

MILL HILL SCHOOL

Advice relating to publication of A level Results in August 2016

Keep this document somewhere safe so that you can refer to it in August if you need to.

1. The A level results will be published on **Thursday 18th August**. The results may be collected in person from the School Office on that day from 8.30am up to 3.00pm. The results slip will only be given out to you or your parent/guardian and not to any other person. Results will NOT be given out over the telephone. Any results not collected by 3.00pm will be posted first class; **make sure that the School Office has your correct mailing address**.
2. **The online personal tracking of your UCAS application, TRACK, will be frozen from 17th August until the morning of 18th August; it is expected that access will be available from 7.00am that day.** If you have failed to qualify for your UCAS offers, TRACK will automatically give you a 'Clearing Number' and it is essential that you use this. If you then need to apply through Clearing, you can do this with your clearing number by phone or online, although the system could be slow. See below for more information about Clearing.
3. If you have met the grades required by your **CF** (conditional offer firmly accepted by you – your first choice), you may either take up that offer or withdraw from UCAS completely for this "season". What you can't do is qualify for your CF, but reject it and try to get in somewhere else. If the offer is for 2016 entry, you may ask the institution if they will defer it until 2017, but the institution is not obliged to agree to the change. If the offer is for 2016 and you've now decided that you don't want to go to that institution, you have to withdraw from UCAS and re-apply after 1st September for entry in the 2017 season. In most cases, though, if you've qualified for your CF you should accept it as soon as you receive written confirmation.
4. There will be an '**Adjustment Period**' from 18th August for 5 days. This will allow those who exceeded their predicted grades to reject the offers they hold & apply to institutions to attempt to get a place somewhere else on a more competitive course. More information will be published to you on this by UCAS. However, the number of places available on this scheme is likely to be very limited indeed (a few hundred nationally).
5. If you've only narrowly missed the grades required, you might still be accepted by your CF institution; phone the institution immediately. You may be able to plead your case, but remember that the universities get the A level results several days before you do and will probably already have made up their minds before you get to speak to them.
6. If you are rejected by your CF, your **CI** (insurance offer institution) will automatically consider you, and exactly the same process applies as above.
7. If you are **holding no offers**, you will automatically be entered for **Clearing**; this is the process by which unfilled university places are made available to those applicants who have not yet secured a place. Also, if you have **failed to qualify** for either of your two offers, then you will go into **Clearing**. This happens when UCAS receives the decisions from your CF and CI institutions (see 2(i) above); this may take a week or more. You will receive by post details of how Clearing works.

8. **Clearing** does not find places for you; it is just an administrative process. **YOU must sort out a place for yourself by contacting universities direct.** Get started as soon as you can (which can be BEFORE 18th August if you are not holding any offers) and contact universities personally – first by phone and then follow up with a visit in person. The School can supply any university with a copy of your UCAS reference if required. Once you have an unofficial offer of a place, then complete the Clearing form to make the offer official.
9. The most up to date information on courses availability is on **the UCAS website**, but remember that information goes out of date very quickly. It is possible to find courses until quite late on, so don't give up. Be flexible and consider courses slightly different from the ones you originally applied for. For example, instead of Business Studies you could try Public Administration or Institutional Management; instead of Medicine you could look at Pharmacology or Biology or the related sciences. It is extremely difficult to get a place through Clearing in very popular subjects.
10. If you can't find a place for 2016, you can apply for 2017 entry. If you intend to do that, let your former Housemaster/mistress know that you are making an application, and send a brief email to Miss Sharples. You then complete your entry online and link up your application to Mill Hill for the reference. When your application is complete, let Miss Sharples know, and she will then add an updated reference and submit your application.
11. If you wish to retake some of your A levels at a **tutorial college**, the School can supply names of some tutorial colleges. When you then apply for 2017 entry, **your new college** should then process your application. Make sure that your new college contacts your Housemaster/mistress for the Mill Hill School input into your new reference.
12. If your A level results are disappointing but you don't want to re-sit them, there are some one-year **foundation courses** in some subjects such as engineering; these have lower grade requirements than the corresponding degree course and usually enable you to go onto the corresponding degree course after one year.
13. Admissions Tutors are extremely busy at this time of year and you need to be very flexible and be prepared to travel to talk to them. For popular courses the wait in the queue on the telephone can be very long indeed, or you may just get a recorded message if you phone; it is a good idea to show up in person.
14. Many marks and scripts are checked for accuracy of marking before the results are published. However, if your A level results are significantly lower than the School was predicting for you and you would like to request a re-mark then you should complete the **Re-mark Request Form** which will be enclosed with your exam results, and send it to Mr. Lewis, the Examinations Officer. Please note:
 - (a) the School will not request a re-mark unless you have submitted a Re-mark Request Form together with a cheque in payment;
 - (b) it may take four to six weeks for the result of the re-mark to arrive;
 - (c) if your university place is dependent on a positive outcome from a re-mark request, you must submit a **Priority Service 2** request; this is explained on the Re-mark Request Form;
 - (d) a full re-mark will cost you £35 or more; if you ask for a report as well, it is nearer £70.

16. The School cannot arrange places for you on courses by "pulling strings". We can phone institutions on your behalf to put in a good word for you, but they much prefer you to make your own case.
17. You may wish to consult a member of staff when you get your results. Every House will arrange for a member of staff attached to that House to be available, either in person or at least by phone, on Thursday 18th and Friday 19th August. Your Housemaster/mistress will inform you of these arrangements. Several senior members of staff will also be here when the A level results arrive. Also remember that the Careers Office in your area (phone number and address will be in your local phone book) will be happy to help and advise you.

IMPORTANT

1. Make sure you are free and available from 18th August.
2. Have you made any changes to your A level entries since submitting your UCAS form (e.g. dropped an A level subject)? If so, you must let the institutions which have offered you places know, or you may forfeit your place.
3. Make sure that you let both the School and UCAS have the correct address for correspondence once you have left school. The School Office will post results to you at the address it normally sends your reports to. **If you are going to be somewhere else on 18th August, you must let the School office have a self-addressed stamped envelope** before the end of the Summer term so that we can post your results to the correct address.
5. As soon as you get a confirmed place, ensure that you inform Student Finance and don't delay in arranging your student accommodation.

N.B. Whilst all of the above information may be useful to you, there is no substitute for **personal contact** by you to the institution(s) in which you are interested. This is the way you will have to confirm course availability and then persuade the institution to consider your application.