



## WATFORD GRAMMAR SCHOOL FOR GIRLS

Lady's Close, Watford, Herts WD18 0AE Tel: 01923 223403 Fax: 01923 350721  
[www.watfordgrammarschoolforgirls.org.uk](http://www.watfordgrammarschoolforgirls.org.uk) e-mail: [admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk)

### What To Do When A Level Results Are Published

When you receive your A level results in August, it will be your responsibility to know what action to take. You will be responsible for your own decisions independently of the school. This paper explains what to do in various situations after the results are published. Please show this to your parents.

#### UCAS Track – will be available by 9.00am on Thursday 16<sup>th</sup> August

Remember that you can use 'Track' on the UCAS website on results day and you will see online whether or not you have been accepted at your 'firm offer' university, but it will not give you the actual examination results.

If you find your place has been confirmed at your firm choice university, you should not assume that you have achieved the grades of the firm offer – they may have decided to take you with slightly lower grades.

#### What do I do when I have my results?

**1. If you have achieved the grades for your firm offer**, there is no need to do anything. All confirmation decisions and Confirmation letters (AS12) are shown in Track. You will receive an email indicating there's been an update in Track. You must log into Track to read the letter as you may be required to take action, depending on what the letter says.

**2. If you have missed the grades for your firm offer**, look on Track to see whether they will still take you. If there is no news there, you should check your emails or ring the university to see if they will take you, but be prepared to be patient. Look for the phone number on the letter you received from the university and have in front of you your UCAS Personal ID, course applied for (and course code), details of the conditional offer and your A level results. Sound confident and ask the switchboard to put you through to the relevant subject department. Be patient as you may not get an answer straightaway – ask when they will be able to tell you.

Do not expect instant results. Some university departments might give you an immediately favourable decision, while others might tell you to ring back at a later date. If you have already been rejected, you will be informed of this; this decision cannot be altered. It is quite possible that you will have to ring back day after day before you receive a decision and it is important to note that nothing can be done to speed up this frustrating process. There are perfectly good reasons for such delays. University departments are in no position to commit themselves until the full picture is clear, and this will not be the case until they have processed all the examination results, which often takes several days. They must also wait for candidates who have met the terms of their conditional offers to confirm that they are taking up their places (some may choose to withdraw or defer). It follows, therefore, that persistent (yet polite) daily telephoning may be necessary.

In most subjects it is unlikely (but nonetheless possible) that you will be accepted if your A level results are more than one grade below the offer. You should also note the universities are not required to accept "points equivalent" (unless they have previously said they will), so a candidate whose offer is BBB might well be rejected on ABC – or even on AAC. This is more likely to be the case for popular subjects at popular universities.

**3. If you missed the grades for your firm offer and they do not take you – and you have achieved the grades for your insurance offer,** then they will take you and there is no need to contact that university. You will receive a confirmation letter confirming your place via Track. The letter will advise you if you need to take any further action.

**4. If you missed the grades for your firm offer and they do not take you – and you have missed the grades for your insurance offer,** then next you will need to ring this university. See point 2 above.

**5. If you do not achieve the grades for the offer at your firm or insurance university,** that university may offer you a place on a different course. This will be indicated on Track by the symbol UCC. You are not obliged to accept this. You will receive a Confirmation Change letter (AS12C) via Track, outlining the options available to you. You will have only five calendar days to reply to a changed course offer.

**6. If you are not successful with your firm or insurance offer and are not offered a place on a different course that you want, then you are eligible for clearing.** Clearing will operate electronically using Track. You should regularly check the status of your application on Track to find out if you are in Clearing. When you become eligible for Clearing, an 'Add Clearing Choice' button will appear on your Track 'choices' screen.

You will need to act quickly. Look at the lists of vacancies on the UCAS website or in The Daily Telegraph newspaper and phone the university directly to ask about vacancies that interest you. Look carefully at the available options. You can contact different universities and colleges to discuss vacancies and may be informally offered several places. You will need to decide which offer to accept as you can only enter one choice in Track. Consider carefully if you think the course is right for you, as you will be there for 3 years, possibly more. This is your decision ... discuss it with your parents. You will need your Personal ID and Clearing Number (shown in Track).

**7. If you have a university place for 2018 and now want to defer your place until 2019**, you should ring the university and ask; but, be certain this is what you want as you will not be able to change back to 2018 later.

**8. If you have achieved the grades for your university place, but are considering "looking around" at other courses or universities that have vacancies in clearing**, you should be aware that there is a risk involved. Your existing university, where you have secured a place, will have to officially release you before another university can consider you. This takes time and by then, the other university you are interested in may have filled its vacancies.

