Progression Day 2020

How to complete your UCAS form
Year 14 students

Name:……………………………………………….

Referee:……………………………………………

How to Complete Your UCAS Form

1. Go to the UCAS website: **www.ucas.com**
   - Find 'Sign in'; (in the top right-hand corner) and then click 'Students'
   - Click 'Undergraduate'
   - Under '2021 Entry' click 'Apply'
   - Click 'register' and continue with the next steps, as follows:

2. Read the instructions carefully, then click 'next'.

3. Read the terms and conditions carefully, then tick to confirm you accept before clicking 'next'.

4. Enter your details.
   - Remember to start your name with a capital letter as this will be how it appears on your final application form.

5. On the next screens, follow the instructions to enter further details such as your address, mobile number and email address.
   - Make sure the email address you enter is an account that you can check easily and frequently, as important information from UCAS can come through email.

6. On the pop-up screen that follows, select the topics you'd like to receive updates about, and your preferred way(s) for UCAS to contact you (email/text/post).

7. Create a password and complete the security questions.

8. **Make sure you make a note of your username (generated automatically on the next screen) and password as you will need these to sign into UCAS.**

9. Click on 'log in now'.

10. You will be applying 'Through my school/college'.

11. The Buzzword for our school is: **QEHS2021**
    - It must be entered exactly as written above.

12. The next page will ask you if you are registering through Queen Elizabeth High School. Click 'Yes' and 'Next'.

13. On the next page, in the drop-down 'Tutor/Application Group' menu, select the 'Year 14' group.

14. Make a note of your Personal ID, in case of any complications later on.

15. Verify your email address. Without this, you can't send off your form later. The link to do this is just underneath the Apply guidance video.

After verification, you can now complete your UCAS application form online!

There are seven sections to complete. Click on the headings on the left-hand side to select each one. When you have completed a section, a red tick will appear next to the heading.

N.B. A box with a red asterisk next to it **must be completed** before you can save that section.

Personal details

- Some of your details will already be entered. Fill out the missing areas.
- Make sure you use capital letters correctly.
- For 'Country of birth', 'Nationality', 'Area of permanent residence' and 'Residential category', click the 'see list' button to pick an option.
- Below this, the **Reference numbers** and the **Passport details** sections will not apply to you.
- **Student support**: your fee code will be '02' (assuming you are applying for student finance) and your support arrangements will be the county that you live in, e.g. Northumberland, Durham etc. (click the 'see list' box).
- **Nominated access** is if you would like to nominate your parent/carer to access or discuss your application with UCAS or universities/colleges if you are unavailable.
- **Disability/special needs**: in order for this section to save, you must click the 'see list' button and either select 'No disability' or enter any relevant details.
- When you have completed a section, mark the 'Section completed' box at the bottom of the page and click 'save'.

- If there are any missing compulsory details, you won't be able to save the section as complete. A warning message at the top of the section will tell you what's missing.
- **You can also leave the box unticked, but still click 'save' to retain all the details you've entered so far and complete the section later – this applies to all sections.**

Additional Information

- **Equality monitoring**: you must answer the first question (Ethnic origin) but the next three are optional. You also need to pick an option for 'National identity'.
- The **Activities in preparation for higher education section** should only be filled in if you have participated in opportunities such as summer schools/academies, campus days, masterclasses, taster days/courses and booster courses. Leave blank if none of these apply to you. **N.B. Open days do not count here.**
- Fill in the relevant information at the bottom of the page.

Student Finance

- Read through carefully and tick to confirm you have read and understood the information.

Choices

- When adding a choice you need to make sure you have:
  - Institution code (code identifying the university/college)
  - Course code
  - Campus code (applicable to universities with split sites and colleges)
  - Start date (September 2021 if not deferring, 2022 if you are).
- Option lists are available in this section if you are unsure (the 'see list' boxes).
- Campus codes will only apply to a few universities and it will be flagged for you to fill in if you need to.
- Point of entry applies if the course you're applying for has a foundation year, or for Scottish universities where you may need to specify 1st or 2nd year entry.

Education

- To start, click **'Add a new school or college'**. You can find QEHS by using the 'find' option.
- If you previously attended another school for your GCSEs you will need to enter this separately. You do not need to enter middle or first schools.
- When you search for a school it will automatically enter the centre number. Our centre number is 49049.
- Enter your start and finish dates for the school(s) you have entered. If you started at QEHS in Year 9, this will be September 2015 to June 2020.
- Pick full time attendance, and select 'Yes' from the drop-down list regarding qualifications. Click 'save' and 'save' again (UCAS is asking you to confirm you currently attend this school as you have entered a date in the future).
- You can then start adding your qualifications.
- Use your exam certificates or see the appendices at the end of this booklet: **Examination boards – Year 11 Qualifications** and **Examination boards – Sixth Form Qualifications** to help you fill in this section.
- Choose from the list the type of qualification you have and then enter the relevant details. If the qualification you need is not in the list, you can also search for other qualifications.
- Some qualifications will ask you to enter your units and unit grades so make sure you have this information available (especially relevant for BTECs as unit information is now mandatory, however it is optional for OCR Sport Science).
- Enter your GCSE/BTEC Level 2/OCR subjects with the points/grades you achieved.
- Enter any AS Levels with the grades you achieved **(Further Maths students only)**.
- Enter the A Level/BTEC Level 3/OCR subjects with the points/grades you achieved.
- You can also add extra-curricular qualifications, such as any music, sport, performing arts or computing qualifications.
- To mark the section as complete: the highest level of qualification you will gain will be 'Below honours degree level qualifications' (see the drop down menu).

Employment

- If you are in any paid employment, enter the details here.
- You will need your employer's name and address, your job title, your start date and your finish date (if applicable).

