CRGS
Sixth Form

UCAS 2024 APPLY

HOW TO APPLY GUIDE

Important Dates

16th May   UCAT Registration opens (Medicine & Dentistry). Register early but take the test as late as possible to give you time to practice.

28th–29th June   Oxford University Open Days

6th–7th July   Cambridge University Hybrid Open Days – **REGISTER ONLINE**

1st September   BMAT November Registration opens

7th September   Start of the academic year for Year 13

15th September   Oxford University Open Day

26th September   **School internal UCAS deadline 1** for UCAS applications for Oxbridge, Medicine, Dentistry and Veterinary Science

16th October   UCAS deadline for receipt of applications for Oxford, Cambridge, Medicine, Dentistry and Veterinary Science

18th October   BMAT and University tests takes place in school

19th-20th October   Oxford and Cambridge tests in school

1st December   **School internal UCAS deadline 2:** Closing date for receipt of UCAS applications in school to be sent before Christmas

19th January   **School internal UCAS deadline 3:** (to assure that applications are sent before the Equal Consideration Deadline

31st January   UCAS Equal Consideration Deadline

28th February   UCAS Extra opens

Some test dates may be subject to change. Please check.

Where to find information

We have produced a series of **CRGS Futures Presentations** which can be accessed via links on www.crgs.org.uk - click on *Sixth Form* and *Careers and Guidance*.

1. An Introduction to CRGS Futures
2. A Brief Introduction to Applying to University
3. Getting Started on your Personal Statement
4. Completing your UCAS Form
5. A Brief Introduction to Applying for Higher and Degree Apprenticeships
6. A Brief Guide to Student Finance
7. A Brief Guide to Specialist Admissions Tests
8. Replying to Offers
9. A Brief Guide to Results Day
10. Careers and Destinations at CRGS
11. A Brief Guide to Personal Finance

The CRGS Sixth Form Predicted Grade Statement can be found here or via www.crgs.org.uk/sixth-form/careers-and-guidance/ and clicking the link under 'Predicted Grades'.

UCAS: connecting you to universities/colleges and the application process — www.ucas.com
Find university Open Days — www.opendays.com
What can I do with my degree? — www.prospects.ac.uk
Search/compare undergraduate courses in the UK — www.unistats.ac.uk
Some universities require you to sit an admissions test as part of the application process – discover the types of assessment here - www.ucas.com/undergraduate/applying-university/admissions-tests

University Clinical Aptitude Test (UCAT) for Medicine/Dentistry — www.ucat.ac.uk
BioMedical Admissions Test (BMAT) for Medicine/Vet Science — www.bmat.org.uk
The Law National Aptitude Test (LNAT) — www.lnat.ac.uk

Points to consider

- ✓ How does the course content vary between universities?
- ✓ What are the entry requirements? Remember to check GCSE requirements as well.
- ✓ Look at the Entry Profile for the course, detailing selection criteria and desirable personal qualities.
- ✓ Make sure you are doing the correct A Levels for the course.
- ✓ Are there any examinations that you need to take? LNAT for some Law courses, BMAT/UCAT for Medicine, Dentistry and Veterinary Science. Also, pre-interview Oxbridge tests.

UCAS Tariff

A Level

Grade	Tariff points
A*	56
A	48
B	40
C	32
D	24
E	16

Core Maths/AS

Grade	Tariff points
A	20
B	16
C	12
D	10
E	6

Extended Project Qualification/EPQ

Grade	Tariff points
A*	28
A	24
B	20
C	16
D	12
E	8

When universities make you an offer it will either be in grades or points e.g.
History at Manchester University require AAA-AAB (inc. A in History),
History at Northumbria University require 120 points.

Making a UCAS application – the process

1. Follow the instructions in this handbook and use the **checklist.**

2. Research courses and universities and make decisions based on your UCAS predicted grades (not end of year exam grades). If you feel you deserve an increase in a predicted grade collect a yellow **'Revision of Predicted Grades'** form and take it to the Head of Learning. You will need to justify your reasons. If you are having difficulty getting the grades you need then try for a split grade (e.g. A/B), as the higher of any split grade will be applied. **Talk to your Senior Tutor** if you need help or advice with this process. Remember the Predicted Grade Statement explains the purpose and rationale for formulating predicted grades.

3. Draft your Personal Statement on Unifrog and save in your Unifrog personal locker. When you are ready to receive advice from your Form Tutor, select the 'Ask a teacher for feedback' option or email the draft to any recipient, e.g Dr Clarke or Mr Draper, by adding their email address.

