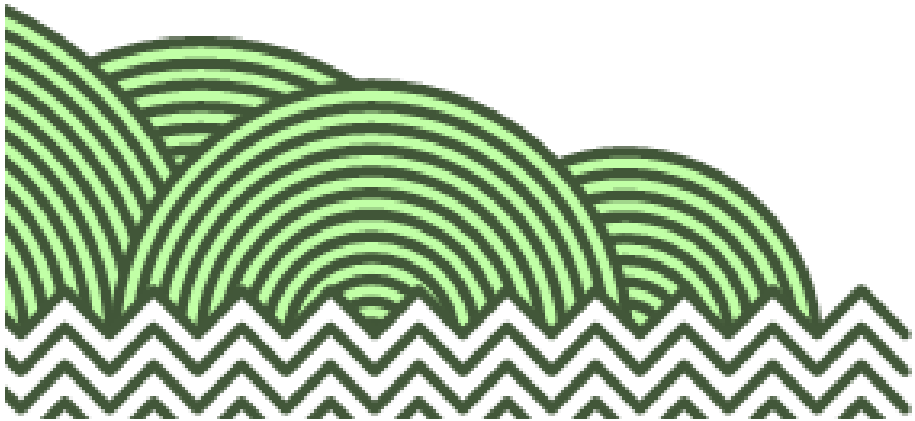


# **A2 UCAS Checking your Reference and finishing your PS Questions**



**Week 5**

# Next Steps:

- This week we are focussing on updating and checking
- REFERENCE
- PREDICTED GRADES
- Back in June you probably weren't sure what you were applying for so now we need to revisit this information. We will be working to complete this part of the process before half term.
- IMPORTANT: It is important even if you ARE NOT applying to uni this year that this information is correct just in case you apply next year or use us as a reference for employment

# **Your contextual information**

Remember all the way back in June you completed an assignment telling your tutor any additional information that can be added to your application

**Extenuating Circumstances and Disrupted Study  
Supporting Information**

**We have now added your subject reference information**

This will be added by General Office to your application before it is sent so we need to make sure that the information is correct, you are happy with it and it includes everything we need to tell universities.

# Reminder: This might include

- Young Carers
- Improved predicted grades compared to GCSE (with short explanation)
- ALS and reasonable adjustments that have been made by BHASVIC e.g. Extra Time
- Illness and disabilities
- Bereavements
- Home circumstances
- Staffing challenges
- Challenges with study skills and the support BHASVIC has put in place
- Home schooling
- Widening Participation if known
- Low GCSE score secondary school (Hove Park, PACA, BACA, Longhill, Seahaven, PCS, Robert Woodward, Littlehampton Academy)
- Care-experienced

# Supporting Info

The third section is for supporting info about you.

This will mainly be positive information from your subject references which will show how you are ready for university level education.

It will also include info from **Skills Week (this will need an update)**, Careers enrichment day, mentoring, student ambassador, clubs & societies and outside college (e.g. part-time work, extra/super-curricular) that will also support your uni application.

# Important note:

- There will be a gap between your application, taking your exams and finishing BHASVIC.
- It might be that during that time something happens that it would be helpful that your uni choices should be aware of.
- This might be home circumstances, health or a variety of other important issues.
- **Talk to your tutor and GM. We can still write to unis to make them aware.**

# Remember:

- You should have declared health conditions and status as young carer, care-experienced, WP and more on your UCAS form.
- You will talk about activities in support of your application in your personal statement
- This info is about how circumstances have impacted and possibly how college has helped.

The image displays three overlapping screenshots of the UCAS application form, with red callout boxes providing important information for students with health conditions or specific circumstances.

**Top Screenshot:** Shows the 'Care support information' section. A red box highlights the text: "Please tell uni about any physical and mental health difficulties. They can put in place support when you get to uni. **It is IMPORTANT.** Do not worry that they will judge you for disclosing – they won't."

**Middle Screenshot:** Shows the 'Personal details' section. A red box highlights the text: "Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: \*". Below this is a dropdown menu showing "Two or more impairments or conditions (please give details i...".

**Bottom Screenshot:** Shows the 'Personal details' section. A red box highlights the text: "Are you estranged and living independently? Please tell them. Also asked is refugee status and whether you have been in receipt of Free College/School Meals. All these flag you up for bursaries and additional uni support."

**Form Sections:** The form sections visible include: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education, and Employment.

# Next steps.....



- Your tutor has completed your Reference and you will need to check it off and agree both.
- **IMPORTANT PREDICTED GRADES: IF YOU FEEL THAT THEY SHOULD BE DIFFERENT YOU MUST TALK TO YOUR TEACHER AND LET YOUR TUTOR KNOW. TEACHERS CANNOT UPDATE ON THE SYSTEM ONLY TUTORS.**
- **ONCE YOU HAVE CHECKED AND AGREED THEM AND YOUR APPLICATION HAS BEEN SENT TO UCAS WE DO NOT CONTACT UNIVERSITIES TO INFORM THEM THEY HAVE CHANGED LATER ON.**





# Next steps.....

- Your tutor has checked your ref on CEDAR
- You will need to check your reference and tick the box. This is important and a stage of the process that must be completed.

