.

In all cases, the results notification slips will not be available until about 1.00 p.m. on the **Thursday 26th August**. The slips are placed in envelopes and may be collected from the Lodge after 1.00 p.m. Envelopes uncollected by 3.00 p.m. are then posted to the candidates at their home addresses. **If you wish your results to be posted to another address or retained at the School, please email smqn@repton.org.uk well in advance of Results Day.** GCSE results for overseas pupils, as these would not arrive before the start of term, are retained for issue here when the pupils return.

Part Two: Advice to the parents of UCAS applicants

2nd July, 2010

Dear Parent,

A-level Results Day: Thursday 19th August, 2010

I spoke to the Upper Sixth leavers on the final morning of term about what to do on Results Day but you might also like to familiarise yourself with the procedures to be followed. Indeed it might be worth considering, in advance, what your son/daughter should do if he/she fails to secure the A-level grades required for admission to his/her chosen universities.

The 'adjustment' process allows a candidate who has met and exceeded the conditions for entry onto the firm choice course to look for a place on an alternative course without relinquishing the place on the former. The process is explained in the following pages. However, you should be aware that few, if any, of the leading universities are likely to have vacancies available in 'adjustment' process.

The current economic climate has led to an increase in the number of UCAS applications this year and it is likely that competition for vacancies in 'clearing' will be intense. This makes decisive action necessary for those who are unlucky enough to find themselves without a confirmed place on 19th August. In July all UCAS applicants will receive an advisory letter which will provide a comprehensive guide to sources of information during the 'clearing' period. You might also like to be aware of the following special features which will appear in 'The Independent' and 'The Independent on Sunday' during July and August:

Thursday 22nd July	Study Wales
Thursday 29th July	Study South East
Sunday 15th August	The Parents' Guide
Tuesday 17th August	Clearing Guide
Wednesday 18th August	Student Finance Guide

Any OR who decides to apply to university post A-level, either because of a failure to secure a place in 2010 or because of a planned GAP year, can submit an electronic application on 'UCAS Apply' from any internet-linked computer. In such cases an early application is highly desirable (i.e. by the end of October). On registering for the first time the school 'buzzword' will be required if the application is to be processed, and the reference supplied, by Repton; I will be happy to provide this on request. I will also be happy to supply guidance on writing the personal statement as this constitutes an important part of the application.

Although I am happy to supply ORs with advice on university admissions please remember that, up to the age of 23, all former pupils can also gain higher education and careers advice from ISCO; the ISCO helpline can be contacted either by email (info@isco.org.uk) or by telephone on 01276 687515.

I wish you all an enjoyable summer holiday and, in particular, a happy and trouble-free day on 19th August.

With kind regards,

John Driver
Director of University Entrance
jcd@repton.org.uk

Part Three: UCAS Applicants - What to do on Results Day

A-level results day is on Thursday 19th August.

- You **MUST** be available to contact universities on this day, and for a few days afterwards, so make sure that you are not away on holiday when A-level results are published.
- I shall be in Repton on A-level Results Day, and for a few days afterwards. On Results Day I shall be available for advice in my room in the Business Centre from 7 a.m. onwards (direct line: 01283 559374). I can also be contacted through the main school switchboard (01283 559200), and by e-mail (jcd@repton.org.uk). Between 7.00 a.m. and 8.30 p.m. on results day, and for a few days afterwards, I will check my e-mail at regular intervals.
- On Results Day telephone and ICT facilities, plus light refreshments, will be available in the Business Centre Conference Room for those who need to contact universities or use 'UCAS Clearing'.
- This can be a stressful day, particularly for those who fail to secure the grades needed for entry to their chosen courses. A little forward planning can ease the likely problems, so please act on the advice contained in this booklet.

What to do before Results Day

1. Make sure that UCAS has your correct contact address. For the majority of pupils this will be the normal home address. If your parents have moved, or if you have been using your school address for UCAS correspondence, you should phone UCAS, quoting your name and UCAS ID number, and ask them to make the appropriate changes (alternatively you can make changes yourself on 'Track', but this facility will NOT be available in the week leading up to results day). If you fail to do so you will not receive the forms required for acceptance of a place. **If your UCAS correspondence goes to your school address your Housemaster/Housemistress may not be there to forward it.**
2. If you have changed any of the details of your exam entries (e.g. subjects or units taken) make sure that you contact UCAS before results day. If UCAS do not hold the correct exam entry details the confirmation process could be delayed.
3. Have your UCAS ID number, username and password at hand on results day.
4. Think (in advance) about what you will do if you fail to gain a place on your chosen courses. Your options will be considered in the pages that follow.
5. If you want financial support from Student Finance England make sure that you have applied for it. You should access www.direct.gov.uk/studentfinance for more information and should ring Student Finance England on 0845 300 50 90 if you need help in submitting an application.

