

# ALL YOU NEED TO KNOW ON RESULTS DAY

To: 2<sup>nd</sup> Year Specialists and their parents

*This is important information for you on RESULTS DAY Thursday 19<sup>th</sup> August. Please read it carefully.*

## 1. ADDRESS FOR CORRESPONDENCE

If you used your School House address on your UCAS form, please make sure you change the information to your home address using [Track](#) or by contacting the Customer Service Unit on +44 (0)871 468 0 468, have your Personal ID ready. They will pass on your new address to your chosen universities or colleges, but if you are expecting any urgent letters from them, you may also want to tell them yourself. If you fail to do this essential documentation will be sent to locked boarding houses in August. You should also keep your email details up-to-date. For more information access [www.ucas.com/students/afteryouapply/makingchanges](http://www.ucas.com/students/afteryouapply/makingchanges).

## 2. THE RESULTS SERVICE

Both A Level and Cambridge Pre-U results arrive at School on Thursday 19<sup>th</sup> August and you should receive them in the post by Friday 20<sup>th</sup> August. Note that:

- a) You can collect your results in the Library from 10 a.m. until 1 p.m. on Thursday 19<sup>th</sup> August. Results will be available from the Careers office after 1 p.m.
- b) You can ring the School on **01483 291504, 01483 291603 or 01483 426222** after 10 a.m. on Thursday 19<sup>th</sup> August to ask for your results please have your candidate number ready (but expect the phone lines to be very busy!)
- c) We will only accept telephone calls on the HE & Careers Office numbers (01483 291605/606) on Thursday from anyone who wishes to discuss their plans for the future. The HE & Careers office does not give out results. It is important that the lines are clear for those who need us.
- d) On Thursday 19<sup>th</sup> August and Friday 20<sup>th</sup> August the HE & Careers office and facilities will be open from 9.30 a.m. to 4 p.m. Between 21<sup>st</sup> August and start of OQ contact abb by e-mail at [abb@charterhouse.org.uk](mailto:abb@charterhouse.org.uk) as the Careers office will not be open until start of OQ.
- e) You should have your UCAS personal ID, username and password ready to access Track. Track will continuously be updated during the day on 19<sup>th</sup> August. You are strongly advised to **check your Status on Track** before contacting universities.
- f) In the event that you might need to contact your firm and insurance choice universities, have their e-mail address and telephone number available in advance.

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### 3. THE DECISIONS YOU WILL NEED TO TAKE...

We *strongly* recommend that you are at home / in school when the results come out on August 19<sup>th</sup>. Heads of Department or representatives will be present on the morning of Results Day in the Hall to deal with questions about re-marks. Remember re-marks can go down as well as up. There is a charge for remarks so you must bring a cheque book with you (or a parent with a cheque book!) in order to speed up the process of applying for a priority remark.

#### **Scenario 1: Conditions of offers have been met**

If you have met the conditions of your Firm choice, your offer will then become Unconditional at your Firm choice university (UF). If your Firm choice university does not confirm your offer but you meet the conditions of your Insurance choice, your offer will then become Unconditional (UF) at your Insurance choice university. If you have made the grades, there is nothing for you to worry about; the university must honour the offer it has made to you and there is no need for you to contact the university. You should check on Track that your offer has become Unconditional (UF). UCAS will send your official confirmation letter (AS12) on Wednesday 18<sup>th</sup> August to your postal address. It will advise you on any additional action, the institution might want you to take. **You are expected to honour your commitment or withdraw completely from this year's application cycle.**

#### **Scenario 2: Conditions of Offer have been met and exceeded**

Only if you have **met and exceeded** your original Conditional Firm Choice offer you are eligible to **optionally** enter the Adjustment process through Track. This gives you the option to find an alternative place while still holding your original unconditional (UF) confirmed offer. You will need to secure a place at an alternative university **within five days**. If you do not find an alternative place, you will remain accepted at your original University. Before registering for Adjustment you should consider that 1) **It is very unlikely that the most competitive courses will have any places available** and 2) it may be difficult for you to secure accommodation at another university. Your Unconditional Firm choice university will also be aware that you have registered for Adjustment and may delay allocating you any accommodation. You will need to directly contact admissions office at Universities, there are no adjustments vacancy lists. You will also need to make it clear that you are applying via Adjustment and not Clearing. Please check with the Careers Department to confirm your eligibility and to help you through the process.

#### **Scenario 3: You receive a 'changed course' offer**

If you receive a changed course offer, it means that your university has been unable to confirm your place on the course you accepted because you have not met the original conditions, but that they are willing to make an alternative offer. This is indicated on Track with UCC. The change could be a change of course, start date or point of entry. You are not obliged to accept this, your options are shown on Track and you can respond directly. You **only have 5 days to reply to a changed course offer** before it is automatically declined. If your Insurance choice does not make you an unconditional offer (UF) you will then be eligible for Clearing.

