

LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext 253

Email: shaigh@lrgs.org.uk



Miss S J Haigh Head of Sixth Form

June 2019

Dear Upper Sixth Students,

Please find below key information and dates regarding your results and university applications. We suggest that you keep this letter in a safe place to refer to later in the summer!

- All University business is done through Track so make sure you still have your username and password.
- If your contact details have changed, ensure that you update the Personal Details section of Track. You should also email any changes to your chosen universities.
- If the exams you took are not as entered on your original application (for example, if you dropped a subject), complete the online qualifications amendment form at www.ucas.com/amend-qualifications. You also need to let your chosen universities know. A mismatch in information could result in a delay in confirmation of your place.

Extra & Direct Contact Service.

If you aren't holding any offers, you may want to add another choice using Extra which is available until the 4th July. If you're eligible you'll see the option to add an Extra choice in Track. You'll need to search for courses with vacancies using the search tool and then get in touch with the university to check that they can consider you.

If you might need a back-up plan, sign up to the Direct Contact Service – you should have received emails from UCAS about this. By signing up, if you find yourself unplaced, universities can make direct contact with you to offer you alternative courses they think might be suitable.

Results & Clearing

- Universities start to publish clearing vacancies on the ucas.com search tool as early as **5th July (www.ucas.com/search)**. If you have no offers or have declined all offers received, but you still want to go to university this year, you should start to use Clearing from this date.
- Track will not be updated between 9 August at 14:00 and 15th August at 06:00.
- **Thursday 15th August:** A-level and Pre-U Results day. Track re-opens at 08:00. Confirmation decisions and letters (AS12/CU12) are shown in Track.
- **Met the conditions of your offer?** "CF" becomes "UF" on the choices page when you have met the conditions of your offer and have been accepted. If you have been accepted by your first choice and are happy, or by your insurance choice and are tolerably happy, check the confirmation letter (AS12) on Track for further instructions. If there are no further instructions, do nothing: the University will contact you soon. Any remaining conditions must be met and the university notified by 31st August.

- **Achieved better than you expected?** If you meet and exceed the conditions of your conditional offer, you have the option to find an alternative place through **Adjustment**. (More information can be found at: www.ucas.com/adjustment) This is open from 08:00 on 15 August until 31 August. If you're sure this is the best option for you, register and then start ringing the universities you'd prefer to attend. Ensure that you mention adjustment (not clearing) on the telephone and be ready to give your personal UCAS ID number. You'll have five days to secure an alternative place. If not, you remain accepted at your original confirmed place.
- **Not met the conditions of your offer?** You may still be accepted by the university anyway. If you haven't received confirmation from either your first or insurance offer, it is worth ringing your first choice university to ask. If you are appealing an A level grade via a priority re-mark, ring the university to tell them, and to ask them to hold your place pending the outcome. Alternatively, you may be given a change of course, but you are not obliged to accept this. You must accept or decline within 5 calendar days. If you are unsuccessful, you will be eligible for Clearing. This is the system to allow you to apply to any university course that still has places available: the situation changes from day to day as students confirm or withdraw. Courses still available are published on UCAS and in *The Telegraph* newspaper. Many get excellent places in this way. You can add a Clearing choice in Track from 15:00 on results day. If provisionally offered a place through Clearing, you'll be given a date by which you must enter details onto Track to formalise the offer. You may discuss options with several universities but will promptly need to decide which offer to take as you can only enter one choice in Track. Use Track as much as possible, but there is also the UCAS Helpline 0371 4680468.
- You are expected to honour your Confirmation commitments. However, if you no longer wish to take your place, you need to contact the university to withdraw from the UCAS process completely or release yourself into Clearing, using the 'Decline my place' button in Track. This decision should not be taken lightly! More information about confirmation can be found at www.ucas.com/examresults.

Results Day at school. (Thursday 15th August)

- Results will be available from approximately 8am on iSAMS and 10am in the library. Please ensure that you have access to your iSAMS account. If you have forgotten your password, you must sort this out with Mr Thompson or Mr Gilpin before the end of term.
- The Sixth Form team and a number of other teaching staff will be available to discuss and assist with any queries on results day.
- Be prepared to bring a charged mobile phone, phone numbers for universities and your UCAS details. Ensure that you have familiarised yourself with the UCAS Confirmation, Clearing and Adjustment information outlined here.