Confirmation

Confirmation takes place following the release of A-level exam results. This year UCAS will start sending out confirmation letters on Wednesday 18th August. Please note:

- Non-receipt of a letter on 19th August does NOT necessarily mean that you have been unsuccessful. The university concerned might not have made a decision on your

application in time for UCAS to send out a letter on the 18th August, and the postal service can sometimes be slow!

- If you receive a confirmation letter on 19th August it does NOT necessarily mean that you have gained the required grades. Your chosen university might still confirm the offer even if you have narrowly missed the required grades.

What to do on Results Day if you DO gain the required grades

1. If you get the grades required by your CF choice you will be placed there. On 'Track' your status will change from CF to UF. If you are rejected by your CF choice but get the grades required by your CI institution you will be placed there. In either case there is no need to ring the university concerned. UCAS will send you a confirmation letter (AS12) which will include a reply slip with guidance on what action to take.
2. Each year some candidates not only meet the conditions of their firm offer but also exceed them. Such candidates will have the option of using the 'adjustment' process, which is described in more detail below.
3. Unless you qualify for adjustment you should either accept the confirmed offer or withdraw completely from UCAS for the current cycle. You CANNOT decline a CI offer and apply through 'clearing' for a 'better' course starting in 2010. You CAN withdraw from this year's round of UCAS and re-apply through UCAS for entry in 2011, but you are advised to talk to me before doing so.
4. If you narrowly fail to make the required grades, one of your chosen universities might still confirm your place, or it might offer you a place on an alternative course. In the case of the latter, this will be indicated on 'Track' by 'UCC' and you will receive a 'confirmation change letter' (AS12C) from UCAS. **Please note that you have only five calendar days to reply to a changed course offer.** You CAN decline such an offer and enter clearing but you must respond to AS12C before you become eligible for clearing: you can decline the changed offer on 'Track' without waiting for the AS12C to arrive in the post.
5. If you want to change course or year of entry (e.g. for a Gap year) you should deal directly with the institution which has accepted you.
6. If you have been unsuccessful with your CF choice but have had a place confirmed by your CI choice then, according to UCAS rules, you CANNOT decline it in favour of an alternative course elsewhere starting in 2010. However, some universities might still be looking to fill their courses with good students, so you could consider approaching them directly. If you take this line, then you do so without the backup UCAS normally provides and you should proceed with extreme caution as you risk losing a place altogether. The following strategy is suggested:
 - a) Look at courses in the clearing list on the UCAS website and select one for which you have the required grades.
 - b) Ring the Admissions Tutor and ask if they would be interested in you, given your grades. Think, in advance, of what you will say as your telephone call will effectively be your interview. Do not ask others to ring on your behalf; if there are places available the admissions tutor will wish to speak to YOU, not your parents or teachers.
 - c) If they are interested in you, despite your commitment to an offer through UCAS, ask them to put the promise of a place in writing (although it is unlikely that this request will be granted). At the very least try to gauge how serious they are about considering your case. If you are confident that they will make a place available

contact your CI choice and ask them to release you from your commitment. If the CI institution agrees to this it must contact UCAS before the preferred university can formally offer you a place.

Adjustment

If you meet and exceed the conditions of your firm offer (CF) course you will qualify for 'adjustment' and a button will automatically appear on 'Track' allowing you to register for it. Adjustment offers you the opportunity to look for a place on another course whilst retaining your place at your firm choice institution.

Please note that entering the adjustment process is optional. The service runs from 19th - 31st August but you have only five calendar days to use it, starting from the latter of 19th August or the day you status changes from CF to UF (i.e. your firm choice university confirms your place). If you register, you should then contact university admissions offices directly and enquire about vacancies, making it clear that you are applying through adjustment and not clearing; the universities are encouraged to advertise potential vacancies on their website but there is no vacancies list. If the university wishes to consider your application it will ask you for your UCAS ID number so that it can view your UCAS form. If you are offered an alternative place and accept it you will surrender your original confirmed place and UCAS will send you a new confirmation letter. If you do not accept an alternative place you will keep your original confirmed place.