4. Make an appointment with your Senior Tutor. At this meeting your Senior Tutor will discuss your choices and predicted grades. You should be ready to discuss how you have prepared for this particular course. You should also mention any extenuating circumstances that have affected your education.

5. **Pay and Submit only after you are told to by your Senior Tutor and after making any changes/corrections necessary.** Once you 'Pay and submit' your application is sent to the UCAS Administrator in the Careers Office. You can only make changes to your application after you request your application is returned to you. No one else can change it, so **you are ultimately responsible for your application being correct and true**.

6. Your Senior Tutor will write your reference and will see you to check the reference for factual errors and check the predicted grades are correct. It is at this stage that predicted grades are finalised.

7. The checked reference and predicted grades are sent to the UCAS Administrator and added to your application.

8. Your completed application is printed and checked. Any mistakes found at this point will require your application to be returned to you. Once corrected you will go through the Pay and submit process again (you don't pay again, it just resubmits your application to the UCAS Administrator). Your application is then checked in its entirety and submitted to UCAS once you have signed the green '**Permission to Send'** form. This should happen within a couple of days. Please be patient.

UCAS

www.ucas.com is a secure, web-based, mobile enabled online application system which students can use to apply to UK universities.

The benefits of this system to students are numerous:

- You can sign in to your UCAS account wherever there is access to the Internet and not just in school.

- You create your own UCAS **Hub** which includes the latest course information, key dates, useful course search tools, a personal statement builder, your favourites, point tariff calculator and more - all tailored to your preferences. You will make your UCAS application through your **Hub.**

- Detailed online help is always available.

- Personal information can be changed at any time prior to submission.

- Applicants can 'track' the progress of their application electronically.

There are *CRGS Futures Presentations* on applying to university, getting started with your personal statement and completing your UCAS application. Visit www.crgs.org.uk then click on *Sixth Form* and *Careers and Guidance*.

If you encounter difficulties in completing your application, the Careers Administrator in the Careers Office will be able to provide assistance.
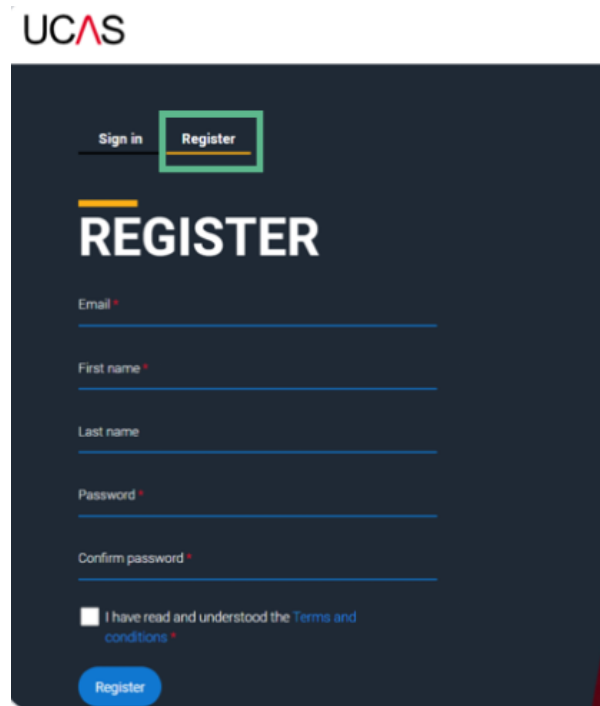
UCAS 2024

Registering Instructions

All students need to register in the UCAS **Hub**. The UCAS **Hub** will not only help with your research, it's where you'll go to start and track your application using the same login credentials for the entire process.

To register in the **Hub** and apply for **2024 entry**, go to www.ucas.com and select **Sign in**.

Complete the **Register** section with your **personal email address** (do not use your school email), your First name, Last name and create and confirm a Password (make sure the password is memorable). Tick the **I have read and understood the Terms and conditions** box.

UCAS will email you a code to **verify** your account. Once you have verified your account you will then be signed in to your account. Every time you want to access your account, simply select **Sign in** (top right of screen) and enter your Email address and Password. If you forget your password you can reset it using the **Forgot your password?** link on the sign in page.

On the next page click the **Ready** button.

You will then be asked a number of questions including the year you want to start studying, where you live and what you are interested in.

