

**A Level**

**Results Day**

**2019**

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1. **Key Details**

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| Date: | Thursday 15th August 2019 |
| Time: | Year 13 students can pick their results from 9am onwards.  Year 12 students can pick their results from 10am onwards.  Both Year 12 and Year 13 students can collect their results until 12noon. |
| Location: | Both Year 13 and Year 12 students will pick up their results from The Study Atrium in the Suthers Building (the College block). |
| Do I have to bring anything with me? | No – just yourself. |
| Key contacts for queries / issues: | The A Level Results Day is run by the Exams Office of Toot Hill Lower school.  In order to contact the Exams Off, please:   * Email: [rdodds@toothillschool.co.uk](mailto:rdodds@toothillschool.co.uk) * Ring 01949 875550 (Lower school reception, then ask to be put through to the Exams Team). * Visit in person during office hours, 9am-3pm Monday – Friday. |
| Which results will I collect on the day? | If you are currently a **Year 13** student, you will receive the following:   * The overall grade for each A Level course completed. * Results from any AS Level resit exams sat in summer 2019. * Results from any A Level exams sat in summer 2019. * The overall grade for each Vocational course completed. * Results from any vocational exams sat in summer 2019.   If you are currently **a Year 12** student, you will receive the following:   * Results from any vocational exams sat in summer 2019:   BTEC Applied Science (Double), Business Diploma (Double), Business Technical (Single), BTEC ICT (Single), BTEC Sport (Double and Single). |

1. **What if I am unable to attend on A Level Results Day?**

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| What if I am unable to attend to collect my results on A Level Results Day? | **Please note, it is not possible to give out exam results by phone, email or fax.**  **There are three options available:**   1. Deliver an A4 stamped addressed envelope with a first class stamp (to guarantee correct postage) to the Exams Office in lower school by Friday 9th August 2019. The results will be placed in the envelope and posted out Wednesday 14th August to aim to arrive in the post on Results Day. *Please note that the school cannot take responsibility for any delays in the postal system.* 2. Write and sign a letter giving permission for a designated person to collect the results on your behalf and drop in / send to the Exams Office in lower school by Friday 9th August 2019.   *“I, …………… give permission for ............... to collect my AS Level / A Level results on Thursday 15th August 2019 on my behalf.”*  **Signed by student and dated.**  On the day, the designated person must bring photo ID with them, to be shown to the Exams Team, before they will be able to collect the results.   1. Visit the Exams Office in lower school after Thursday 15th August in person and collect the results from the Exams Office in lower school at any point during normal office hours, 9am – 3pm Monday – Friday. |

1. **What do I need to do if I want to recall a paper or ask for a remark?**

**Please be aware that different exams boards operate slightly differently and below is a general summary of the main feature of the recall and remark system across all exam boards.**

**It is best to contact the Exams Office in lower school directly (see above for contact information) to discuss specific information for the specific paper in question given the specific exam board.**

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| What is a recall? | A recall of a paper is when either a photocopy of the student’s script (if going through priority recalls), or the actual student script (if going through usual recall system), is returned. |
| What is a remark? | A remark of a script is when a student requests that the exam board ask a different examiner who is unaware of the first mark and grade to remark the script. |
| How much do they cost? | Costs vary from one exam board to another, and are dependent on whether a student requests a paper through the ‘priority’ or normal recall and remark system. Generally, costs range from £10 - £15 for recalls and £40 - £50 for remarks of each script. **Students pay for remarks or recalls themselves, except in exceptional circumstances when this has been previously discussed and agreed by a member of staff at Toot Hill School.** |
| How do I request a recall or remark? | In order to request a recall or remark, you will need to contact the Exams Office in Toot Hill lower school (contact details above). Please note that payment for a recall or remark must be received before the Exams Office send these requests to the exam boards. |
| When do I request a recall or remark? | There are two stages at which students can request recalls and remarks:   * The priority recall and remark system. * The normal recall and remark system.   Please see below for further information on the differences between them, as well as advice on when a recall or remark might be appropriate for a student.  Students are also advised to seek advice from their subject teachers wherever possible. |
| When do I receive the result? | This varies from one exam board to another, and is dependent on whether a student went through the priority or normal recall or remark system.  It is best to seek advice from the Exams Office when putting in the request. |
| Who are scripts returned to? | All scripts are returned to the Exams Office in Toot Hill lower school.  The Exams Office will ask whether a student then wants the script returned through school or posted home. If posted home is requested, an A4 stamped addressed envelope must be supplied to the Exams Team in advance. |

