



KEVIGS UCAS Preparation & Application Guide

2018 Entry

Nurturing Talent Encouraging Excellence

Introduction

Dear Student,

This booklet is designed to make it easier for you to navigate through the challenging route that we hope will lead you to university entry. It cannot be stressed enough that it is really worth making the right choices now. After all, you will be committing yourself to a course of study that will dominate at least three years of your life and which will lead to a fulfilling career that will bring you many benefits.

The Sixth Form Team recognise the importance of your next steps and as you know we have encouraged you to start thinking about these important decisions at an early stage. If you still need help in making decisions then please speak to one of the Sixth Form Team or to your Tutor who will be happy to help and advice. It is an exciting time of your life and we are here to help inform you and guide you to make the correct choices.

We also highly recommend that you organise some University visits – but please ensure you complete the relevant permission form if you cannot arrange these at weekends or in the holiday.

KEVIGS has an excellent reputation and track record in preparing students for HE entry. We have achieved this success through a combination of the hard work and determination on the part of the students themselves and the guidance provided to applicants by all of the staff at the school.

N J Robertson
Director of Sixth Form

1. Post-18 options

At 18 there are a number of options for students with A Levels. Most do choose to go onto Higher Education (HE) to study for a degree in their chosen area. However, some students may wish to take up employment or undertake an apprenticeship or job-related training. Information and guidance about all options are offered in school for students' use. If you are unsure of what you would like to do but do not want to go into Higher Education, please make an appointment to talk to Dr Morton our careers advisor. Make an appointment also if you want to go into HE but require further information or guidance regarding courses and universities. If you want to apply to study medicine, veterinary science, dentistry or will be applying to Oxford or Cambridge then please see Mr Aicken regarding your application.

2. Choosing the right course & institution

With hundreds of HE providers and thousands of courses on offer the choice appears both endless and somewhat daunting. Some students have long known what they want to study after school but many have a number of potential options whilst some still have no idea.

Whichever group you fall into, once you have decided that going to University is the right option then you will need to decide which course(s) you wish to study and where you would like to study. You will have a choice of up to five institutions to which you can apply (four for medicine, dentistry and veterinary science) and you can apply for up to five different courses – although it is normal to apply for the same course at five different institutions. Therefore in thinking about what you want to study and where you wish to study you may like to bear the following points in mind.

Subjects.

You will have 3 basic options –

- continue with a subject (or subjects) that you are currently studying and that you enjoy.
- approach a new academic subject, for example, anthropology, philosophy or law.
- study a vocational subject such as nursing, retail management or engineering.

There are over 55,000 courses on offer at Higher Education Institutions in the UK. Your choice needs to be researched carefully and there are lots of resources in school to assist with this.

Institutions.

Which university is best for you is a very personal decision. It is somewhere that you will be spending 3 or 4 years (plus a significant amount of money) so it is important to make the right choice. Points to consider are:

- Does it offer the right syllabus for me?
- Can I achieve the entry requirements?
- Size and location
- City or campus University
- Travelling time and cost from home
- Does the institution have a good reputation for my subject
- What sports and social activities are offered
- What sort of employment do the graduates from the course move into
- Cost of living

When making your decision about course and institution choice make sure you view the entry profiles on the UCAS website or the University website for the relevant institution and department to see if you meet the basic entry requirements for that institution and subject. There is little point applying to a University when you do not meet the basic entry requirements.

3. UCAS on-line application process & KEVIGS internal deadlines

The UCAS application

Your UCAS application must be completed on the UCAS Apply website which you can access either via the school intranet or from home if you have an internet connection. You must register first in school.

Your reference

Your reference will be written by your academic tutor and Mr Robertson. It is vital that you give the self-assessment form to Mr Aicken or Miss Mackett, duly completed, to ensure we know all about your interests, skills, experiences and so on to provide a well-rounded and accurate reference for you. Also please see the A3 sheet in the HE library (upstairs on Norton Lodge) to write down the area of study you intend to apply for.

Your application

You should complete your UCAS application by the dates set out below. The School UCAS No is **11795**. The fee code will be **02 Finance England** and our centre number is **26336**. You should have precise details of your GCSE and GCE qualifications and you must list all qualifications taken. UCAS has a database of qualifications and the accuracy of your qualifications may well be checked.

You may have taken Advanced Subsidiary (AS) exams and the date of certification is August. Do not forget to include all qualifications, including ABRSM exams too. The point of entry should be left blank. You can enter your **AS unit grade results** onto the UCAS form if you wish.

Before you send your form, you must check all details of your form are accurate and complete. Then you must **MAKE AN APPOINTMENT WITH MR ROBERTSON, MR AICKEN OR DR MORTON PERSONALLY FOR FINAL CHECKING OF YOUR FORM**. We will then authorise you to send your form. UCAS forms will not be sent unless payment has been made.