**9. Enquiries about Results EAR [Also see Addendum for 2018]**

In recent years, the practice of challenging A level results (i.e. asking for a review of marking) has become alarmingly widespread. It is entirely understandable that candidates should feel disappointed when confronted with results below their expectations, but it should be stressed that such challenges seldom constitute the most appropriate reaction to these results. In previous years only a very few reviews have resulted in overall grades being raised and you should not pin your hopes on a successful challenge giving you the grades you need for your university place. The cost is about £40-£65 **per unit**. Coursework cannot be 'reviewed'.

On Results Day when you collect your examination results at school, there will be a letter in the envelope explaining the school's procedures for Enquiries about Results. If your university place depends on the outcome of the review, you must see Mrs King in person to request a 'Priority Review' before 3pm on Friday 24<sup>th</sup> August. It is advisable not to leave this until the deadline. Mrs King will be in school (10am – 3pm) to process these priority applications on the following days only: Thursday 16<sup>th</sup>, Friday 17<sup>th</sup> and Thursday 23<sup>rd</sup> (after 11am) August. Payment must be made (into the bank account) according to the instructions in your results envelope and you must send an email to Mrs King cc Finance dept to confirm payment has been made. Ring the university or college immediately to tell them you are having a paper reviewed. Do not wait for the outcome of the review, which will be emailed to you as soon as it is received by the school.

For other non-priority EARs, you should fill in the form attached to the letter, make payment according to the instructions in your results envelope (no cash or cheques will be accepted), and then post the form addressed to Mrs A King, WGGGS Examinations, into the black Exams post box on the wall in the school reception area.

**10. Adjustment Period**

If the A level grades you have achieved are **higher than** your firm offer, then you may take part in the adjustment period. You may seek a university place that needed higher

grades than your conditional firm offer, while your original place is held for you. There are no Adjustment vacancy lists. It is your responsibility to contact a university or college to discuss an Adjustment place; clearly, you should not expect places to be available on popular, over subscribed courses at top ranking universities.

You will need to register on Track to take part in this adjustment period. The period lasts for five days from the later of 16<sup>th</sup> August or when the university confirms your original place and it becomes 'UF' – Unconditional Firm. The Adjustment Period ends on 31<sup>st</sup> August. If you become eligible to use Adjustment less than five days before 31<sup>st</sup> August, you have the remaining time before then to find an alternative place.

### **11. Reapplying to UCAS for entry in 2019**

If, after considering your options, you decide to reapply to UCAS for 2019 entry, you will need to complete a new application form once you have researched your new choice of courses and universities. You should contact Mrs Raikundalia at the start of term and ask for the school's buzzword for next year. Please keep Mrs Raikundalia informed about your progress, particularly when you expect to complete the application online, then we can have your reference ready to submit with your application.

### **12. Deciding to retake one or more A levels**

If you decide to resit some of your A level examinations, you may be able to resit at school. Contact Mrs King our Examinations Officer, between 1<sup>st</sup> October and 1<sup>st</sup> December to enquire. Otherwise you will have to find a centre where you can be entered for the examinations. You should consider whether you will need further tuition to help you to improve your grades. You do not have to decline this year's A level grade.

### **13. Finally...**

It is important that you understand the various options in front of you and know how to proceed depending on your results. You should not panic; a systematic approach is essential and one involving an understanding of complex procedures, together with some fine judgements. Staff will be available in school for advice and guidance on 16<sup>th</sup> and 17<sup>th</sup> August. After this, a member of staff may be available on a school mobile (number to be posted on results day).

The competition for university places is intense. You should realise that it is unlikely you will be accepted if you do not achieve the grades of your offer. Remember too, there will be few places available through Clearing.

Have you thought about your options, should you find yourself without a university place this year?

The best advice is to prepare thoroughly and try to get the grades you require this summer!

Good luck from the Sixth Form Team.

## **Enquiries about Results – Reformed A Level subjects**

For all A Levels except Mathematics, you will only have the overall grade on your results slip. There will be no breakdown of marks for each component. Therefore, you will not be able to tell how close to the boundary your grade is. The school will receive students' breakdown of marks.

We anticipate that some students will need to know the breakdown of their marks, but clearly we cannot deal with large numbers of students making this request and it will not be necessary if you have had your firm choice university place confirmed.

You will understand we need to put in place a sensible procedure so that we can help those students who urgently require this information.

**If you have missed the grades for your firm or insurance choice AND have not had your place confirmed at your firm and/or insurance choice,** we will provide the breakdown of marks on Thursday 16<sup>th</sup> and Friday 17<sup>th</sup> August. You will need to see the members of staff who are dealing with this and you will be told about this on results day. Once you have seen the breakdown of your marks and know how close to the grade boundary you are, you can decide whether or not you wish to request a priority review.

If you have secured your university place and still wish to know the breakdown of your marks in reformed A Level subjects, you should email Mrs King and you should not expect a response before term starts in September. There will still be time to request a review of marking.

If you are taking an A Level in an Art subject, you should note that a review of marks is not available for an individual candidate.