**There are two stages at which students can request recalls and remarks:**

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| 1. **The ‘priority’ recall and remark system:** | |
| ‘Priority’ recalls and remarks: | * The priority recall and remark system opens immediately following Results Day. * This system is usually only used if a student’s university place is at stake following results. * There are slight variations between exam boards, but requests usually have to be made within the first week following Results Day. * The priority requests are usually a little more expensive than the normal recall and remark system. |
| When is it worth requesting a priority remark? | This is usually only used when:   1. A student’s university place is at stake. 2. The student has reason to believe that the mark or grade is wrong, for example, the mark or grade does not reflect their experience of the paper on the day or their expectation of result given their assessments throughout the year. 3. There is a limited risk if the mark or grade drops further following a remark.   *If your subject teacher is there on Results Day, it is a good idea to ask their opinion too on whether or not they think a priority remark is a good idea. Alternatively, you can email them, although please be aware that they may be away during the summer holidays.*  Please be aware that remarks of papers can result in marks or grades that go up, stay the same, or go down. |
| When is it worth requesting a priority recall? | * This is more unusual, and is much rarer. * If you request a priority recall of a paper, you will usually receive a photocopy of the script back. * This simply means you have time to check the photocopy of the paper to see if it is worth then requesting a later remark of the paper in the normal recall and remark system. |
| Who do I need to contact for a priority recall or remark? | You will need to make contact directly with the Exams Office in Toot Hill lower school (see contact details above).  The Exams Office will then administer the request to the exam boards on your behalf. |

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| 1. **The normal recall and remark system:** | |
| How is this different from the ‘priority’ system? | * This system takes places after the ‘priority’ system, when the priority scripts have been processed. * Most recall and remark requests go in during the first 2 weeks back at College, with most exam board deadlines in the final 2 weeks of September 2019. * Different exam boards have slightly different policies, but the result of requested recalls or remarks is generally received in October, although it can arrive before or after this. * These requests are usually less expensive than the priority system. |
| When is it worth requesting a normal remark? | It is worth considering a remark if:   * The result is significantly different from expectations and other assessments sat throughout Year 12. * A student’s experience of the exam on the day varies widely from the overall mark or grade they received. * The result of this paper will make a significant difference to the overall grade of the subject. * If there is limited risk of the mark or grade dropping down. * If a student is aware that the mark or grade can drop down and accepts this risk. |
| When is it worth requesting a normal recall of a paper? | In this instance, a recall will result in the return of the actual student’s script. Once the actual script is returned, it is not possible afterwards to request a remark.  This is worthwhile if:   * The student does not feel the mark or grade is in question. * The student wants to use the paper to learn from, for example, the support in a resit of this module during Year 13. |
| Who do I need to contact for a normal recall or remark? | Students need to do the following:   1. After discussing with their subject teachers, they need to go directly to the Exams Office themselves to formally request a recall or remark and complete the relevant paperwork. 2. Students must also sign a separate form confirming they understand that one risk of requesting a remark is that marks can go down. |

1. **Advice for the day**

**Year 13:**

1. If you achieve the entry requirements for your firm choice, you will automatically be guaranteed a place there – you do not have the option of choosing between your firm and insurance choices (your insurance choice will then automatically be allocated by UCAS to clearing).
2. If you do not achieve the entry requirements for your firm choice, but you achieve them for your insurance choice, you will automatically be guaranteed a place at your insurance choice. If you then decide you don’t want to go to your insurance choice, you will have to actively reject the place to go through clearing – but there is no guarantee you will secure another place through clearing.
3. If you miss the entry requirements for either your firm or insurance choice, it is possible that your firm or insurance choices may decide to offer you a place anyway. They will let you know through UCAS track (your usual log in) so make sure you are checking this regularly throughout the day.
4. If you do not achieve the entry requirements for your firm and insurance choices, and they do not decide to make you an offer anyway, you have the option to go through clearing – this is when you can apply for any places that have not yet been filled on university courses.
5. If you exceed the entry requirements for your firm choice, you have the option to go through a process called adjustment – this is when your firm choice offer is still guaranteed but you have the option of ‘shopping around’ courses where there are still places with higher entry requirements to see if there are any you prefer.