Select **2024** if you want to start studying next year including if you want to defer entry.

Select **Undergraduate** as the level of study.

If you would like additional information on Apprenticeships or Conservatoires, tick the boxes or/then click **Next.**

At the **Where do you live?** prompt select United Kingdom then **Enter postcode**. Click **Next.**

Complete **Your preferences** with information and offers you'd like to receive and your subject preferences from the subject drop-downs.

Tick **Yes** at the **Get the right support - Are you still at school? *** prompt. In the **Your school*** field select Clitheroe Royal Grammar School (it will appear when you start typing).

Tick **Yes** on the question that asks you to consent to *share my data with my school, college or centre.*

Click **Create Account**.

You will then be taken to your Hub.

To start your UCAS application click **START** on the **YOUR 2024 APPLICATION** tile.

YOUR
APPLICATIONS

•••

START
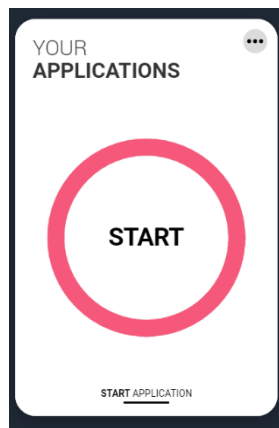
START APPLICATION

Choose the year you want to start your studies and **Undergraduate** and the type of application you wish to make.

Make sure you select **2024** if you want to start next year, including if you want to defer entry.

On the next screen you will be asked **Are you applying from a school, college, or centre.** Click **Yes.**

Click **Continue** on the next screen – **Link to school, college, or centre using a Buzzword.**

Enter the Buzzword **clitheroe24** and **Save Buzzword**.

This will link your application to CRGS and allow us to track your progress and add your predicted grades and reference.

The next screen asks you to confirm the buzzword is for CRGS. Click **Yes.**

Once you are linked select your Senior Tutor from the **Select group** drop-down. Click **Save.**

Every time you **Sign in** you will see your homepage and **Application status.** This shows the sections that need completing. You don't need to complete your application all at once – you can log in any time until you're finished. The percentage dial shows your progress for each section.

The first section (in blue) is **Your choices** and **Add choice, <u>but first complete the second section</u>** – **Profile.** Here you will see a number of tiles:

Profile

Personal details >

Name, age, title and gender

Start this section

Contact & residency details >

Address, email, telephone and where you live

Start this section

Nationality details >

Birthplace and nationalities

Start this section

Supporting information >

So that providers know how to support you during your studies

Start this section

English language skills >

Is English your first language?

Start this section

Finance & funding >

Tell us how you'll fund your study

Start this section

Diversity & inclusion >

Only shared with a provider once you have a place or your application is archived

Start this section

More about you >

Tell us about any circumstances that you might need support for during your studies.

Start this section

Experience

Education 〉
Qualifications and periods of study

Start this section

Employment 〉
Paid employment

Start this section

Extra activities 〉
Taken part in any activities to prepare you for higher education?

Start this section

Your **personal statement**

Personal statement 〉
Why do you want to study this subject?

Start this section

Personal details

Click **the Personal details section.**

Your name should already be visible, so just add your title from the drop-down and complete the other mandatory fields (*). Once you have completed this section you must **mark the section as complete** at the bottom of the page and click **Save this section.** You will see a 'section updated successfully' message and a green tick next to the 'Personal details' on the left of the screen.

The list on the left of the page shows which sections are complete (green tick), which are in progress (half-moon) and those which have yet to be started (no icon).

You can now complete the remaining sections by either clicking on the list on the left of the screen or by clicking the 'Next to' button at the bottom of the screen.

Click on the throughout for help text to provide advice about what to put.

Contact and residency details

You should provide either a landline or mobile telephone number in this section. Your email address will already be visible. In the **Postal address** Address type* drop-down select **UK address** and enter your Post Code in the lookup search box (or you can enter your address manually).

In **Nominated access** – select **Yes** and **enter the name and relationship to you** of someone (usually a parent/carer) who can speak to UCAS about your application on your behalf should you be unavailable.

Complete the **Residency details.** In the **Please select your area of Permanent residence*** drop-down select the area where you normally live. This will typically be Lancashire (or Blackburn with Darwen if you live in Blackburn or Darwen). In **Residential category*** select the option from the drop-down that most closely applies to you. Once all mandatory fields (*) are complete you will be able to **Mark this section as complete** and **Save this section.**

Nationality details

Complete this section. If you were born in the UK but have a different nationality, you will be asked additional questions. If you weren't born in the UK you will be asked for the date of first entry to the UK.