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### **Scenario 4: You fail to make the grades you need for either of your offers.**

The key message here is very much **DON'T PANIC!** You *may* still be accepted by one or other of your universities. The best way of finding this out is to access Track and find out whether the Universities have accepted you or not. This avoids queuing on jammed switchboards and is the quickest way to find out your fate.

If you have narrowly missed the conditions of your offer, ring the university but be prepared to be patient. If they can accept you, they will. A polite call now (showing your concern, asking for their help) may work wonders if they have the spare places. If they don't have any places left, however, then no amount of pleading by you, your parents or us will make any difference, and you must consider further options. If this applies to Cambridge Pre-U subjects, also contact the Careers Office we will then be able to request grade details from CIE and fax this information to your university. If you decide to request a remark you will need to ring the university immediately.

#### **4. CLEARING**

If your results are not as good as you had hoped, and you are not accepted by either of your two choices, then you may wish to enter 'Clearing'. It is then even more vital that you are available. You should call the university whose course you are interested in applying for. They will have a special Clearing phone number which will be shown on their website – expect the lines to be very busy, as many others will be in the same position. Keep calm! *You* should phone, *not your parents*, and certainly not the school. Admissions tutors are not impressed by pushy schools or parents – they are considering whether to accept *you*.

From mid-July, if you are eligible for Clearing an 'Add Clearing choice' button will appear on your Track 'Choices' screen which you can use to apply for a course. Remember that this is a system for advertising vacancies at universities after results are published, so that if you don't make the grades for your two choices, you can still get a place at university *for this October*. Clearing is not intended for deferred entry. Nor can you decline the offers you previously accepted and then choose to enter Clearing (if you choose to decline your offers, your only option is to reapply).

The best source of information on Clearing is the UCAS website – [www.ucas.com](http://www.ucas.com). This will have all the latest information regularly updated and is the method that we recommend. Computers will be available for you to use on 19<sup>th</sup> and 20<sup>th</sup> August. The Official Clearing vacancies will only be published in *The Independent* and *The Belfast Telegraph* on 19<sup>th</sup> August.

You should ring universities as soon as you realise that you might have to go into Clearing. Sometimes it is worthwhile contacting any university even if they don't advertise their vacancies in Clearing, though you should be aware that Oxford and Cambridge never advertise in Clearing. In the shortage subject areas, you might consider making calls to any university, if you are prepared to take the time and to accept that most replies will be negative.

You can only enter one Clearing choice on Track and you should only enter an institution and course once you have informally been given an offer over the telephone and you wish to accept the offer. Remember – you can always come and discuss Clearing with us if you are unsure. We are here to help!

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### 5. REAPPLYING FOR 2011

It may be that you have second thoughts about the course you want to study, or where you want to go. In that case, you can still decline your Unconditional offer and reapply. This involves contacting us in September and filling in another on-line UCAS form.

When the results come out, if you have the necessary grades (at least one A\*/D2 and the rest A or D3) for Oxbridge and would like to give it a try, you should contact the HE & Careers Office on the 19<sup>th</sup> August, for the necessary advice. Note that Oxbridge will most certainly not be available in Adjustment. You will have to reject the offers you are currently holding, if you want to reapply for Oxbridge (even if your current offers are deferred). If you do decide to risk all, and to reapply, the Oxbridge deadline for 2011 entry is 15<sup>th</sup> October 2010, and we must receive your forms at least two weeks before that date. Note also that Oxbridge interviews are in December, you will need to be available for these, not abroad!

If you have to reapply, because you did badly in exams, don't immediately rush into the frame of mind 'I must retake'. This can be a very expensive option, and unless you work seriously for your retakes, you may not do much better. Retakes for Cambridge Pre-U subjects are only available in summer and all papers in a subject will have to be taken. Heads of Departments will be available to give advice. Your best strategy may well be not to retake, but to reapply for a course which demands lower grades than the ones you went for first time around?

If you do decide to retake an A Level subject, we have prospectuses and contact numbers for Tutorial colleges in London, Oxford, Cambridge and elsewhere.

### 6. FINALLY...

- a) Remember that, whatever happens in August, you will have lots of options. There is no problem so big that it cannot be rectified later – your whole life will not be ruined if things go wrong at this stage.
- b) Advice can also be obtained from the UCAS Helpline which will be open until 7pm on Thursday 19<sup>th</sup> and Friday 20<sup>th</sup> August 0871 468 0 468 or on <http://www.ucas.com>. You remain a member of ISCO until your 23<sup>rd</sup> birthday and advice may be obtained on <http://www.myfuturewise.org.uk/> and from the Connexions Careers Advisers <http://www.connexions-direct.com/>
- c) Remember that advice and help from the School does not end the day you leave Charterhouse, and we are very happy to help you to apply to university next year and to help in any way in the future.

Good Luck!

ABB/Catriona Portefaix  
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