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| **The different scenarios that might occur on A Level Results Day:** | **The type of offer you accepted:** | | | |
| Unconditional Firm | Conditional Firm | Conditional Firm Conditional Insurance | Conditional Firm Unconditional Insurance |
| On Results Day, you exceed your Firm Choice entry requirements. | You are automatically guaranteed a place, but have the option of adjustment (see above). | | | |
| On Results Day, you achieve your Firm Choice entry requirements. | You are automatically guaranteed a place. | You are automatically guaranteed a place. | You are automatically guaranteed a place; you do not have the choice to swap to your insurance – UCAS will allocate this place automatically to clearing. | You are automatically guaranteed a place; you do not have the choice to swap to your insurance – UCAS will allocate this place automatically to clearing. |
| On Results Day, you do not achieve your Firm Choice entry requirements but you do achieve your insurance choice entry requirements. | You are automatically guaranteed a place. | Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will not be able to take up this place and UCAS will allocate this place to clearing. | Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will automatically be guaranteed a place at your insurance choice. | Your firm choice will review your grades – they may decide to accept you anyway; otherwise you will automatically be guaranteed a place at your insurance choice. |
| On Results Day, you do not achieve your Firm Choice entry requirements or your insurance choice entry requirements. | You are automatically guaranteed a place. | Your firm choice will review your grades – they may decide to accept you anyway; however this is unlikely if you have missed the grades by a significant margin. | Your firm choice will review your grades – they may decide to accept you anyway; however this is unlikely if you have missed the grades by a significant margin. Your insurance choice will then review the grades – they may decide to accept you anyway; if not UCAS will allocate both places to clearing. | Your firm choice will review your grades – they may decide to accept you anyway; however this is unlikely if you have missed the grades by a significant margin; otherwise you will automatically be guaranteed a place at your insurance choice. |

**UCAS Clearing**

Please note that further information can be found by:

1. Go to [www.ucas.com](http://www.ucas.com)
2. In the first scroll down tab at the top of the screen select ‘Information and Advice’.
3. In the search tool type in ‘Clearing’.

**In addition, please note that the ‘Clearing’ search tool can be found at:**

<http://search.ucas.com>

What is Clearing?

Clearing is when Universities try to fill any remaining places on any of their courses by recruiting eligible students who have not yet secured a place at University.

Who can apply for Clearing?

To be able to apply for Clearing, **you must not have any offers from universities.**

This could be:

* Because you were not made any offers when first applying.
* Because you rejected all offers when first applying.
* Because you did accept offers, but now have changed your mind and have rejected them.
* Because your grades did not meet the entry requirements of your first or back-up choice.

**How do I know if I need to go through Clearing?**

Log into UCAS Track (your usual account) regularly from 8am onwards on A Level Results Day (Thursday 15th August 2019) to check the status of your offers.

If an offer now says ‘Unconditional’ it means the university have accepted you based on your results; please remember that a university may decide to accept you even if you have not fully met their conditions.

**If you have no offers from universities your status will change to ‘You are in Clearing’ or ‘Clearing has started’.**

**How does the Clearing process work?**

1. Make a note of your UCAS personal ID number, and Clearing number (located on the welcome page).
2. You now need to search for available courses. The best place to search is on UCAS:

Go to <http://search.ucas.com> and select ‘Clearing 2019’.

Search by any or all of the following: Enter a course, or university, or location you are interested in.

**Please note that this online list is updated regularly as students across the country accept and decline places, so keep checking throughout the day as available vacancies may change.**

1. Once you have found a course you are interested in, you will need to ring them **yourself.**

Click on the university course information page, where you will find the number for their admissions office.

You will need to give them your UCAS personal ID number and your UCAS Clearing number so that the university can view your original UCAS application.

**ADVICE: You will need to prepare before you ring:**

* Make sure it is YOU who rings the university and not a teacher, parent, carer or other adult.
* Make sure you have your exam results certificates with the breakdown of your results.
* Make sure you have a list of any questions you want to ask about the course or university, for example, can they offer you accommodation?
* Be prepared for the phone call to be a mini-interview, where they ask you questions to see how suitable you seem. In preparation for this, it is worth having a copy of your original application and personal statement to hand.

1. The university may reply on the phone, they may phone back later or contact you via email to let you know their decision.

**Adding your Clearing choice on Track**

It is **very important** that you get informal acceptance, either over the phone or by email, from the university before you apply to the university through UCAS Clearing.

**You should only add a Clearing choice on your UCAS Track if you have permission from the university to do this.**

Log on to your UCAS account and click ‘Add a Clearing Choice’ to add the university.

**You can only add one choice at a time and adding your choice is taken as you officially accepting the place.**

The university will then look at your application and decide whether to formally accept you on the course. This will be displayed on Track.

**Where can I get further help?**

**UCAS Exam Results Helpline:**

**0800 100 8000**

**Or, if your enquiry is more general, don’t forget the:**

**UCAS General Helpline:**

**0371 468 0468**

**UCAS Adjustment**

Please note that further information can be found by:

1. Go to [www.ucas.com](http://www.ucas.com)
2. In the first scroll down tab at the top of the screen select ‘Information and Advice’.
3. In the search tool type in ‘Adjustment’.

What is adjustment?

