

BHASVIC

Clearing Tips 2020

The blue headings below will take you to a relevant link for further information. Click the text to access the resources. There will be a virtual helpdesk available where you can contact Careers Advisers on Results Day from 08:00 via a link on BHASVLE homepage for support on all aspects of clearing/adjustment. We hope you find this information to be a useful guide

What is Clearing?

If you do not get the grades needed for your firm or insurance choices, you will be notified by UCAS on results day that you are now in clearing. You still have a good chance of gaining a place on a degree course if you want to. Each year, around 10% students accept spaces via Clearing according to UCAS. Follow the steps below to help you:

1. Are you really in Clearing?

Log in to TRACK on the UCAS website. If your offer status has been changed to UNCONDITIONAL you are in to one of your chosen university. **You may be given a change of course, entry type on TRACK (which you do not have to accept). Please make sure you read what the university is offering you before you accept it as it may be different from when you first applied.** This is more likely if your studies did not meet the required level.

2. Making a Clearing application

If you have been unsuccessful, a button reading 'Add a Clearing Choice' will appear on the track page. You are eligible for clearing but sometimes, even if you missed your offer by a few points or a couple of grades, there are still unfilled places on the course and the university admissions team might still allow you to enrol. **First of all, make sure you give the university a call (see step 3).** If the university is still not able to offer you a place, you will need to follow the clearing steps below.

Clearing Plus - there will be a 'My Matches' button where UCAS will match you to suitable courses you may be interested in. You can click an 'interested' button and then universities will contact you. However, you do not need to focus solely on these as you can still browse the full clearing range of courses.

Release yourself from offers

If you no longer want to go to your firm choice, you can use the 'decline your place' button in Track. From 6th July, if you are holding a firm unconditional place, you can use online self-release into Clearing, by using the 'decline your place' button in Track. **This does not mean you can go to your insurance choice but that you can use clearing.** This is visible when you log in to UCAS TRACK. **Once you have used this, it is not possible to reverse it and you lose your previous offer.**

Before Results Day

- If you haven't made a UCAS application yet, registering and completing as much as you can on 'Apply' before you get your results will help you to act quickly when finding a clearing space on Results Day.
- **Get the Telegraph app/UCAS course search list before the day – start to plan. Keep results day free from plans just in case. You can view the clearing courses list [here](#) and via links in the next section.**
- If there are universities you are interested in, sign up for clearing alerts on their website **before results day.**

On Results Day

- **Make an informed decision** - Act quickly but not in panic. You will be in a competitive situation but want to avoid rash decisions. Talk to friends, family, college staff to help you.
- **Make your shortlist** - Make your shortlist of universities/courses and apply as soon as possible. Making a list of around 5 gives you a better chance of finding a clearing place. You may want to use the following to research clearing vacancies and information.
 - www.ucas.com/search has up-to-date vacancies as well as links to university sites.
 - **University websites** – for courses available and clearing contact numbers.
 - [Student Room Clearing Contacts Directory 2020](#)
 - [UCAS – making the right decision](#)

Consider important factors such as the course content, [league tables](#), [student satisfaction](#), the university's location, work experience opportunities and accommodation policies for Clearing applicants. Have you visited the university during your initial research? If not, you may be able to attend a clearing applicant day over the next week or so.

Try to put possible clearing choices in order of preference. For Clearing, you apply to **only one university at a time through TRACK**, but can contact as many universities as you want to.

Talk through all the pros and cons with someone else as this will help you clarify which ones are best for you. You will need to talk to the university anyway and so it is good practice for you to speak with a friend or family member. There is also an **Exams results helpline where you can talk to a careers adviser: 0800 100 900**. There is also the **BHASVIC virtual helpdesk mentioned at the top of this guide**.