Mark this section as complete and **Save this section.**

Supporting information

You need to complete this section. All questions are mandatory (*) but you have the option of '*Don't know'* and '*Prefer not to say'*.

Mark the section as complete and **Save this section**

English language skills

If English isn't your first or primary language you will be asked for your TOEFL or IELTS TRF certificate numbers. You only need to enter certificate numbers if you've been assigned one and you know it.

Mark the section as complete and **Save this section**.

Finance and funding

What will be your main source of funding for your studies? * Most applicants will select **UK, ChI IoM or EU Student Finance Services** from the drop-down menu (this means you will be applying for a student loan).

In **Student support arrangements** you should select your local authority (LA) from the drop-down. This is usually 'Lancashire' or 'Blackburn with Darwen' unless you live in another area. If you are not sure which LA to select, it is where your family pays its council tax, and should be the same as selected in the Contact and residency section. **Mark this section as complete** and **Save this section**.

Diversity and inclusion

Complete the **Equality monitoring** section. Two questions are mandatory (*), but you have the option to respond with '*I prefer not to say'.* This information is only shared with universities or colleges once you have secured a place. It doesn't influence any decision-making and is used to ensure applications are treated fairly.

You will be asked to give **Care support information** if you have been in care.

There is a field to enter your **Parental education.** You can select '*I prefer not to say'* if you do not wish to disclose this information. **Occupational background** is a mandatory field (*). Here you must type at least 3 letters into the response field to select an option from the menu that appears below it. **Mark the section as complete** and **Save this section**.

More about you

This section allows you to disclose any information about ways in which you might need support during your studies.

The first question is a mandatory field (*) and asks you to **disclose whether you consider yourself as living with a physical and/or mental health condition, long-term illness, or learning difference.** You have to select an option from the drop-down menu.

You don't have to declare a disability if you don't want to, you can select 'none'. Information you supply is not used to make a decision on your application. It is only shared with those involved in supporting you, or making arrangements for support.

If you select one of the conditions listed it allows you to add more information in the 'further details about your disability box'.

The rest of the questions on the page are optional for you to complete.

Mark the section as complete and **Save this section.**

Education

You must list your whole secondary education from year 7, if you did not gain any qualifications at a school leave the qualification section blank.

Enter all qualifications you have already obtained - GCSE's, music exams, Duke of Edinburgh etc, AND those you are studying towards. For dance/music/instruments etc, please only add the latest/highest qualification. When entering your qualifications, it is helpful to have your certificates with you as you need to know the exact details of exam boards and course titles etc.

Click on **Add place of education**.

In Add **Place of education** - type the name of where you studied. Once you find your centre, click the name and the **Exam centre number** will automatically populate. Don't worry if a centre number doesn't appear. If your school doesn't appear you can manually add the name of the school and the exam centre number (e.g. St. Augustine's RC High School - 47213).

Add your start and finish date. For CRGS Sixth Form (under Clitheroe Royal Grammar School), select **June 2024** as your finish date.

In **Type of study*** select **Full time.**

At the **Do you, or will you, have any qualifications from this centre?** prompt click **Yes** then **Save.** It will then allow you to add your qualifications underneath the school details you have entered. (You will repeat this for each of the school's you have/are attending).

Click **Add qualification.** From the **Qualifications shortlist** select your qualification type (this will typically be *GCE Advanced Level* for your A Levels or *GCSE (grade: 9-1)* for your GCSEs. If you don't find a matching qualification from the shortlist you can use the search function to find it.

Once you have selected the qualification type you can enter the **Title*** (start typing the subject then select from the list that is displayed. If you can't see the subject you can add it manually)**, Qualification date*, Awarding organisation* and Grade*** (these are all mandatory fields). If you haven't finished the course yet - and for your A Level subjects - select **Pending** from the drop-down.

You don't need to enter your modules.

Repeat this for all qualifications obtained at each school by clicking **Save and add another** button. After you have entered the last qualification click **Save qualifications.**

To add other schools attended where you have obtained qualifications click **Add place of education** and repeat the process.

There are warning messages to help you – red text indicates that something is wrong and blue text is for information you need to be aware of.

