


Strathearn School

U6 UCAS Information Evening

September 2022

Strathearn School Belfast

U6 UCAS Information 2022




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PROGRAMME FOR THE EVENING

- Welcome Mrs Connery (Principal)
- Introduction Mr Anderson (VP)
- UCAS Ms Griffith (Head of Careers)
- Conclusion Mr Anderson (VP)




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AIMS OF UCAS INFORMATION EVENING

- To give parents an understanding of the UCAS application process
- To help parents offer practical support to their daughters
- To strengthen the home – school partnership



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COVID-19 Mitigations for Summer 2023

- Advanced Information
- Subject specific detail to follow from CCEA in Term 2
- Full specifications to be delivered and assessed



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UCAS Predicted Grades

- The School's default position is to use the AS grade as a predictor
- Predictions are based on performance at AS level, final A2 outcomes may differ
- Please ensure that your daughter has at least one 'back-up' course on her UCAS application



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Head of Careers


Miss Griffith



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Resources

- Website www.ucas.com has useful information for parents as well as pupils
- All girls have been emailed/issued with
 - ✓ An annotated sample UCAS form
 - ✓ Guidelines on how to complete the UCAS form
 - ✓ Guidelines on writing an effective personal statement including a presentation from Stirling University




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Applying to HEIs through UCAS

- Online: www.ucas.com
- Additional tests (BMAT, UKCAT, LNAT, HAT, ELAT, HPAT-Ireland etc)
- Oxbridge
- Medicine, Dentistry & Veterinary Medicine



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The UCAS Application Form

The following sections, 1-11 are the students responsibility

Personal details	English Language Skills
Contact and Residency	Finance and Funding
Education	Diversity and Inclusion
Employment	Choices (Maximum of 5)
Nationality Details	Personal Statement
Supporting Information	

Cost (see www.studentfinancenl.co.uk)

The final section, the reference, will be provided by the school



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What is the personal statement?

- The one section of the UCAS application where the applicant has the chance to sell him/herself
- Maybe one of the most important pieces of work students will ever complete
- 4000 characters long (including spaces)
- 47 lines of text – font size 12
- Needs to be the applicant's own work
- 'Why should I be given a place at ** to study**'



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Content of References

- Positive but realistic
- Avoids negative statements
- Includes information on:
 - ✓ Academic standard reached to date and future potential
 - ✓ Contribution to the school
 - ✓ Personal skills and qualities (organisation, leadership, oral and written communication, ability to show initiative, sense of responsibility, commitment, etc.)
 - ✓ Potential to succeed at chosen course at university



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U6 Pupils' Responsibilities

- Research universities and courses carefully.
- Attend all careers classes.
- Complete application by the deadlines set
- Check information included is accurate and own work.
- Complete the 'pay and send section'
- Submit signed form and predicted grade sheet to Mrs Wright in the school office.
- Check Career Teams and school email regularly
- Respond to any communication from UCAS in a timely manner
- Meet all UCAS deadlines



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Parental Input

Please discuss your daughter's choices with her and check that she has:

- An appropriate personal email address
- Included **relevant** extra-curricular activities
- Stated exam results / extra-curricular activities & achievements accurately
- Access to a credit / debit card to pay: £22.50 for 1 choice, £27 for 2 or more choices.



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School Input

Each pupil's application form will be read by:

- Careers Teacher (checks and signs off)
- Reference writer (also checks)
- UCAS Co-ordinator (checks again)
- Principal (final check and approval)
- Application then sent electronically to UCAS



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School Input

- Any mistakes that are spotted will be pointed out to the student for **her** to correct (can slow down processing of application)
- A mismatch between predicted grades/AS profile and course requirements will be discussed with the student
- From signing off to sending an application to UCAS can take several weeks
- Aim: to have all applications sent to UCAS by early December (providing school deadlines are met)



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After application is submitted to UCAS

- Each university deals with applications in its own way
- Most pupils will hear by March / April re offers / rejections and occasionally unconditional offers
- Offers can be as grades, tariff points or a combination of both
- If no offers, eligible for UCAS Extra (from late Feb)



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After application is submitted to UCAS

- If holding offers, reply to UCAS before deadlines expire
- Be prepared for rejection, especially in high demand courses
- A-level Results day: August 2023
- Clearing
- University!



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Other Options

- Apprenticeship
- Further Education
- CAFRE (College of Agriculture, Food & Rural Enterprise)
- Gap Year
- CAO
- University Overseas
- Employment



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Conservatoires and Art Colleges

Conservatoires are for students applying for some Drama and Music courses.

Similar application process to UCAS and available through the UCAS site

Cost £27

Some Art courses require an application direct to the Art College. Many have a November/December deadline.

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CAO (Central Applications Office) Eire Universities

- Meeting for any student considering applying in November
- No personal statement or reference required
- Choices must be in preference order
- Completion and checking of application form entirely student's responsibility
- Students must check all communications from CAO carefully and promptly. Failure to do so may result in an unsuccessful application.
- Offers are made in August/September once results are known.