* UCAS adjustment is designed for students who have **met and exceed all conditions for their firm choice** and want to consider alternative courses.
* It is entirely optional and a lot of competitive courses will be full but other applicants might have missed their conditions or swapped a course too, so it could be worth looking.
* Consider factors like accommodation and student finance, which may be difficult to arrange at short notice.
* Your original firm choice will remain safe while you’re looking at other courses; if you try adjustment and you don’t anything you will definitely still have your original firm choice.

When does Adjustment happen?

* Adjustment is available from 9am on A Level Results Day (Thursday 15th August 2019) until Friday 30th August 2019.
* The option to register for Adjustment begins when your conditional firm (CF) choice changes to unconditional firm (UF) – this happens when your first choice university officially accepts you based on your exam results.
* From this point, you then only have until Friday 30th August 2019 – this time does include weekends.

How do I go through Adjustment?

1. Log into UCAS Track (your usual account) and make a note of your UCAS personal ID number.
2. There you will see the option to ‘Register for Adjustment’ on the choices screen in UCAS Track.
3. You will then need to search for courses – there is not vacancy list like there is for Clearing – so you will need to search for specific courses at specific universities you may prefer and then ring each one independently to enquire about vacancies.
4. When ringing a possible university:
   * Tell them you are applying through Adjustment.
   * Give them your UCAS personal ID number.

The university will then check you have exceeded the conditions of your firm choice.

1. Ask any questions you have about the course and the university, however….

**IMPORTANT:**

* + **Only verbally agree an offer with a university if you are certain you want it.**
  + **You can only verbally agree an offer with one university.**
  + **Remember you researched your original firm choice a great deal – make sure you do the same for the new choice as once you have changed there is no going back!**

1. If the university does offer you a place, you will need to verbally accept it.
2. Once you verbally accept, the university will contact UCAS, and then details of the new university course will appear in your choices page in UCAS Track.
3. Log back into UCAS Track and accept the new offer!

**5. Advice for the day**

**Year 12:**

**A Reminder:**

**How to re-enrol into Year 13 or book an appointment if needed.**

* In order to enrol into Year 13 or book appointments, students must visit [www.toothillcollege.co.uk/enrol](http://www.toothillcollege.co.uk/enrol)
* Online enrolment opens on Thursday 22nd August and closes on Thursday 30th August 2019.

**Please see below for a reminder of the Toot Hill College Year 12 to Year 13 Progression Policy:**

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| **Scenario** | **Action** |
| I achieved above, on or one grade below my THT in all three courses I wish to continue into Year 13.  I passed all vocational examinations. | Please visit [www.toothillcollege.co.uk/enrol](http://www.toothillcollege.co.uk/enrol) to enrol online into Year 13. |
| I achieved two grades below my THT in one, two or all three of the courses I wish to continue into Y13.  I failed one or more of my vocational examinations but I was within a 10% gap of the pass mark. | Please visit [www.toothillcollege.co.uk/enrol](http://www.toothillcollege.co.uk/enrol) to enrol online into Year 13. In order to do this, you will be required to complete and agree to a formal intervention plan on any course in which you achieved two grades below THT. |
| I achieved more than two grades below my THT in one, two or three of the courses I wish to continue into Year 13.  I failed one or more of my vocational examinations and was more than a 10% gap from the pass mark. | Please visit [www.toothillcollege.co.uk/enrol](http://www.toothillcollege.co.uk/enrol) to book an appointment with a member of the College Team to discuss the options available to you going forward. |

**Please see below for a reminder of the upcoming timeline of key dates:**

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| **Date** | **Event** |
| Thursday 15th August 2019 | A Level Results Day  College Leadership Team will be available to discuss any concerns regarding results. |
| Monday 19th – Monday 26th August 2019 | College closed |
| Wednesday 28th – Thursday 29th August 2019 | Appointments available to discuss any remaining concerns regarding results. |
| Monday 2nd September 2019 | Year 12 ONLY First day of Autumn Term |
| Tuesday 3rd September 2019 | Year 13 First Day of Autumn Term |





**UCAS:**

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| Website: | [www.ucas.com](http://www.ucas.com) |
| Phone: | UCAS Exam Results Helpline:  0808 100 8000  If your enquiry is more general, don’t forget the UCAS General Helpline:  0371 468 0468 |

**Toot Hill Exams Team Contact Details:**

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| Email: | [rdodds@toothillschool.co.uk](mailto:rdodds@toothillschool.co.uk) |
| Phone: | 01949 875 550 (Lower School reception – please ask to speak to Exams) |
| In Person: | Normal office house 9am – 3pm Monday – Friday |

**Toot Hill College Contact Details:**

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| --- | --- |
| Email: | [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk) |
| Phone: | 01949 863 072 |
| In Person: | Please note that the College will re-open following the summer break on Tuesday 27th August 2019. |