Raw marks

Not all the exam boards publish the raw marks data electronically so you will probably only receive your actual grades on iSAMS. Mr Calvert will try to make this available in hard copy on results day, but it will not be possible to email this out to all students individually on results day. If you require this information urgently, please come into school to collect it in person. If your query is not urgent, then your teacher or head of department will be able to give you a break-down of the results at the start of the new term.

Post-results services

If you may need to request a re-mark, to query your exam result or to get a photocopy etc., then you should get in touch with the exams office. Mr Calvert will be in Lee House 9am – 12 noon Friday 16th for consultation about post-results services and will be available by email after that date. Please note that the school can apply for access to exam scripts or for re-marks for exam components. These requests must be made by you as the student, not from staff or parents. Details about this process have been sent via school email, and payment will need to be made via Wisepay. Be aware that school email accounts will be suspended at the end of August. This process must be completed by then; if not, please provide an alternative email address to Mr Calvert for results to be sent onto.

Re-sits.

As a general rule, LRGS encourages students to move onto the next stage of their education based on the results they gain at the end of the U6. However, in a rare number of cases it may be beneficial to have a second attempt and re-take some A-level examinations. LRGS is happy to support former students by allowing them to re-take exams at LRGS if it is possible to do so. We are unable to offer re-sit examinations to external candidates who have not previously studied at the school. We are only able to offer re-sit exams in subjects and specifications that the school is already taking exams in during that exam season.

Process for applying for re-sits:

1) Contact Miss Haigh (Head of Sixth Form) and Mr Calvert (Exams Officer) to arrange to come into school to discuss your plans. The deadline for doing this is October half-term break. This deadline is intentionally early in the school year to ensure re-sit candidates give themselves sufficient time studying their courses and have the opportunity to improve their past performance. It will also allow candidates time to search for an alternative centre if LRGS is unable to enter candidates for certain specifications. It also ties in with the school deadline for submitting UCAS applications and we would expect anyone re-sitting and re-applying to adhere to these internal deadlines. This gives us time to organise a reference to accompany a UCAS application.

2) After the meeting, send your entry request to Mr Calvert who will send you details of the exams and entry costs. School receives no funding for exams taken by external candidates so you will be charged a small additional fee to help cover costs of invigilation and administration. The deadline for paying exam fees is the end of the Michaelmas term.

3) Once payment has been made you will receive your exam timetable. Your exams will take place in school during the summer. You will need to collect your exam results in person on results day - external students do not have access to the online iSAMS system for receiving results at home.

We are unable to help former students who miss these deadlines. They are designed to give students time to prepare properly, but also to allow staff within school time to deal with these requests on top of their main responsibilities looking after current students at the school.

Certificates

Your certificates will arrive at the school office in November, so you need to collect and sign for them in December. If you cannot do this, please supply the General Office with a UK address and £3 so that we can send them to you. (If you need them to be sent abroad, the cost will be £10.) If

you have still done neither within 12 months, then we are allowed to destroy the certificates. This could be a serious problem for you later and will cost you money to have them replaced.

Leavers' photo

If you would like an A3 colour copy of the leavers' photo we took on your last school day, please pay £1 on Wisepay by the end of June. Your photo will be available for collection on results day.

Keeping In Touch

The school and the Sixth Form Team would very much like to keep in contact with you so do stay in touch through the alumni team (alumni@lrgs.org.uk) and let us know how you're getting on. We always appreciate former students returning to talk to current Sixth Form students to share their gained knowledge and wisdom.

Please make sure that you have completed and returned the leavers' form, which you have already received, and let us know of any future changes of address or contact details.

Furthermore, if you are not going to university in September / October and hence if your future plans won't show up on the UCAS report we receive, please ensure that you let the development office know what you will be doing from September. Please email the alumni team with these details.

Finally, we'd like to wish you all the best for the rest of your exams, for results day and for the future beyond.

Miss S J Haigh
shaigh@lrgs.org.uk

Mr B Calvert
bcalvert@lrgs.org.uk

June 2019