

## Registering with the UCAS Hub

### Register with the UCAS Hub

- Go to the UCAS website: [www.ucas.com](http://www.ucas.com)
- Find 'Sign in'; (in the top right-hand corner) and then click 'Students' and then register. Use your personal email rather than your school one.
- Make sure you choose the correct study year, 2024, **even if you are applying for deferred entry** (to start your course in 2025).
- Click 'Undergraduate'
- One of the questions is about consent to share your data with school, we need you to do this to be able to support your application
- There are **three** sections in the UCAS Hub under **Preferences. It is important you answer and save the second and third sections.**

## Starting your UCAS application

- When you get the section about linking to your school college or centre – Click 'Yes' and enter the QEHS buzzword: QEHS2024. It must be entered exactly as written here. If the buzzword is not recognised, check you have entered it correctly and then go back to the main page and click on 'Your preferences' to make sure you have chosen 2024 to start your studies
- 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:  
**Early Deadline** -if you are applying for medicine, dentistry, veterinary, Oxford or Cambridge  
**Conservatoire** -if you are applying this route  
**Year 13** for everyone else applying during Sixth Form  
**Year 14** if you are applying having left school
- **Make a note of your Personal ID, you will need this**

## Application overview

- You don't need to complete the application at once, you can log in and out at any time until you are finished. The system shows the sections you have still to complete.
- All sections must be marked as complete to send to UCAS.

## Personal details

- Make sure you use capital letters for any names or addresses

## Contact and residency details

- You should provide either a landline and/or a mobile number in this section.
- Use your personal email address rather than your school one.
- For 'nominated access', please answer 'Yes' and enter a parents' details so that they can speak to UCAS about your application.

## 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

## 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. **If you have not always lived in the UK talk to the Sixth Form Office.**

## Education (for current Sixth Form Students)

- 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 2019 to June 2024.
- 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). Ask your teachers for a list if you are not sure.
- 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 that you are taking this year, but enter the date as 'June 2024'. This will enable you to enter your grade as 'Pending', which will subsequently allow us to enter your predicted grades before sending your form off to UCAS.
- HSLA and Arts Award will also be entered as pending for 2024 as these have not been certificated yet.
- If you enter 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 Sixth Office ([sixthform@gehs.net](mailto:sixthform@gehs.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!

## Extra activities

- 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.**

## Personal statement

- 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.

## Adding a choice

- You can apply for up to 5 universities/courses, but it can be less and you can add choices even after your form has been sent.

## Submitting the application

- When your form has been checked by your referee you can send it to school. To do this follow the steps in the 'Review and submit' section at the top of the 'Application Status' page. This ends with '**Pay and Submit**'.
- **N.B. – As you have linked to us using the buzzword, doing this just sends your form to the Sixth Form 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. Anyone in receipt of the Sixth Form Bursary should talk to Lucy about whether the bursary can support their payment, should they need it.
- Once this is done, you must contact Joanne by emailing [sixthform@gehs.net](mailto:sixthform@gehs.net) so that your form can be checked and the reference and predicted grades attached. We will then invite you to read your whole application and sign it off ready to send. The checking stage can take up to three weeks, as often we will ask students to make changes.

**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*

<b>Course</b>	<b>Awarding organisation</b>
Art and Design: Fine Art	AQA
Art and Design: Graphic Communication	AQA
Art and Design: Textile Design	AQA
Business	Edexcel
Computer Science	AQA
Dance	AQA
Design and Technology	Edexcel
Drama	Edexcel
English Language	Edexcel
English Literature	Edexcel
French	AQA
Geography	Edexcel
German	AQA
History	AQA
Latin	OCR
Mathematics	AQA
Music	Edexcel
Physical Education	OCR
Religious Studies	AQA

**GCSE Science**

<b>If you studied...</b>	<b>You need to:</b>	<b>Awarding organisation</b>
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: Trilogy'	AQA

**Vocational Subjects – BTECs and OCR**

<b>Vocational Qualifications</b>			
<b>Subject</b>	<b>From the qualifications list, select:</b>	<b>Select in 'Title' drop-down list:</b>	<b>Awarding Organisation</b>
Health and Social Care	OCR Level 1/2 Cambridge Nationals	Certificate in Health & Social Care	---
IT	OCR Level 1/2 Cambridge Nationals	Certificate in Creative iMedia	---
Performing Arts (Musical Theatre)	Pearson BTEC Level1/2 Technical Award	Performing Arts	Pearson
Sport	OCR Level 1/2 Cambridge Nationals	Certificate in Sport Science	---

## 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 (full title Chemistry Salters B)	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
Physical Education	OCR
Physics	AQA
Psychology	AQA
Sociology	AQA
Spanish	AQA

**BTECs: for all Sixth Form single BTECs, select qualification: ‘Pearson BTEC Level 3 National Extended Certificate (360) (First Teaching Sept 2016).**

Course Title	Awarding Body
Applied Human Biology	Pearson
Business	Pearson
Creative Digital Media Production	Pearson
Health & Social Care	Pearson
Information Technology	Pearson
Music Performance	Pearson

**Please note:** If you need to enter a half BTEC qualification, please click on ‘add qualification’, go down to the bottom of the page and in the ‘search for your qualification’, type: Pearson BTEC Level 3 National Certificate (180) (First Teaching Sept 2016). Then select your course title and the Awarding Body (Pearson) as above.

## 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 (Gold)	- Arts Award (Gold)
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.
Grade 8 Music Theory	Music Qualification – Graded Theory
Higher Sports Leadership Award	Higher Sports Leadership Award (Level 3)

## Common extra-curricular qualifications

Course	From the qualifications list, select:
Duke of Edinburgh	Duke of Edinburgh Award
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) <i>N.B. highest grade only for each instrument</i>

### Appendix 3: UCAS Tariff Tables

Tariff	A levels	AS levels	BTEC/OCR	EPQ	HSLA	Arts Award	Grade 8 Music Theory
56	A*		Dist*				
48	A		Dist				
40	B						
32	C		Merit				
28				A*			
24	D			A			
20		A		B			
16	E	B	Pass	C	Pass	Pass	
12		C		D			
10		D					Dist
9							Merit
8				E			Pass
6		E					

Link to UCAS tariff calculator: <https://www.ucas.com/ucas/tariff-calculator>