There are likely to be very few, if any, adjustment places available at the leading universities. You should also note that if you choose to enter 'adjustment' it may well be difficult to arrange accommodation at short notice and to secure financial support on time.

Eligibility for Adjustment: Examples

In the following examples a candidate has exceeded the conditions of the offer and is hence eligible for Adjustment

<i>Offer</i>	<i>Actual Grades</i>
AAB	AAA
CCD (C in Chemistry)	ACD (A in Chemistry)
ABB (B in History)	ABB (A in History)

In the following examples a candidate has not exceeded the conditions of the offer and is not eligible for Adjustment

<i>Offer</i>	<i>Actual Grades</i>
CCD (C in Chemistry)	BCD (D in Chemistry)
240 tariff points (inc. C in French)	280 tariff points (inc. D in French)

Procedure on Results Day if you do NOT gain the required grades

1. The universities will have had your A-level results since the previous weekend, and will already have made a decision about your application by the time you receive your results.

2. Do NOT assume that you will automatically be rejected if you did not gain the required grades. If you have missed the required grades, you should **either** ring the relevant university immediately **or** use 'UCAS Track' to find out whether or not you have a place. If using 'Track' you will need your UCAS ID number, username and password at hand. The information on 'Track' will be updated at regular intervals. Be prepared to be persistent: all lines of enquiry are likely to be very busy. If you have a name or telephone number of someone you met at interview or on an Open Day, use it.
3. If neither your CF nor CI choice accepts you, think carefully about what you want to do. Do you want to look for a place in clearing, or do you wish to take a year out and re-apply for a place in 2011?
4. If you are eligible for clearing, you don't need to ask UCAS for details: an 'add clearing choice' button will automatically appear in the 'Choices' section of 'Track'. This button will not appear until the CF and CI institutions have informed UCAS of their decision and it is possible that you will know informally that you have been unsuccessful before the button on 'Track' is activated – if so you can start to contact universities directly.
5. Information on clearing vacancies will be published daily in 'The Independent' and 'The Independent on Sunday', but the best source of information is the UCAS website (www.ucas.ac.uk). Last year the vacancies list went live on the UCAS website a few minutes past midnight. Find the courses you want to try for and ring the universities. You may be informally offered a place at more than one institution.
6. Once you are sure that a particular course is right for you, you will need to enter the institution and course details on 'Track' (but do not do so until the institution has provisionally offered you a place). You will also need to state your clearing number (shown on 'Track') as the university cannot formalise any agreement without it. If you are accepted, UCAS will send you a letter of confirmation.
7. On the one hand you need to move quickly because vacancies will fill quickly; however, before accepting a place: think carefully about whether or not you really wish to do the course. Also be aware that not all of the institutions using clearing will be listed from Day 1: some courses will be added to the list in the ensuing days or weeks.

Enquiries about A-level Results

If you have missed out on a university place because of grades that are not high enough, you might wish to request a re-mark. In such cases it is sensible to seek the advice of the appropriate Head of Department. If you decide to go ahead with the re-mark you will need to contact the examinations officer (SMQN); the best way to do this is to use e-mail. **Be aware that, even if your appeal is successful, the university concerned is not obliged to make a place available. However you are advised to contact your preferred university immediately the decision to appeal against the result has been made.**

After Results Day

Make sure Student Finance England knows where to send the Tuition Fees as soon as possible. If, after confirmation, it becomes clear that you will be attending a different university from the one quoted in your application for support you must inform SFE.

In conclusion ...

1. Have your UCAS username, password and ID number at hand on Results Day: you might need them.
2. Be around on results day (19th August). Universities will want to deal with *you* – not your teachers or your parents.
3. Be prepared to persistent if you need to telephone universities; many other UCAS applicants will be in a similar position to you.
4. If you enter clearing, start phoning around as soon as possible but don't rush into accepting the first offer. A university visit might be useful (preferably on the same day!).
5. If you get a place through clearing, inform Student Finance England Also get in touch with the institution about accommodation, and ...

.... in the meantime, enjoy your summer holiday. I hope that it has been well-earned, and that you get the grades you need!

JCD. 2nd July, 2010.

Part Four: Enquiries on results - information for parents

I am writing to give you the information needed to submit an enquiry about a result, should your son/daughter be issued an unexpected outcome for a particular paper on Results Day.

In the first instance, please contact the head of the relevant academic department, who will be able to advise you about requesting a remark. If following these conversations, you decide to request a remark, please read carefully the table of fees set out on the following pages.

