



2018

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1. Key details

Date:	Thursday 16 th August 2018
Time:	<p>Year 13 students can pick up their results from 9am onwards. Year 12 students can pick up their results from 10am onwards.</p> <p>Both Year 13 and Year 12 students can collect their results until 1pm.</p>
Location:	Both Year 13 and Year 12 students will pick up their results from The Study Atrium in The Suthers Building (the College block).
Do I have to bring anything with me?	No – just yourself.
Key contacts for queries / issues:	<p>The A Level Results Day is run by the Exams Office of Toot Hill Lower school. In order to contact the Exams Office, please:</p> <ul style="list-style-type: none"> - Email: rdodds@toothillschool.co.uk - Ring: 01949 875550 (Lower school reception, then ask to be put through to the Exams Team). - Visit in person during normal office hours, 9am-3pm Monday – Friday.
Which results will I collect on the day?	<p>If you are currently a Year 13 student, you will receive the following:</p> <ul style="list-style-type: none"> - The overall grade for each A Level course completed. - <i>Results from any AS Level resit exams sat in Summer 2018.</i> - <i>Results from any A Level exams sat in Summer 2018.</i> - The overall grade for each Vocational course completed. - <i>Results from any vocational exams sat in Summer 2018.</i> <p>If you are currently a Year 12 student, you will receive the following:</p> <ul style="list-style-type: none"> - Results from any vocational exams sat in Summer 2018 (<i>BTEC Applied Science (Double), Business Diploma (Double), Business Technical (Single), BTEC ICT (Single), BTEC Sport (Double and Single).</i>)

2. What if I am unable to attend A Level Results Day in person?

<p>What if I am unable to attend to collect my results on A Level Results Day?</p>	<p>Please note, it is not possible to give out exam results by phone, email or fax.</p> <p>There are three options available:</p> <ol style="list-style-type: none">1. Deliver an A4 stamped addressed envelope with a first class stamp (to guarantee correct postage) to the Exams Office in lower school by Friday 10th August 2018. The results will be placed in the envelope and posted out on Wednesday 15th August to aim to arrive in the post on Results Day. <i>Please note that the school cannot take responsibility for any delays in the postal system.</i>2. Write and sign a letter giving permission for a designated person to collect the results on your behalf and drop in/send to the Exams Office in lower school by Friday 10th August 2018. <i>'I,, give permission for to collect my AS Level / A Level results on Thursday 16th August 2018 on my behalf.'</i> Signed by student and dated. On the day, the designated person must bring photo ID with them, to be shown to the Exams Team, before they will be able to collect the results.3. Visit the Exams Office in lower school after Thursday 16th August in person and collect the results from the Exams Office in lower school at any point during normal office hours Monday – Friday, 9am – 3pm.
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3. What do I need to do if I want to recall a paper or ask for a remark?

Please be aware that different exams boards operate slightly differently and below is a general summary of the main features of the recall and remark system across all exam boards.

It is best to contact the Exams Office in lower school directly (see above for contact information) to discuss specific information for the specific paper in question given the specific exam board.

What is a recall?	A recall of a paper is when either a photocopy of the student's script (if going through priority recalls), or the actual student script (if going through usual recall system), is returned.
What is a remark?	A remark of a script is when a student requests that the Exam Board ask a different examiner who is unaware of the first mark and grade to remark the script.
How much do they cost?	Costs vary from one exam board to another, and are dependent on whether a student requests a paper through the 'priority' or normal recall and remark system. Generally, costs range from £10-£15 for recalls and £40-£50 for remarks of each script. Students pay for remarks or recalls themselves, except in exceptional circumstances when this has been previously discussed and agreed by a member of staff at Toot Hill School.
How do I request a recall or remark?	In order to request a recall or remark, you will need to contact the Exams Office in Toot Hill Lower school (contact details above). Please note that payment for a recall/remark must be received before the Exams Office send these requests to the Exam Boards.
When do I request a recall or remark?	There are two stages at which students can request recalls and remarks: <ul style="list-style-type: none">- The priority recall and remark system- The normal recall and remark system Please see below for further information on the differences between them, as well as advice on when a recall or remark might be appropriate for a student. <i>Students are also advised to seek advice from their subject teachers wherever possible.</i>
When do I receive the result?	This varies from one exam board to another, and is dependent on whether a student went through the priority or normal recall and remark system. It is best to seek advice from the Exams Office in lower school when putting in the request.
Who are scripts returned to?	All scripts are returned to the Exams Office in Toot Hill lower school. The Exams Office will ask whether a student then wants the script returned through school (e.g. via subject teachers) or posted home. If posted home is requested, an A4 stamped and addressed envelope must be supplied to the Exams Team in advance.