Have all your information ready when you call the university – you may need:

- Login details for UCAS Track
- Your UCAS Personal ID and Clearing number (you get this from track)
- Details of your qualifications (including A-level, AS-level, GCSE and equivalent results)
- The Personal Statement you submitted to remind you of your aims and goals.
- Any information on the course/university (course codes)
- Prepared responses to possible questions and some questions to ask.
- Other activities or information such as aspects of your CV, Widening Participation activities completed or work experience that you have done to show the skills you have to offer.
- Notebook to record information from the conversation

3. Call the universities - A call to a university is like a job interview - it's your chance to make a great impression by showing your suitability and enthusiasm for the course. Prepare yourself before you ring the university:

- **Call from a quiet and comfortable place** where you have phone and internet access. If you are feeling upset, it may be best to call once you give yourself time to calm down and be ready to get that university place.
- **Make the call yourself** - don't ask a parent, teacher or friend to call for you. Have an idea of what to say as to why you would be an excellent student. Re-read your personal statement to remind yourself of your qualities and experience and why you're perfect for the course.

- Think about useful questions you might want answered such as:
 - **how long the university offer is valid for and ask if you can have some more time to think it through (some universities ask for a decision by a certain deadline)**
 - **what accommodation you're entitled to**
 - **bursaries you could apply for**
 - **open day dates**
 - **take down contact details, and the name of the person you are speaking to, in case you get cut off/to get back in touch**
 - **Have you been given deadlines to respond by?**
 - **When would you start your course?**
- Make a few notes after each call, so you don't get confused about what is available where and end up ringing the same place twice.
- If you receive a verbal offer, ask for written confirmation via email and check how long the offer stands for. Only confirm this by phone if you are **certain** you want the place.

4. Be persistent! If the first few universities you call reject you, stay positive and keep calling. If your first choice says no, you can give them another call later in the day as entry requirements can occasionally change and you may get offered a place. Take the university's advice on this.

5. Enter your Clearing choice on UCAS Track within the specified time

- Consider the offers you have been made and decide which is the best option for you.
- Most universities will give you a window during which their offer is valid, usually 12-48 hours; make sure you enter your Clearing choice before this time is up.
- You can only enter one Clearing choice at a time - only enter a course you're sure you want to accept.
- Only add a Clearing Choice once you've had confirmation from the university that they are happy to offer you a place.
- **The UCAS system does not permit applicants to refer themselves to a Clearing choice until 15:00 on Thursday 13 August.**
- To add your choice, click 'Add a clearing choice' and fill in the details. Once entered onto TRACK, this counts as you definitely accepting the offer so if the university confirms it, it will show as an acceptance on the choices page of TRACK and UCAS will send you a confirmation letter. You may need to wait for them to confirm it but always chase this up if it has taken a while and you do not have an explanation from the university. If the university/college doesn't confirm your place, you will be able to add another.

6. Try to visit the university you are considering - Many institutions offer Open Days soon after A level results are published. If you are seriously thinking of accepting an offer through Clearing, it is recommended that you attend one of these. However, bear in mind that institutions may also give you a deadline for replying to their offer and each institution sets their own deadline which may be before their open day.

7. Accommodation/Student Finance - You may need to apply for accommodation quickly and change the details of the university on your Student Finance Application. If you need to complete a Student Finance Application, click [here](#)

8. The vast majority of students, whatever their final choice of course or university, say that their experience at university was a worthwhile and enjoyable one.

9. Alternatives to Clearing

- **Reapply next year** for similar or different courses/universities. Plan your gap year to get the most out of it.
- **Consider alternatives such as an Apprenticeship** – explore opportunities for employment / training in a range of different sectors through <https://www.gov.uk/apply-apprenticeship>
- **The world of work** – brush up your CV, check out job ads or go to recruitment agencies (e.g. Agency central) for either short or long term employment. You may want to use Barclays Lifeskills <https://barclayslifeskills.com/i-want-help-applying-for-jobs/sixth-form>.
- [BHASVLE Careers Page](#)

10. Further information

- [The Uni Guide](#)
- [Complete University Guide](#)
- [Prospects](#)
- [Telegraph](#)
- **Contact details for UCAS** <https://www.ucas.com/undergraduate/results-confirmation-and-clearing/who-contact> or call 0371 468 0468/ @ucas_online/
<https://www.facebook.com/ucasonline> / https://twitter.com/UCAS_online

Exam Results Helpline

Delivered by the National Careers Service

0800 100 900

Available from the 12th August
7 days a week from 8am-10pm

The Exam Results Helpline can offer you free, impartial and confidential advice on your next steps.



HM Government



@Exam_Helpline