

IMPORTANT INFORMATION FOR YEAR 13 LEAVERS

1. **BOOK RETURN DAY** is **FRIDAY, JUNE 28th** 9.00 – 11.00 a.m. (Form attached)

- Go round all your subject teachers returning your textbooks, past papers etc and collect signatures;
- A lost text book or damaged text book will need a contribution towards a replacement. Your subject teacher will inform you of the sum involved. Money must be paid to the Bursar's Office. You will be given a receipt. Give this to your subject teacher to get a signature;
- Get a signature from your Form Tutor for locker cleared, key returned;
- Get a signature from the Bursar's Office, to confirm all debts have been settled;
- Return the form to Mr Murray (in the Sixth Form Office) for checking.

N.B. FAILURE TO RETURN BOOKS, TO PAY FOR LOST BOOKS, OR TO FOLLOW THE ABOVE PROCEDURE WILL INEVITABLY LEAD TO DELAY IN RELEASING YOUR EXAMINATION RESULTS IN AUGUST WHILST THE SITUATION IS RESOLVED.

2. **RESULTS DAY - A LEVELS = THURSDAY, AUGUST 15th**

- We are aiming to provide printouts of results from 7.30 am onwards in the Coleman Hall.
- It is often the case that universities will still accept a student even if the grades required have not been met so **please do not leave school until you have checked UCAS TRACK** (Mrs Williamson will also be logged into Advisor Track).
- When you access TRACK an offer may have become unconditional - if so TRACK will display a confirmation letter confirming the place and also advising if there is a need to take any further action.
- **Dr Marsden** will be available to provide advice to students as to the steps which need to be taken, including those students who may need to go into CLEARING or ADJUSTMENT. We will have computers available for students to use but in addition we would strongly encourage students to bring in a mobile phone (and charger) and lists of courses and key telephone numbers that they may need.
- **Where students are already aware that they have met the terms of their offer** we would appreciate it if they came into School from c.9.00 am onwards to collect their results.
- **STUDENTS MAY NEED A STATEMENT OF RESULTS WHICH IS SOMETIMES REQUIRED BY UNIVERSITIES AS PART OF THEIR ENROLMENT PROCEDURE. MRS CAPEL, THE EXAMS OFFICER, SHOULD BE SEEN FOR THIS.**
- Once you have collected your results and before you leave **confirm with Mrs Williamson** what your destination is likely to be (University? If so which? Clearing? Employment? etc.); **There will be a "Destinations" Form for you to complete (see section 4 of this sheet);**

ALL STUDENTS, BUT PARTICULARLY THOSE HOLDING UNIVERSITY OFFERS, ARE STRONGLY ADVISED TO COLLECT THEIR RESULTS IN PERSON ON RESULTS DAY IN AUGUST.

- Do **not** telephone or email School for your exam results.
- **WE WOULD STRONGLY ADVISE THAT YOU ARE AROUND ON RESULTS DAY TO COLLECT YOUR RESULTS IN PERSON** but If you are unable to do this then you must bring in written instructions for a **"Special Collection"** to the Examination Office, before 3.30pm on Monday 15th July, as follows:
 - an A4 stamped (for large letter) and named and addressed envelope, with a note attached of the name and year group of the student;OR
 - a £1 coin with a note attached of the name and year group of the student and also the name and address details of where the results are to be posted to;OR
 - a letter of authority for another person to collect the results/enrolment pack for the student. On Results Day the person must bring in a driving licence, passport or bank credit/debit card as ID.

NB.

- **We will not accept special collection instructions after 3.30pm on 15th July.**
- **Also, we will not accept any special collection requests by email.**
- **If we have not received a special collection request and your representative turns up at School, they will be sent away again and advised that you will have to pick your results up on a day when School is open.**

3. DEADLINES FOR REMARKS ETC

You must act quickly if you need to query your results. On Results Day **you should see Mrs Capel** in the Examinations Office (she is likely to be available from c.10.00 am onwards), who then handles payments and the requests to the Examination Boards for the following:

- priority remark and photocopied scripts;
- normal remark;
- original scripts.

Due to the volume of requests nationally, experience shows that early requests to the Boards are dealt with quite quickly, whereas requests that wait until the Examination Board deadlines will take considerably longer to be processed. We automatically request certification for the A2 modules taken this summer. If your results this summer are not up to your expectations and are insufficient to gain entry to the university of your choice you may decide to have a year off and resit some A2 modules, in which case any resit modules you choose to do would lead to a further set of grades being issued next summer. If you do decide to have a year off and retake modules the onus is on you to contact the School **by the end of September at the latest.**

4. DESTINATION DETAILS

On Results Day please ensure you complete our **“Destinations” document** on which we will ask you about your plans for the following year. This will also ensure that we have the correct details on file in preparation for the **Senior Awards Evening which is planned for Monday, December 16th.**

5. APPLYING FOR UCAS

If you are planning to apply through UCAS for 2020 entry there will also be an information sheet about **“How to access UCAS Apply for 2020”**.

Please note that although UCAS has deadlines for applications, the School internal deadlines are:

- Friday 13th September for “early deadline” applications;
- Friday 1st November for all other applications.

6. POST RESULTS ADVICE

For **Year 13** requiring help with clearing or other matters on, or after, Results Day:

- Mrs P. Prentis, the School’s Careers Adviser, will be available in School from 10.00 am until @ 2.00 pm on Results Day and then by appointment the following morning;
- A member of the Sixth Form team will be available at School on the days immediately before and after exam results until Friday 23rd August.