There are two stages at which students can request recalls and remarks:

1. <u>The 'priority' recall and remark system:</u>	
'Priority' recalls and remarks:	<ul style="list-style-type: none"> - The priority recall and remark system opens immediately following Results Day. - This system is usually only used if a student's university place is at stake following results. - There are slight variations between exam boards, but requests usually have to be made within the first week following Results Day. - The priority requests are usually a little more expensive than the normal recall and remark system.
When it is worth requesting a priority remark?	<p>This is usually only used when:</p> <ol style="list-style-type: none"> 1. A student's university place is at stake. 2. The student has reason to believe the mark/grade is wrong – e.g. the mark and grade does not reflect their experience of the paper on the day or their expectation of result given their assessments throughout the year. 3. There is limited risk if the mark/grade drops further following a remark. <p><i>If your subject teacher is there on Results Day, it is a good idea to ask their opinion too on whether or not they think a priority remark is a good idea. Alternatively, you can email them, although please be aware that they may be away during the summer holidays.</i></p> <p>Please be aware that remarks of papers can result in marks/grades that go up, stay the same, or go down.</p>
When is it worth requesting a priority recall?	<ul style="list-style-type: none"> - This is more unusual, and is much rarer. - If you request a priority recall of a paper, you will usually receive a photocopy of the script back. - This simply means you have time to check the photocopy of the paper to see if it is worth then requesting a later remark of the paper in the normal recall and remark system.
Who do I need to contact for a priority recall or remark?	<p>You will need to make contact directly with the Exams Office in Toot Hill lower school (see contact details above).</p> <p>The Exams Office will then administer the request to the Exam Boards on your behalf.</p>

2. The normal recall and remark system:

How is this different from the 'priority' system?	<ul style="list-style-type: none">- This system takes place after the 'priority' system, when the priority scripts have been processed.- Most recall and remark requests go in during the first 2 weeks back at College, with most exam board deadlines in the final 2 weeks of September 2018.- Different exam boards have slightly different policies, but the result of requested recalls or remarks is generally received in October, although it can arrive before or after this.- These requests are usually less expensive than the priority system.
When is it worth requesting a normal remark?	<p>It is worth considering a remark if:</p> <ul style="list-style-type: none">- The result is significantly different from expectations and other assessments sat throughout Year 12.- A student's experience of the exam on the day varies widely from the overall mark/grade they received.- The result of this paper will make a significant difference to the overall grade of the subject.- If there is limited risk of the mark/grade dropping down.- If a student is aware that the mark/grade can drop down and accepts this risk.
When is it worth requesting a normal recall of a paper?	<p>In this instance, a recall will result in the return of the actual student's script. Once the actual script is returned, it is not possible afterwards to request a remark.</p> <p>This is worthwhile if:</p> <ul style="list-style-type: none">- The student does not feel the mark/grade is in question.- The student wants to use the paper to learn from e.g. the support in a resit of this module during Year 13.
Who do I need to contact for a normal recall or remark?	<p>A students need to do the following:</p> <ol style="list-style-type: none">1. After discussing with their subject teachers, they need to go directly to the Exams Office themselves to formally request a recall/remark and complete relevant paperwork.2. Students must also sign a separate form confirming they understand that one risk of requesting a remark is that marks can go down.

4. Advice for the day

Year 13:

1. **If you achieve the entry requirements for your firm choice, you will automatically be guaranteed a place there** – you do not have the option of choosing between your firm and insurance choices (your insurance choice will then automatically be allocated by UCAS to clearing).
2. **If you do not achieve the entry requirements for your firm choice, but you achieve them for your insurance choice, you will automatically be guaranteed a place at your insurance choice.** If you then decide you don't want to go to your insurance choice, you will have to actively reject the place to go through clearing – but there is no guarantee you will secure another place through clearing.
3. **If you miss the entry requirements for either your firm or insurance choice, it is possible that your firm or insurance choices may decide to offer you a place anyway. They will let you know through UCAS track (your usual log in) so make sure you are checking this regularly throughout the day.**
4. **If you do not achieve the entry requirements for your firm and insurance choices, and they do not decide to make you an offer anyway, you have the option to go through clearing** – this is when you can apply for any places that have not yet been filled on university courses.
5. **If you exceed the entry requirements for your firm choice, you have the option to go through a process called adjustment** – this is when your firm choice offer is still guaranteed but you have the option of 'shopping around' courses where there are still places with higher entry requirements to see if there are any you prefer.