* If you did **Combined Science** select 'other' from the **Grade*** drop down and type in as 5-5 (for example).
* If you did **Further Maths GCSE** at CRGS select **AQA Level 2 Certificate in Further Maths**.
* If you are studying **Core Maths** select **AQA Level 3 Certificate in Mathematical Studies (Core Maths) in (Core Maths).**
* If you are doing an EPQ select **Extended Project (Level 3)** and type the **title** of your project in the **Subject*** field, type the **Qualification date as January 2024*** and **Awarding Organisation*** and **Grade***. Please select **Pending** for the grade if you do not have the grade yet.

For consistency please use the month of **June as the qualification date** for your GCSE's and A Levels. When entering your A Levels, the qualification date will be June next year as you have not taken the exam yet. Please select **Pending** for the grade.

Clicking the 3 dots ••• More next to the school enables you to see a summary. You can Edit or Delete school or qualification details by clicking on the dots.

You are asked for a **Unique Learner Number**. You can leave this blank.

At the **Please state the highest level of qualification you expect to have before you start your course*** prompt – select **Below honours degree level qualifications** from the drop-down**.**
Mark this section as complete then click **Save this section**.

Employment

Not everyone will have something to enter here, but if you have a part-time or weekend job, or have had a job enter the details.

Click **Add employment** and fill in the mandatory fields**.**

Remember to **Mark the section as complete** and **Save this section**.

Extra Activities

If you have done any **Activities in preparation for higher education,** e.g. summer schools, national or regional schemes, University run programmes, taster courses or booster courses enter the details here.

You do not have to list University Open Days.

To add an activity click **Add activity** and fill in the **Type of activity***, **Name of the activity provider*** (from a drop-down list), **Name of the activity/programme*** (free text box), **Start date*** and **End date***.

If the type of activity you attended is not listed click 'other'.

If you haven't attended any activities please leave the section blank.

Remember to **Mark the section as complete** and **Save this section**.

Personal statement

You can save and edit this section as many times as you need to. You should draft your personal statement in Unifrog and save it in your personal locker. You are allowed up to 4000 characters (up to 47 lines of text). There is a character count at the bottom of the box. Read your personal statement carefully and spell check it. Make sure you make any alterations to your personal statement in Unifrog then paste the revised version into your application. Click **Save draft.**

If you try and navigate away without saving your work you will be reminded with a pop-up warning.

You can only **Mark this section as complete** and **Save this section** on the Personal statement **preview** screen.

Once you have completed all sections you can **Return to application overview** and add **Your choices**.

Adding a choice

When you have done your research and decided where you want to apply and for which course, you will complete this section. To add your choices click **Add choice.**

Start typing the name of the **University/college*** and select it from the options displayed. Do the same for the **Course*** you have selected. **Location*** and **Start date*** are displayed according to the course details. Select your **Point of entry.** If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year.

Answer the **Live at home while studying*** question by selecting Yes or No. **Save.**

Some courses may require you to disclose your criminal conviction status. This question will only be shown if the course choice requires it. Make sure you read the question carefully to check if it is asking if you have criminal convictions or to declare criminal convictions.

There is a maximum of 5 choices and a maximum of 4 choices for medicine dentistry, veterinary medicine or veterinary science courses. Once all your choices are added click **Mark Complete.**

Some courses have extra admissions tests and assessments. If these are required you will see these in blue text on the choice card.

Clicking the 3 dots in the bottom right hand corner of a card   ••• More   enables you to see a summary, Edit or Delete. Any choice combinations that are not permitted will be flagged with red text on the right of each relevant card.

Submitting your application

The application must be complete (showing 100%) before you can submit.

In **Review and submit** you have the facility to download your application as a pdf. At the bottom of the application click **Accept and proceed** or **Return to application** if you want to make any changes.

You will then be asked to update your **Marketing preferences** if you want to hear from other brands and universities.

Click **Accept and proceed** at the bottom of the page.

On the next page you must tick the box at the bottom of the page to confirm you have read and understood the **Terms and conditions**. Then click **Accept and proceed,** or you can Return to Marketing preferences.

Review and Submit

Once you have completed every section and <u>only after you have been advised to do so by your Senior Tutor</u> you will be able to **Review and Submit**.

UCAS Undergraduate application fees are £27.50 and you pay this by credit or debit card. Payment is made on the **Card payment details** screen. Click the **Pay now** button and enter your card details (or Return to application). Payment is not taken until we submit your application to UCAS for processing. If you have any problems with paying for your application online, please see your Senior Tutor.