There are many people who will help you with and check your personal statement: e.g. Form Tutor, Academic Tutor, Subject Teacher, Learning Mentor, Dr Morton, Mr Aicken, Mrs Morris and Mr Robertson.

Internal deadlines for completion of your application are as follows:

- **Friday 15th SEPTEMBER 2017**

Medicine, Veterinary Science, Dentistry
Oxford and Cambridge applications

- **Friday 13th October 2017**

All other subjects

4. Completing Section 10 – the Personal Statement

This is the part of the UCAS form which takes most time and demands most attention. In this section you have just 47 lines or 4,000 characters to explain why you wish to study the course(s), what you have done to develop your interest further and to explain more about yourself – your skills, interests and aspects of your personality which will make you an ideal candidate to study a particular subject at undergraduate level.

Take your time over this section – draft out a statement and show it to your tutor/relevant subject teacher/other who will offer you feedback. Make sure you check that spelling, punctuation and grammar are all correct. We recommend that you cut and paste the document in from MS Word or similar as there is no spell checker available on the UCAS website. It is also important that you write it yourself - Admissions Tutors want to know what motivates you. When completing your personal statement make sure you tailor it to the particular demands of the course – look at the **subject entry profiles** on the UCAS website.

Use this section of the form to describe your interests and experiences and most importantly your enthusiasm for your chosen course of study. **Remember – PASSION, ACTION, YOU!**

5. Oxford and Cambridge Applications

Some students will be considering an application to either Oxford or Cambridge Universities and we strongly encourage such applications if they are realistic. Applications are made through UCAS although Cambridge does require applicants to complete an on-line form which will be emailed to you once you have submitted your application. Deadlines for Oxbridge entry are early (please see above).

KEVIGS has a very good track record of success in this area. Those who do wish to make an application will have thought carefully about their reasons for wanting to study at Oxbridge and will have an excellent academic profile; invariably they will have a strong GCSE profile 6 or more A*-A

grades and will be predicted A or A* grades at A Level. They will be prepared to undertake significant reading/study in their area of interest. Serious time should be devoted to Oxbridge preparation in the Summer Vacation. Some students will also have to sit additional entry tests (see below) and familiarisation and preparation for these will be required. Mr Aicken has responsibility to oversee Oxbridge entry and questions should be directed to him.

6. University Additional entry tests

Some students will have to take additional tests as part of the application process. You need to research whether this applies to you or not by visiting relevant University websites. The following sets out the position at the moment.

a) Medicine, Dentistry and Veterinary Medicine/Science

▪ **BMAT – Biomedical Admissions Test – 2 hours**

Relevant only for applicants to:

The Royal Veterinary College;
Imperial College London;
University College, London;
Oxford (medicine and biomedical science);
Cambridge (veterinary and medicine);
Brighton and Sussex Medical School;
University of Leeds (Medicine and Dentistry);
Lancaster University;
Lee Kong Chian School of Medicine.

Students are required to register through school. Standard UK candidate fee is £45 Check website for details. (Students receiving grants can apply to have the fee reimbursed)

Cambridge Assessment	http://www.admissionstesting.org/for-test-takers/bmat/
Standard entry closing date	October 2017
Test Date (taken in school)	November 2017
Results Release to Centres/Candidates	November 2017

▪ **UKCAT – UK Clinical Aptitude Test - 2 hours**

Required by most medical schools/dentistry departments except for those medical schools who require the BMAT (see above). You have to register online by 20th September and sit the test at the local driving theory test centre.

EU fee £65 prior to 31st August 2017 - £80 thereafter

Bursaries available (See details on the website)

UKCAT	www.ukcat.ac.uk
Online registration opens:	2 nd May 2017
Testing begins:	3 rd July 2017
Testing ends:	3 rd October 2017
UKCAT registration deadline:	19 th September 2017

b) Law

▪ **LNAT – National Admission Test for Law** - 2¼ hours

Some students wishing to study law will be required to sit the LNAT. Students need to register online from the beginning of August and take the test at the local driving test centre. Testing usually begins on 1st September. Oxford applicants are required to take the test by specific dates.

Relevant for:

- Birmingham
- Bristol
- Durham
- Glasgow
- King's College London
- Nottingham
- Oxford
- University College London
- SOAS

UK Fee £50 for 2017. Check for any updates. Students receiving grants may apply for a bursary prior to booking the test. Further details at www.lnat.ac.uk

c) Oxford and Cambridge Universities

These Universities have a range of admissions tests and some students are asked to submit written work. Some tests will be taken when you attend for interview and others in school. See Exams Office for details. **It is therefore very important that you check admissions information and procedures in detail.** Information about all requirements and sample papers can be found on the University websites - www.ox.ac.uk and www.cam.ac.uk.