<u>The different scenarios that might occur on A Level Results Day:</u>	The type of offer you accepted:			
	Unconditional Firm	Conditional Firm	Conditional Firm Conditional Insurance	Conditional Firm Unconditional Insurance
On Results Day, you exceed your Firm Choice entry requirements.	You are automatically guaranteed a place, but have the option of adjustment (see above).			
On Results Day, you achieve your Firm Choice entry requirements.	You are automatically guaranteed a place.	You are automatically guaranteed a place.	You are automatically guaranteed a place; you do not have the choice to swap to your insurance – UCAS will allocate this place automatically to clearing.	You are automatically guaranteed a place; you do not have the choice to swap to your insurance – UCAS will allocate this place automatically to clearing.
On Results Day, you do not achieve your Firm Choice entry requirements but you do achieve your Insurance choice entry requirements.	N/A – You are still automatically guaranteed a place.	Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will not be able to take up this place and UCAS will allocate this place to clearing.	Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will automatically be guaranteed a place at your insurance choice.	Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will automatically be guaranteed a place at your insurance choice.
On Results Day, you do not achieve your Firm Choice entry requirements or your Insurance Choice entry requirements.	N/A – You are still automatically guaranteed a place.	Your firm choice will review your grades – they may decide to accept you anyway, however this is unlikely if you have missed the grades by a significant margin.	Your firm choice will review your grades – they may decide to accept you anyway, however this is unlikely if you have missed the grades by a significant margin. Your insurance choice will then review the grades – they may decide to accept you anyway; if not UCAS will allocate both places to clearing.	Your firm choice will review your grades – they may decide to accept you anyway, however this is unlikely if you have missed the grades by a significant margin; otherwise you will automatically be guaranteed a place at your insurance choice.

UCAS Clearing

Please note that further information can be found by:

1. Go to www.ucas.com
2. In the first scroll down tab at the top of the screen select 'Information and advice'.
3. In the search tool type in 'clearing'.

In addition, please note that the 'Clearing' search tool can be found at:

<http://search.ucas.com>

What is Clearing?

Clearing is when Universities try to fill any remaining places on any of their courses by recruiting eligible students who have not yet secured a place at University.

Who can apply for Clearing?

To be able to apply for Clearing, **you must not have any offers from universities.**

This could be:

- Because you were not made any offers when first applying.
- Because you rejected all offers when first applying.
- Because you did accept offers, but now have changed your mind and have rejected them.
- **Because your grades did not meet the entry requirements of your first or back-up choice.**

How do I know if I need to go through Clearing?

Log into UCAS Track (your usual account) regularly from 8am onwards on A Level Results Day (Thursday 16th August 2018) to check the status of your offers.

If an offer now says 'Unconditional' it means the university have accepted you based on your results; please remember that a university may decide to accept you even if you have not fully met their conditions.

If you have no offers from universities your status will change to 'You are in Clearing' or 'Clearing has started'.

How does the Clearing process work?

1. Make a note of your UCAS Personal ID number, and Clearing number (located on the welcome page).
2. You now need to search for available courses. The best place is to search on UCAS:
Go to <http://search.ucas.com> and select 'Clearing 2018'.
Search by any or all of the following: Enter a course, or university, or location you are interested in.
Please note that this online list is updated regularly as students across the country accept and decline places, so keep checking throughout the day as available vacancies may change.

3. Once you have found a course you are interested in, you will need to **ring them yourself**.
Click on the university course information page, where you will find the number for their admissions office.
You will need to give them your UCAS Personal ID number and your UCAS Clearing number.
- *This is to the university can view your original UCAS application.*

ADVICE: You will need to prepare before you ring.

- Make sure it is **YOU** that does the ringing and not a teacher/parent/carer/other adult.
 - Make sure you have your exam results certificates with the breakdown of your results.
 - Make sure you have a list of any questions you want to ask about the course or university (for example can they offer you accommodation?)
 - Be prepared for it to be a mini-interview, where they ask you questions to see how suitable you seem; to prepare for this, it is worth having a copy of your original application and personal statement to hand.
4. The university may reply on the phone, they may phone back later or contact you via email to let you know their decision.

Adding your Clearing Choice on Track

It is **very important** that you get informal acceptance (e.g. over the phone or by email) from the university before you apply to the university through UCAS Clearing.

You should only add a Clearing choice on your UCAS Track if you have permission from the university to do this.

Log on to your UCAS account and click 'Add a Clearing Choice' to add the university.

You can only add one choice at a time and adding your choice is taken as you officially accepting the place.

The university will then look at your application and decide whether to formally accept you on the course. This will be displayed in Track.

Where can I get further help?

**UCAS Exam Results Helpline:
0808 100 8000**

**Or, if your enquiry is more general, don't forget the UCAS General Helpline:
0371 468 0468**

UCAS Adjustment

Please note that further information can be found by:

4. Go to www.ucas.com →
5. In the first scroll down tab at the top of the screen select 'Information and advice'.
6. In the search tool type in 'adjustment'.