- It is advised you write your statement in Microsoft Word first – the UCAS webpage will time out in 35 minutes, and you'll lose everything you've written.
- When you've finished, copy and paste your personal statement in here.
- Be aware that 47 lines in Microsoft Word are not the same as 47 lines in your UCAS form. 47 lines (4000 characters including spaces) in UCAS is the maximum.

Nearly there…

Final Stages

- Once the personal statement section is complete and you have saved each section, you must send a copy of your form to your referee for them to check. If you select 'View all details' on the left-hand side, your full form will be displayed. You can then print this page as a PDF and email it to your referee.
- When your form has been checked (and **only** when it has been checked) you can send it off (in the **Pay/Send** heading on the left-hand side menu).
- **N.B. – doing this just sends your form to the Curriculum Office, not to UCAS, so changes can still be made!**
- At this point you will be prompted to pay for your form using a credit or debit card online.
- Once this is done, you must contact the Curriculum Office to make an appointment (curriculum@qehs.net). During your appointment, Rebecca or Michelle will go through your form with you and read your personal statement. Only after these checks will your form be sent to UCAS.

Congratulations, you have completed your UCAS form!

Appendix 1: Examination Boards – Year 11 Qualifications

From the qualifications list, select either 'GCSE (Grade 9–1)' or 'GCSE (Grade A*–G)' as appropriate:

GCSE (Grade 9–1) – all subjects except Business Studies and Technology (for QEHS students)
N.B. Science is slightly different – see below

Course	Awarding organisation
Art and Design: Fine Art	AQA
Art and Design: Graphic Communication	AQA
Art and Design: Textile Design	AQA
Computer Science	OCR
Dance	AQA
Drama	Edexcel
English Language	Edexcel
English Literature	Edexcel
French	AQA
Further Maths	AQA
Geography (Full title = Geography B)	Edexcel
German	AQA
History	AQA
Latin	OCR
Mathematics	AQA
Music	Edexcel
Physical Education	OCR
Religious Studies	AQA
Spanish	AQA

GCSE Science

If you studied…	You need to:	Awarding organisation
Triple Science	Enter each science separately as a GCSE (Grade 9–1) qualification:	
	(1) Biology	AQA
	(2) Chemistry	AQA
	(3) Physics	AQA
Combined Science	Select GCSE: Double Award (9–9 to 1–1) from the qualifications list. In the Title drop-down list, select 'Combined Science'.	AQA

GCSE (Grade A*–G) – Business Studies and technology subjects (for QEHS students)

Course	Awarding organisation
Business Studies	Edexcel
Design and Technology: Electronic Products	Edexcel
Design and Technology: Food Preparation and Nutrition	AQA
Design and Technology: Graphic Products	AQA
Design and Technology: Resistant Materials	Edexcel
Engineering	AQA

Vocational Subjects – BTECs and OCR

Vocational Qualifications				
Subject	From the qualifications list, select:	Select in 'Title' drop-down list:	Level	Awarding Organisation
Health and Social Care	Pearson BTEC Level 1/ Level 2 First Award	Health and Social Care	2	Edexcel
IT	Certificate in Digital Applications (CiDA)	N/A	2	N/A
Performing Arts (Musical Theatre)	Pearson BTEC Level 1/ Level 2 First Award	Performing Arts	2	Edexcel
Sport	OCR National Award	Sport	2	N/A

Appendix 2: Examination Boards – Sixth Form Qualifications

A Levels (select 'GCE Advanced Level' in the qualifications list)

Course	Awarding organisation
Art and Design – Fine Art	AQA
Art and Design – Graphics	AQA
Art and Design – Photography	AQA
Biology	AQA
Chemistry	OCR
Classics	OCR
Design and Technology: Product Design	Edexcel
Drama & Theatre Studies	Edexcel
Economics	Edexcel
English Literature	AQA
French	AQA
Geography	Edexcel
German	AQA
History	AQA
Mathematics	OCR
Music	Edexcel
Philosophy	AQA
Physical Education	OCR
Physics	AQA
Psychology	AQA
Sociology	AQA
Spanish	AQA

BTECs

Course	From the qualifications list, select:	Title of course
Applied Science	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Applied Science' from Title drop-down list
Business	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Business' from Title drop-down list
Creative Digital Media Production	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Creative Digital Media Production' from Title drop-down list
Health & Social Care	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Health and Social Care' from Title drop-down list
IT	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Information Technology' from Title drop-down list
Performing Arts: Dance	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Performing Arts' from Title drop-down list

OCR (Sport Science)

Course	From the qualifications list, select:	Title of course
Sport & Physical Activity Single	OCR Level 3 Cambridge Technical Extended Certificate	Select 'Sport and Physical Activity' from Title drop-down list
Sport & Physical Activity Double	OCR Level 3 Cambridge Technical Diploma	Select 'Sport and Physical Activity' from Title drop-down list

Enhancement qualifications and common extra-curricular qualifications

Course	From the qualifications list, select:
Arts Award	Trinity Arts Award
Duke of Edinburgh	Duke of Edinburgh Award
Extended Project Qualification	Extended Project (Level 3) The awarding organisation is AQA.
Further Mathematics	GCE Advanced Level/GCE Advanced Subsidiary Subject: Further Mathematics The awarding organisation is OCR.
General Studies	GCE Advanced Level/GCE Advanced Subsidiary Subject: General Studies The awarding organisation is AQA.
LAMDA	Drama & Speech – free type the title of your award. The awarding organisation is LAMDA. Fill in both the level (1-8) and grade (pass, merit, distinction).
Music qualifications	Music Qualification – Graded Practical Music Qualification – Graded Theory (they are separate qualifications) *N.B. highest grade only for each instrument*
Sports Leadership Award	Higher Sports Leadership Award (Level 3)