Once you have **paid and submitted** your application, your Senior Tutor will create a reference, which is then attached to your application by the school UCAS Administrator. If your Senior Tutor or the Careers Administrator asks you to make any changes to your application after you have paid and submitted, we will send your application back to you. You will not be charged twice when you click **Pay and submit** again.

Please note references are dealt with on a first-come first-served basis and in the order they are received. With around 300 applications to process your patience is appreciated.

The school deadline for receipt of applications are:

- o **26ᵗʰ September for Early Entry Applications**

- o **1ˢᵗ December closing date for applications to be sent by Christmas**

- o **19ᵗʰ January to ensure applications are sent before the Equal Consideration Deadline**

If your application is fully completed and checked by your Senior Tutor by the 1ˢᵗ December it will be submitted to UCAS before the Christmas break.

After your application has been submitted to UCAS, you will receive an email acknowledgement and instructions for you to track your application. It is your responsibility to monitor the progress of your application at all stages of the application process.

If you require any help or advice with your UCAS application please contact the Careers Administrator in the Careers Office.

If you forget your password click on the password reset link.

Application checklist

The Internal school deadline for me to have pressed Review and Submit is: **26th September** for Early Entry Applications **1st December** closing date for applications to be sent by Christmas **19th January** to ensure applications are sent before the Equal Consideration Deadline	
University subject / course / university researched thoroughly and methodically. Sources of info can include: • The HEAP Guide • https://sacu-student.com/ (Spartan Test) • www.ucas.com • Individual university websites or prospectuses • www.prospects.ac.uk • Good University Guide • Unifrog Speak to teachers / family / Form Tutor / Senior Tutor / Careers Coordinator	
Open Days (inc Virtual) attended (max 3 allowed in school time, Green "Request for Absence" Form filled in) www.opendays.com	
Final 5 courses and universities chosen which have a range of grade requirements (p5 for UCAS Tariff). Have you checked entrance requirements (A Level, GCSE grades or points, correct A Level subjects)? Course code, institution code, campus name and campus code written down, year of application 2024 and entered your final 5 choices in the '**Add choice'** section of your application. Are you deferring your entry? If so, year of application is 2025.	
Are there any specialist admissions tests for the courses you want to undertake? You can find out by looking at: www.admissionstesting.org, Admissions tests | University of Oxford, www.ucat.ac.uk, www.lnat.ac.uk. What are the dates for the tests? Have I registered? Speak to the Careers Coordinator if you are unsure. What preparation do I need to do for these tests? Ask your Senior Tutor or the Careers Coordinator if you are unsure about the support available. Will I need to submit any work to the university? When will I need to do this by? This is arranged through school and you need to speak to the Careers Coordinator / Senior Tutor. Will I have an interview? Do I know the format? Have I arranged a practice interview? Ask your Senior Tutor if you are unsure.	

Personal statement – draft submitted to Form Tutor: If you are an <u>Early Entry</u> candidate this must be by **<u>Friday 8th September.</u>** Dr Clarke will give specific advice on Med/Den/Vet. Mr Draper will give specific advice on Oxbridge applications.	
Personal Statement – draft submitted to Form Tutor: <u>ALL other candidates (not Early Entry)</u> by **<u>Tuesday 26th September.</u>**	
Personal Statement – draft to Senior Tutor **only after** you have been instructed by Form Tutor.	
UCAS application form completed (p8-19) and checked by a family member. **Your Personal ID number** (16 digit number shown at the top of your dashboard. You will need to quote this number if you contact UCAS)**:** **Password:** **Reminder:** Personal details ☐ Contact and residency details ☐ Nationality details ☐ Supporting information ☐ English language skills ☐ Finance and funding ☐ Diversity & inclusion ☐ More about you ☐ Education ☐ Employment ☐ Extra activities ☐ Personal statement ☐	
Meeting with Senior Tutor <u>before you Review and Submit</u> to check your application, discuss choices and predicted grades. If you have requested and justified your reason for seeking a predicted grade increase you must collect a yellow 'Revision of Predicted Grades' form from your Senior Tutor and have it signed by the relevant Head(s) of Learning.	
Yellow 'Revision of Predicted Grades' form handed back to Senior Tutor.	
Pay and Submit only <u>after</u> you have made any necessary corrections to your application and your Senior Tutor has told you do so.	
Reference checked for factual errors and predicted grades finalised.	
Green 'Permission to send' form signed and dated by student.	