What is adjustment?

- UCAS Adjustment is designed for students who have **met and exceeded all conditions for their firm choice** and want to consider alternative courses.
- It is 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.
- Consider factors like accommodation and student finance, which may be difficult to arrange at short notice.
- Your original firm choice will remain safe while you're looking at other courses; if you try adjustment and you don't find anything you will definitely still have your original firm choice.

When does adjustment happen?

- Adjustment is available from 9am A Level Results Day (Thursday 16th August) until Friday 31st August 2018.
- The option to register for Adjustment begins when your conditional firm (CF) choice changes to unconditional firm (UF) – this happens when your first choice university officially accepts you based on your exam results.
- From this point, you then only have until Friday 31st August 2018 – this time does include weekends.

How do I go through adjustment?

1. Log into UCAS Track (your usual account) and make a note of your UCAS Personal ID Number.
2. There you will see the option to 'Register for Adjustment' on the choices screen in UCAS Track.
3. You will then need to search for courses – there is no vacancy list like there is for Clearing – so you will need to search for specific courses at specific universities you may prefer and then ring each one independently to enquire about vacancies.
4. When ringing a possible university:
 - Tell them you are applying through adjustment.
 - Give them your UCAS Personal ID Number.

The university will then check you have exceeded the conditions of your firm choice.

5. Ask any questions you have about the course and university, however ...

IMPORTANT:

- **Only verbally agree an offer with a university if you are certain you want it.**
- **You can only verbally agree an offer with one university.**
- **Remember you researched your original firm choice a great deal – make sure you do the same for the new choice as once you have changed there is then no going back!**

6. If the university does offer you a place, you will need to verbally accept it.
7. Once you verbally accept, the university will contact UCAS, and then details of the new university course will appear in your choices page in UCAS Track.
8. Log back into UCAS Track and accept the new offer!

Where can I get further help?

UCAS Exam Results Helpline: 0808 100 8000

Or, if your enquiry is more general, don't forget the UCAS General Helpline: 0371 468 0468

5. Advice for the day

Year 12:

A Reminder:

How to re-enrol into Year 13 or book an appointment if needed.

- In order to enrol into Year 13 or book appointments, students must visit www.toothillschool.co.uk/enrol
- **Online enrolment opens on Thursday 12th July 2018 and closes on Thursday 30th August 2018.**

Please see below for a reminder of the Toot Hill College Year 12 to Year 13 Progression Policy:

<u>Scenario</u>	<u>Action</u>
I achieved above, on or one grade below my THT in all three courses I wish to continue into Year 13. I passed all vocational examinations.	Please visit www.toothillschool.co.uk/enrol to enrol online into Year 13.
I achieved two grades below my THT in one, two or all three of the courses I wish to continue into Year 13. I failed one or more of my vocational examinations but I was within a 10% gap of the pass mark.	Please visit www.toothillschool.co.uk/enrol to enrol online into Year 13. In order to do this, you will be required to complete and agree to a formal intervention plan on any course in which you achieved two grades below THT.
I achieved more than two grades below my THT in one, two or three of the courses I wish to continue into Year 13. I failed one or more of my vocational examinations and was more than a 10% gap from the pass mark.	Please visit www.toothillschool.co.uk/enrol to book an appointment with a member of the College Team to discuss the options available to you going forward.

Please see below for a reminder of the upcoming timeline of key dates:

<u>Date:</u>	<u>Event:</u>
Thursday 16 th August	A Level Results Day. Appointments available with a member of the College Team to discuss any concerns regarding results.
Monday 20 th – Monday 27 th August	College closed
Tuesday 28 th August – Thursday 30 th August	Appointments available with a member of the College Team to discuss any remaining concerns regarding results.
<i>Monday 4th September</i>	<i>Year 12 ONLY</i> First day of Autumn Term 2018
Tuesday 5 th September	Year 13 First Day of Autumn Term 2018



UCAS:

Website:	www.ucas.com
Phone:	UCAS Exam Results Helpline: 0808 100 8000 Or, if your enquiry is more general, don't forget the UCAS General Helpline: 0371 468 0468

Toot Hill Exams Team Contact Details:

Email:	rdodds@toothillschool.co.uk
Phone:	01949 875550 (Lower school reception – please ask to speak to Exams)
In person:	Normal office hours Monday to Friday are 9am – 3pm

Toot Hill College Contact Details:

Email:	college.admin@toothillschool.co.uk
Phone:	01949 863072
In person:	Please note that the College will re-open following the summer break on Tuesday 28 th August 2018.