Queen Elizabeth High School

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Progression 2021

How to complete your UCAS form
Year 14 students (those who have completed education and don't need a predicted grade)

How to Complete Your UCAS Form

To complete a UCAS application, you need to register with UCAS Hub first (if you have not done this already):

- Go to the UCAS website: www.ucas.com
- Find 'Sign in'; (in the top right-hand corner) and then click 'Students' and 'Create Account' within 2022-entry option **even if you are applying for deferred entry** (to start your course in 2023).
- Complete the short form - make sure the password is memorable.
- UCAS will email you a code to verify your email address, so they know they have got the right details.
- Once you have registered, they ask you a few questions like when you want to start studying, where you live and what you're interested in so that they can tailor the information you see.
- Make sure you choose the correct study year, 2022, **even if you are applying for deferred entry** (to start your course in 2023).
- Click 'Undergraduate'
- Choose if you want to get tailored information about uni, college and apprenticeship options, select the subjects that you are interested in (you can change these at any point in your preferences), then scroll right to the bottom to 'Create account'.

Starting your application

- To start your UCAS application click on the 'Your application' tile.
- Make sure you have the correct year - to start your 2022 UCAS application click on the 'Your application' tile with the red circle, **even if you are applying for deferred entry** (to start your course in 2023).
- Linking to your school college or centre – Click 'Yes' and enter the QEHS buzzword: **QEHS2022**. It must be entered exactly as written here.
- The next page will ask you if you are registering through Queen Elizabeth High School. Click 'Yes' and 'Next'.
- On the next page, in the 'Tutor/application group' drop-down menu, select the 'Year 14' group.
- Make a note of your Personal ID, in case of any complications later on.

- Your homepage is where you'll see the sections that need completing.
- You don't need to complete the application at once, you can log in and out at any time until you are finished.
- There are 11 sections to complete split into 3 parts:
  - Choices – which universities and courses you would like to apply to
  - Your profile (which is split into 9 sections)
  - Your personal statement
- Click on the headings on the left-hand side to select each one (or on the 'tile' in the homepage). When you have completed a section, you need to mark that section as complete (at the bottom) and a tick will appear next to the heading. When they are in progress, they have a half-moon. And no icon if they have yet to be started.
- All sections must be marked as complete to send to UCAS.
- You must complete all mandatory questions to mark a section as complete (they have an *).

Choices

- You can apply for up to 5 universities/courses, but it can be less.
- When adding a university and course choice, you need to enter:
  - The Institution name or code (code identifying the university/college)
  - Course name or code
  - Campus name or code (applicable to universities with split sites and colleges)
  - Start date (September 2022 if not deferring, 2023 if you are).
- 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 (year 0), or for Scottish universities where you may need to specify 1st or 2nd year entry.
- 'Confirm choices' when you are happy with these.

Personal details

- Your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with an *).
- Some of your details will already be entered. Fill out the missing areas.
- Make sure you use capital letters correctly.

Contact and residency details

- You should provide either a landline and/or a mobile number in this section.
- For 'nominated access', please answer 'Yes' and enter a parents' details so that they can speak to UCAS about your application.
- Residency details – for most of you this will be 'Yes'. If no, then more home address details will appear.

Education

- To start, click **'Add a new school or college'**.
- Leave 'Unique Learner Number' blank
- You can find QEHS using the 'find' option.
- When you search for a school it will automatically enter the exam centre number. Our centre number is 49049.
- 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.
- 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 2017 to June 2022.
- 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, by clicking on 'add qualifications'.
- **Please use 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** (or use your examination certificates).
- 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).
- Enter your GCSE/BTEC Level 2/OCR subjects with the grades you achieved.
- Enter any AS Levels with the grades you achieved **(Further Maths students only)**.
- If applicable, enter your EPQ under 'Extended Project' and put the title of your project (or condensed version of this) in the subject.
- Enter the A Level/BTEC Level 3/OCR subjects and grades that you achieved.
- If you entered a BTEC Level 3 subject, you will be asked for your BTEC registration number to complete the section. If you don't know your BTEC registration number, please contact the Curriculum Office (curriculum@qehs.net) and we will send it to you.
- 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 or have been in paid employment, enter the details here.
- Not everyone will have something to enter here. It's up to you whether you create an employment record here or not - but remember to mark the section as complete!

Nationality details

- If you are a UK national, born in the UK then select 'United Kingdom' for country of birth and 'UK national' for nationality.
- If not, then you will be asked further questions about the length of time you have been in the UK etc

Supporting information

- All questions are mandatory (*), but you have the option of I don't know and Prefer not to say for the first two.
- You don't have to declare a disability if you don't want to, you can select No disability.
- Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

English language skills

- Select 'Yes' if English is your first language
- If it is not, then you will need to answer further questions

Finance and funding

- The vast majority of students apply for student funding to pay for university. Assuming this is the case for you, you need to select: 'UK, ChI, IoM or EU Student Finance Services' for the first question.
- Then select the County you live in under 'Student support arrangements'.

Diversity and inclusion

- There are two mandatory fields(*), 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 does not influence any decision making. It's used to ensure applications are treated fairly.
- 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.**
- You can select I prefer not to say for the parental education question but if your parents do not have a higher education qualification, it is better to say this.
- For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

- 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.
- You need to 'preview' before you can mark this section as complete.

Nearly there…

Submitting the application

- 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 'Review and Submit' at the top of the 'Application Status' page, your full form will be displayed. You can then download this 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 (by following the steps in the 'Review and submit' section at the top of the 'Application Status' page. This ends with '**Pay and Submit'**).
- **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 by emailing curriculum@qehs.net so that your form can be checked and the reference and predicted grades attached and we can send it to UCAS.

Congratulations: you have completed your UCAS form!

Appendix 1: Examination Boards – Year 11 Qualifications

GCSEs (select 'GCSE (Grade 9–1)' in the qualifications list)
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
Business	Edexcel
Computer Science	OCR
Dance	AQA
Design and Technology	Edexcel
Drama	Edexcel
English Language	Edexcel
English Literature	Edexcel
French	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

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 & 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 (Graphic Communication)	AQA
Art and Design – Photography	AQA
Biology	AQA
Chemistry	OCR
Classics	OCR
Design & Technology: Product Design	Edexcel
Drama & Theatre Studies	Edexcel
Economics	Edexcel
English Literature	AQA
French	AQA
Geography	Edexcel
German	AQA
History	AQA
Mathematics	OCR
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
Music Performance	Pearson BTEC Level 3 National Extended Certificate (First teaching Sept. 2016)	Select 'Music Performance' from Title drop-down list

OCR (Sport & Physical Activity)

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) - Put the title of your EPQ (or an abridged version if the full one won't fit) into the Subject box. - 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)