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Key dates for Strathearn U6 pupils

June 2022	Pupils e-mailed UCAS login details and guidance on how to complete application
10 Sept 2022 (Sat)	UU Belfast Virtual Open Day
10 Sept 2022 (Sat)	QUB on campus Open Day
16 Sept 2022 (Fri)	UU Coleraine on campus Open Day
23 Sept 2022 (Fri)	UU Magee on campus Open Day
20 Sept 2022	Early applicants (Oxbridge / Dentistry / Medicine & Veterinary Med / Science) submit completed UCAS application to careers teachers
Oct 14 2022	Internal school deadline to submit finalised UCAS application to careers teacher
Oct 15 2022 (6pm)	UCAS deadline for early applicants
Nov 2022	Information on applying through CAO (Further and Higher Education Admissions process in Eire)
Jan 25 2023 (6pm)	UCAS deadline for applicants



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Concluding Remarks

Mr Anderson



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HOW TO SUCCEED AT AS/A LEVEL

ATTEND REGULARLY - this is vital! All AS/A Level students should have a minimum of 95% attendance over the course of the year unless there is serious illness

ARRIVE at each class **PUNCTUALLY** and well prepared

Any homework or coursework set should be ready to be handed in and preliminary reading should have been completed so that you can engage fully in the lesson

ORGANISE your **OWN TIME** effectively

- You need to manage your studies, social life and extra-curricular activities
- You should allocate at least 3 hours per subject per week to study at home
- This is in addition to school study periods! In year 14 this should increase to at least 12 hours per week of home study
- Think carefully about the implications of taking on a part time job. If you do have a part time job you should **not** be working more than 8 hours per week. Research shows that part time work in excess of this has an adverse effect on the grades achieved at A Level
- During the week you should avoid late nights/early mornings, whether working or socialising, since this too will have a detrimental effect on your studies

Use your **STUDY PERIODS** wisely

You should allocate approximately one quarter/ one third of your study periods to each of your AS/A Level subjects. You should arrive in study punctually and be well prepared for the work you plan to do.

REVIEW YOUR WORK on a regular basis.... ensuring that you have a full understanding of the material covered

Use the **LIBRARY** and **SCHOOL RESOURCES** effectively

Wider reading is essential at AS/A Level. Your subject teachers will recommend additional resources to you. Incorporate this 'extra reading' into your week's study on a regular basis. Get involved in each subject right from the start by participating in class discussions. At AS/A Level the teaching style is often more informal and a variety of different approaches will be used. Do not be afraid to express your opinions or challenge assumptions

Seek help as soon as problems arise. You should see your AS/A Level course as being a partnership between you and your teacher. Your teacher will be only too glad to help you with any problems.

THE MORE YOU PUT INTO YOUR AS/A LEVEL COURSE THE MORE YOU WILL GET OUT OF IT!

HOW TO SUCCEED AT AS/A LEVEL

EARLY WARNING SIGNS

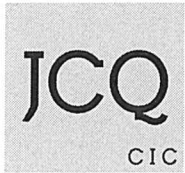
...that you are NOT managing your Sixth Form work!

- You are using study periods for routine tasks but you are doing no independent work beyond this. The rest of your time is for social activities and part time employment. The notion of 12-15 hours private study a week beyond time spent in school is a joke as far as you are concerned
- You 'coast' for a while but gradually you are faced with a 'backlog' of tasks you have allowed to build up
- You cannot meet deadlines for homework and coursework
- On a day to day basis you are not even prepared for class in any of your subjects
- You try to sort the situation by concentrating on one area at the expense of others and get further behind in those subjects
- Your marks are disappointing. You begin to panic!
- You cannot keep up, let alone find time to review work already covered in class or to follow up reading suggestions offered by your teacher.
- You stay off school to try to catch up
- You feel overwhelmed
- You need to take urgent action and seek help from your subject teachers and form tutors

RECOGNISE THE EARLIER SIGNS

DON'T LET IT GO THIS FAR!





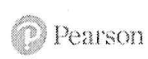
Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

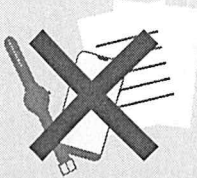
On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

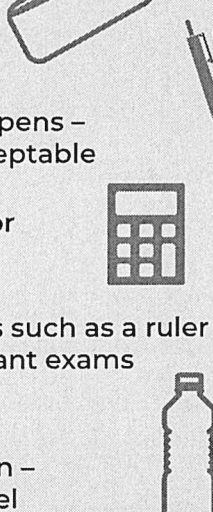
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.





Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

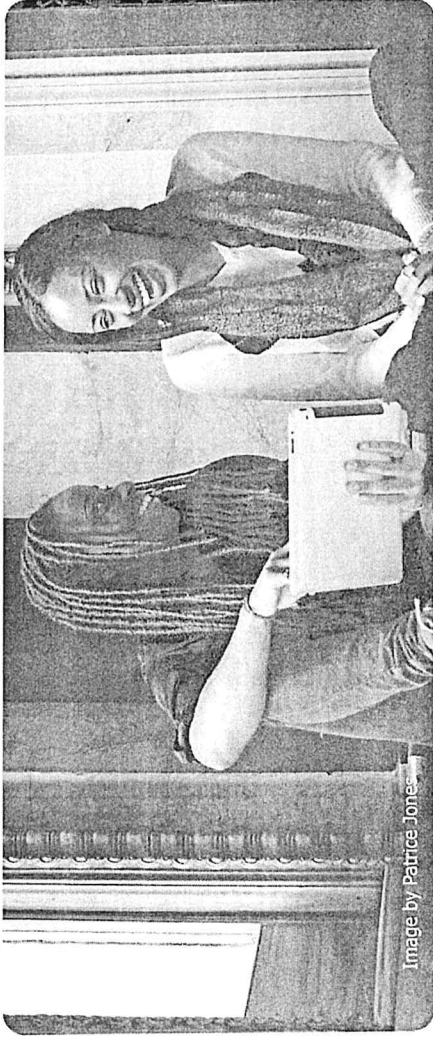
How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for candidates Using social media and examinations/assessments



This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