Oxford

		TEST DATE		
HAT	History Aptitude Test	November 2017	2 hours	Courses involving History
ELAT	English Literature Admissions Test*	November 2017	1.5 hours	Courses involving English
BMAT	as above			Medicine
LNAT	as above			Law
TSA	Thinking Skills Assessment	November 2017	2 hours	Philosophy, politics and economics (PPE), economics and management (E&M), geography, experimental psychology (EP) and each of the courses within PPL (psychology, philosophy and linguistics)
MAT	Mathematics Aptitude Test	November 2017	2.5 hours	Mathematics or Computer Science courses
PAT	Physics Aptitude Test	November 2017	2 hours	Physics and engineering
MLAT	Modern Languages Aptitude Tests	November 2017		Courses involving Modern Languages
CATS	Classics Admissions Tests	November 2017	1 hour	Courses involving Classics
	Interview tests			Fine Art, Music

www.admissions.ox.ac.uk/tests

Cambridge:

At Cambridge the admissions assessments are on a subject by subject basis please check the website for more details.

<http://www.undergraduate.study.cam.ac.uk/applying/admission-assessments>

TEST REQUIREMENTS ARE SUBJECT TO CHANGE – PLEASE CHECK WEBSITES FOR UP TO DATE INFORMATION

Please check other university websites for individual details as more and more are putting application assessments in place.

7. Art & Design

Art and Design applicants normally apply to study for an Art Foundation course before they proceed to a degree level programme. Applications go direct to institutions except for London based colleges. The Art department oversees this process which begins in January.

Applications for University courses usually will be completed during the art foundation year. There are 2 deadlines for art and design courses – the 15th January and 24th March – which will be indicated on course information on UCAS and in prospectuses. Up to 5 choices may be made.

8. Music

Some students who wish to study Music at degree level apply for one of the 7 Conservatoires which exist in the UK. Students will need to apply through the UCAS Conservatoires application system and will need to meet an early deadline (July - applications open, 1st October 'on time' applications closing date). You need to contact the conservatoires about vacancies prior to application. For more information see www.cukas.ac.uk. Other students will apply for Music courses at conventional Universities and therefore apply through the normal UCAS on-line system.

9. Medicine

Medicine remains one of the most popular and challenging HE courses. It is also of course one of the most demanding and rewarding of careers to pursue. Students need to have undertaken a significant amount of work experience in preparation for making a successful application for Medicine. They need to ensure that they are committed to this five/six year degree programme and can show evidence of their commitment to medicine through their personal statements. Realistically students need to have achieved highly in their GCSE and be studying chemistry at A2 level. Predicted A2 grades of mostly A's, will also be important as well as a very positive school reference. Students can apply for up to 4 institutions and may decide to use their fifth choice to apply for a related discipline (such as biochemistry) as an insurance offer. Please note that entrants for Medicine will need to take the relevant test (see above) and Medicine has an early entry deadline.

10. Student Self-Assessment

Your Academic Referee will be dependent on what subject you are applying for and will be responsible for writing your UCAS reference with information from your subject teachers. In order to ensure they have all the details which reflect on your personality, your contribution to the school and local community and your suitability for HE that he/she requires to write an accurate and full reference on you, you will need to complete the Student Self-Assessment Form - you will be issued with this important document in June. **You must complete it as fully as possible and submit it to Mr Aicken or Miss Mackett.**

11. UCAS Extra & Clearing

UCAS Extra is a process that allows applicants to apply to additional Universities or colleges that still have vacancies. It means that they do not have to wait until Clearing to apply for other courses.

Extra operates from the end of February until the end of June. UCAS's on-line Course Search system shows which courses have vacancies. If an applicant is eligible to use Extra, a button will appear on their Track service on this website. They can then apply for one course at a time using Track.

To use Extra applicants need to have:

- already made five choices;
- received decisions from all these choices; and
- either had no offers or declined all the offers they have received.

If a student declines their offers and adds an Extra choice, they will not be able to accept any of their original choices later.

If an applicant is made an offer, they can choose whether or not to accept it. If they accept it, they cannot apply again through Extra. If an applicant's Extra choice does not make them an offer, or they do not receive a decision within 21 days of making an application through Extra, they can then apply for another choice (time permitting).

If an applicant is not offered a place by the end of the Extra process, they will be entered into Clearing.

Clearing is used by applicants who have not managed to secure a place at University or college for the current year. It begins in August and it can help people to find suitable vacancies on higher education courses: more than 30,000 people gain a place during Clearing every year.