If you decide to go ahead with an enquiry please email me on smqn@repton.org.uk giving me the following details:

- **Name**
- **Candidate Number**
- **Type of service required**
- **Whether a copy of the remark script is required (see table for availability)**
- **Subject**
- **Paper Number**

Please include a sentence stating that you are aware that the score/grade can be lowered following a remark. I cannot not process the request until I receive acknowledgement that you are aware of this.

I would be grateful if you could **send a cheque immediately** (for the attention of Mrs S M Q Nield) for the appropriate amount, made payable to 'Repton School', so that I can then process your request. We will return this cheque if the **overall subject grade** is raised. Unfortunately if a unit score is raised but not enough to affect the grade the awarding body still charges for the remark.

If you have any queries please do not hesitate to contact me.

Mrs Sandra Nield
Examinations Officer
smqn@repton.org.uk

GCSE

	<u>Deadline for request</u>	<u>AOA</u>	<u>OCR</u>	<u>Edexcel</u>
<i>Clerical Check</i>	20 th September 2010	£6.55	£12.00	£10.30
<i>Remark Per Paper</i>	20 th September 2010	£32.35	£34.10	£23.20
<i>Copy of Remark</i>		£11.50	£11.40	N/A
<i>Original Script Back</i>	4 th October 2010	£9.05	£8.80	£7.75

Please submit requests to Mrs S M Q Nield on smqn@repton.org.uk at least 24 hours before the deadlines above to allow time for processing.

A/AS LEVEL

	<u>Deadline for request</u>	<u>AOA</u>	<u>OCR</u>	<u>Edexcel</u>
<i>Clerical Check</i>	20 th September 2010	£13.10	£12.00	£10.30
<i>Priority Remark (per paper)</i> <i>Copy of Priority Remark</i>	27 th August 2010	£49.25 £11.50	£42.20 £11.40	£41.20 N/A
<i>Remark (Per Paper)</i> <i>Copy of Remark</i>	20 th September 2010	£42.70 £11.50	£34.10 £11.40	£36.00 N/A
<i>Photocopy of Script</i>	27 th August 2010	£11.50	£11.40	£10.30
<i>Original Script</i>	4 th October 2010	£9.05	£8.80	£7.75

Please submit requests to Mrs S M Q Nield on smqn@repton.org.uk at least 24 hours before the deadlines above to allow time for processing.

REPTON SCHOOL

HEADS OF DEPARTMENT E-MAIL ADDRESSES

<u>DEPUTY HEAD (Academic)</u>	Mr Tim Owen	tco@repton.org.uk
<u>ART</u>	Mr Jeremy Bournon	jhb@repton.org.uk
<u>BIOLOGY</u>	Dr Stuart Ingleston	smi@repton.org.uk
<u>BUSINESS STUDIES</u>	Mr Matthew Carrington	mmc@repton.org.uk
<u>CHEMISTRY</u>	Mr David Morris	dm@repton.org.uk
<u>CLASSICS</u>	Mr Russell Embery	rge@repton.org.uk
<u>DESIGN TECHNOLOGY</u>	Mr Ian Settington	is@repton.org.uk
<u>ECONOMICS</u>	Mr Mike Keep	cmk@repton.org.uk
<u>ENGLISH</u>	Mr Ian McClary	iwm@repton.org.uk
<u>GEOGRAPHY</u>	Miss Nicky Collins Miss Amy McKenzie (from September 2010)	njc@repton.org.uk ahm@repton.org.uk
<u>HISTORY/POLITICS</u>	Dr Nat Pitts	nfp@repton.org.uk
<u>INFORMATION TECHNOLOGY</u>	Mr Aidan Cooke	acc@repton.org.uk
<u>MATHEMATICS</u>	Mr Mark Sanderson	mas@repton.org.uk
<u>MODERN LANGUAGES</u>	Mrs Sarah Checketts	slc@repton.org.uk
<u>MUSIC</u>	Mr John Bowley	ajrb@repton.org.uk
<u>RELIGIOUS STUDIES</u>	Mr Dan Clark	dtc@repton.org.uk
<u>PHYSICAL EDUCATION</u>	Mr Simon Clague	sjc@repton.org.uk
<u>PHYSICS</u>	Mr Sam Mitchell	jsm@repton.org.uk
<u>THEATRE STUDIES</u>	Mr John Sentance	jcs@repton.org.uk

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