Reference Stages

Stage	Name	Completed
1	Tutor Reference Complete	<input checked="" type="checkbox"/>
2	Reference and Predicted Grades Checked by Student	<input type="checkbox"/>
3	Careers Quality Check	<input type="checkbox"/>
4	Submitted to UCAS	<input type="checkbox"/>

[Download spreadsheet](#)

VIEW MY REFERENCE SUMMARY

Today's Activities

No activities to display

[View Full Timetable](#)

Personal Log

Tutor: Clark, Petrova  
Guidance Manager Forts, Lucy

College Reference Stage - UCAS

[View your college reference](#)

Reference Last Updated: 2024-04-05  
By: super.admin

Stage	Completed
Tutor Reference Complete	<input checked="" type="checkbox"/>
Reference and Predicted Grades Checked by Student	<input type="checkbox"/>
Careers Quality Check	<input checked="" type="checkbox"/>
Submitted to UCAS	<input type="checkbox"/>

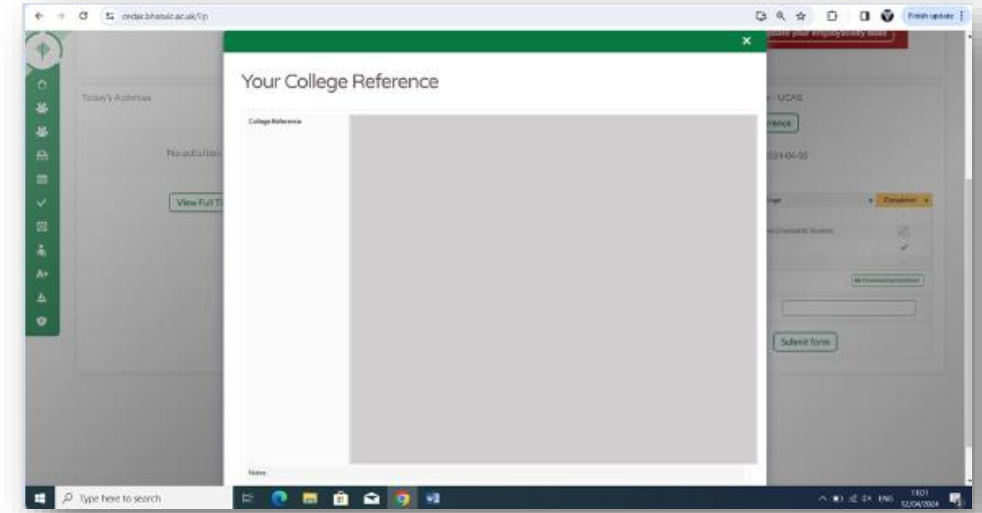
[Download spreadsheet](#)

Your UCAS Personal ID \*

[Submit form](#)

# Next steps.....

- To complete the process you will need to add your UCAS ID (use 000-000-0000 if you don't want to use your UCAS ID). If you use your own ID you still need the dashes xxx-xxx-xxxx
- Press SUBMIT once you are happy with your reference



# Next steps.....

- If you are still waiting for any predicted grade changes **please do NOT agree the reference just yet.** Wait until any issues are resolved.



# Next steps.....

- If you are still waiting for any predicted grade changes **please do NOT agree the reference just yet.** Wait until any issues are resolved.



# Personal Statement Questions

## Drafting & Editing

- **Ensure we make the best use of the limited number of characters available**
- **To look at some tips for improving our written work**

# Making every character matter

- You have **limited space** when writing your personal statement questions.
- You can write up to **4,000 characters of text across the 3 questions** that shows you'd make a great student – it may take a few **redrafts** until you're happy with it.
- Cutting out those **extra words** is important and does take thought.
- Don't forget **others can check it for you** – don't be afraid to ask.

# Activity #1

- Talking about studying A levels in Maths & Physics
- How can we cut this down so it reads (and sounds) better?
- You have the example on your table – see what extra words you can cut out to make it read better.

The study of mathematical sciences has managed to intrigue me for very many years. I made the decision to study A levels in both Maths and Physics and this stemmed from a really high interest level and my strong aptitude in both very interesting subject areas.

**255 characters + spaces**

**Have a go with a pen at crossing out words and making it shorter**



Studying mathematical sciences has intrigued me for many years. Studying A levels in Maths and Physics stemmed from high interest and a strong aptitude in both subject areas.

**174 characters + spaces (your writing might be different and that's OK – there is no write answer 😊).**

# Example #2

- Talking about a passion for the bright lights and drama
- How can we cut this down so it reads (and sounds) better?

The stage has always been a very intoxicating mixture to me, with the bright lights, seeing the new characters and with an audience to amaze. All these parts of drama even when I was a little a little girl I found extremely exciting. I would go to theatre's and see play's and just dream of being a big and special part of that someday, Drama inspired me always to succeed in my school and college education and has been an enormous passion of mine for many years.

**466 characters + spaces**

**cut down and check grammar and spelling**

The stage is an intriguing mixture to me: bright lights, characters and an audience to amaze. I have always found this exciting. I visit theatres, reflect on plays I have seen and look forward to studying theatre further. Drama has inspired me to succeed in my education and I enjoy both the practical and academic aspect of study.

**351 characters + spaces**

**Note the improved emphasis on academic study**

# What's next....

- Review your **PS assignments**.
- Try to **use up all your characters** – it is all evidence to support your application
- **Re-read, re-write** – and get someone else to check your statement – we all get 'word-blindness' to mistakes in our own written work
- **Not going to Uni?** – the same skills are needed in other situations – writing a supporting statement to a job application for example

# REALLY Important:

- **16/10** From this date **UCAS** Applications can be processed, submitted and sent
- **21/11** Internal UCAS Application deadline
- **DO NOT PAY AND SUBMIT** until your **Guidance Manager asks you to do so** – they will check before it goes to General Office for processing
- There are lots of resources to help you [Tutorial hub - UCAS Hub](#)
- **DO NOT LEAVE IT TO THE LAST MINUTE.** We processed 1599 applications last year. General Office process in date order and guarantee processing within 10 working days.

# Assignment 4:

- Please tell your tutor if you are NOT applying this year and they will make a note on CEDAR.
- Otherwise complete the last PS assignment for your tutor to check.
- Check your reference and check off on CEDAR.
- Almost done!