If you are flexible and you have reasonable exam results, there is still a good chance you will find another course.

Who can use Clearing?

You are eligible for Clearing if you have applied in the current application year and if:

- you have not withdrawn your application;
- you hold no offers; or
- your offers have not been confirmed because you have not met the conditions (e.g. you have not achieved the required grades); or
- you have declined your offers or not responded by the due date; or
- your offers have not been confirmed, and you have declined any alternative offers from the same University; or
- you have applied after 30 June. If UCAS received your application after these dates, they will not have sent it to any Universities and colleges.

Course vacancies in Clearing are published on the UCAS site from mid-August until late-September. Further information about how to apply will be available nearer the time. You can apply for any course advertised in Clearing – not just your original choice.

On A Level results day – August - 'Clearing' will become available. Information about courses available appears on the UCAS website or in The Independent newspaper. Students who have

achieved better results than predicted will have the opportunity to explore other courses while still holding their original choice.

12. Work Experience

Work experience is increasingly vital for some University courses and very useful for others. Relevant work experience undertaken in the Sixth Form is crucial for those wishing to study Medicine, Veterinary Science, Dentistry, Nursing, Midwifery, Law and Teaching. Students could also consider using any 'gap year' to develop their work experience for example by undertaking a 'Year in Industry' placement. We are running a work experience trial week at the beginning of July this year. If you want to get involved please see Dr Morton.

13. Gap years

An increasing number of leavers decide to take a 'gap year' before they proceed to University. Most Universities are happy with students taking a 'gap year' although students need to check that that is the case. Obviously for some courses it may be prudent not to take a 'gap year' due to the length of the course (medicine) or the competition for places (Oxford and Cambridge). Productive 'gap years' however are often very worthwhile and grant students more maturity when they do arrive at university. Undertaking charity work or teaching in this country or abroad, or undertaking a project with one of the many 'gap year' organisations may also impress future employers. You can apply to university this academic year (2017/18) for 2019 entry by selecting the 'deferred entry' option on the UCAS form (see <https://www.ucas.com/ucas/undergraduate/getting-started/alternatives-higher-education/gap-years>).

14. Student finance

Universities now charge for courses and students do need to be aware that going to University involves a significant financial commitment on their behalf. Most Universities have requested to charge the maximum of £9,250 (£9,000 in Wales). Living costs will add on about £8,000. Loans and grants are provided by Student Finance England. The full amount of the tuition fee may be borrowed which is paid directly to your chosen institution. A full or partial maintenance loan is also available for students depending on household income and a maintenance loan can also be applied for. Parental contribution is also means tested. Visit <https://www.gov.uk/student-finance> for more information.

Loans are not repayable until the student is earning over £21,000 per year. Bursaries and scholarships are available from Universities and charitable organisations and are worthwhile investigating as many go unclaimed. With this considerable financial investment students do need to ensure that they make the right choice about both the course they wish to study and the institution they wish to attend.

15. Useful websites

General advice on higher education

www.university.which.co.uk

<https://www.gov.uk/browse/education/universities-higher-education>

<https://www.timeshighereducation.com/student/advice>

Education and Learning

www.nusonline.co.uk

The official website for the NUS. Buy your NUS card now to enjoy discounts at a wide range of stores.

www.unistats.direct.gov.uk

Facts and figures about Universities

www.whatuni.com

Guide to life and learning.

Courses and applying to University

www.ucas.com

UCAS Directory of all higher education courses available at UK Universities and colleges, how to apply and other frequently asked questions on undergraduate study.

www.guardian.co.uk/education

www.timeshighereducation.co.uk

www.completeuniversityguide.co.uk

To search for league tables to compare UK Universities and subjects, as well as articles on HE current affairs.

Open days

www.opendays.com

For information and dates of university and college open days.

Studying abroad

www.astarfuture.co.uk

Provides information about studying in Europe

www.fulbright.co.uk

Information about studying in the US

<http://thestudentworld.edufindme.com/>

Information about studying abroad

Graduate careers

www.thebigchoice.com

The student and graduate job site. Provides information on career choices for students at all levels.

<http://www.milkround.com/>

Student and graduate job website

Advice for students with disabilities

www.disabilityrightsuk.org/how-we-can-help/education-skills-and-employment

Provides information and advice for disabled students.

Student finance

www.direct.gov.uk/studentfinance

The most up-to-date information on student finances. Advice on tuition fees, student loans and financial help.

www.nhsbsa.nhs.uk/Students.aspx

For information on NHS bursaries

<http://www.scholarship-search.org.uk/>

Scholarship and Bursary search

<https://www.gov.uk/disabled-students-allowances-dsas/overview>

Student Finance for disabled students