

UCAS DAY ONE

**Completing the UCAS Form**

**&**

**Course Research**



**FIRST STEPS – REGISTRATION FOR UCAS**

**COMPLETING THE UCAS FORM**

The UCAS form is pretty simple to complete – it just takes TIME! So the first and most important tip is to START EARLY!

If you get stuck on how to complete something, click the as this gives you helpful information.

***The tricky section – EDUCATION***

In this section you need to input ALL of GCSEs and A Levels. **NB. These may be different depending on the school you attended for your GCSEs – if in doubt, check your exam certificates.**

The first thing to do is, from the drop down menu where it says ‘PLEASE STATE THE HIGHEST LEVEL OF QUALIFICATION YOU EXPECT TO HAVE BEFORE YOU START THE COURSE’ , select BELOW HONOURS DEGREE LEVEL QUALIFICATION. Click SAVE

Then, click ‘ADD NEW SCHOOL OR COLLEGE’

Click FIND and Input DURHAM SCHOOL (or whatever) – it should come up on the screen. Click it!

Complete the START and END DATES. The end date is when you graduate, so AUGUST 2018. Attendance is FULL TIME. Select ‘YES’ from the drop down menu ‘did you / will you receive any qualifications at this centre?’

Click SAVE

Durham School should now be in your form. Now click ADD QUALIFICATIONS

***INPUTTING GCSE GRADES***

Firstly, Input your GCSEs. Select GCSE (Grade A\*-G)

Select a SUBJECT from the drop down menu, put in the qualification date (August 2016), the exam board (awarding body, i.e. AQA) and the grade achieved.

Click SAVE AND ADD SIMILAR to add the rest of your GCSEs.

PLEASE NOTE. Some qualifications are NOT TRADITIONAL GCSEs and need entering separately.

* For **ENGLISH**, in the SEARCH field (after you click add qualifications), type **international GCSE** and select this option. For the Subject, select **ENGLISH FIRST LANGUAGE CIE 0500 (no speaking / listening)** Complete the rest as normal.
* For the **CHEMISTRY**, **BIOLOGY** and **PHYSICS** separate sciences, after you click add qualification, type in the search field ‘LEVEL 1’; select **Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)**’ and complete as before.
* If you did **SHORT** **COURSE** **Religious** **Studies**, the Qualification is GCSE SHORT COURSE; then complete as normal.
* Add any other qualifications in the same way!

***GCSE EXAMINATION BOARDS***

To help, below is a list of the GCSE examination boards used by Durham School

|  |  |
| --- | --- |
| iGCSE – First language English | CIE |
| iGCSE English Literature  | CIE |
| iGCSE – Second Language English | CIE |
| Maths (Linear) A | EDEXCEL |
| Statistics | EDEXCEL |
| Science | AQA |
| Additional Science | AQA |
| Biology  | AQA |
| Chemistry | AQA  |
| Physics | AQA |
| Religious Studies (short course) B | AQA  |
| Religious Studies B | AQA  |
| French | AQA |
| German | AQA |
| Spanish  | AQA |
| P.E | OCR |
| History A | EDEXCEL |
| Geography  | AQA  |
| Art (Fine Art) | AQA |
| D.T (resistant materials) | AQA |
| Music | EDEXCEL |
| I.T | AQA |
| Drama  | AQA |
| Classic Civilisation | OCR |
| Latin | OCR |

***INPUTTING A LEVELS***

On the education page, under Durham School, click ADD QUALIFICATIONS

Click GCE ADVANCED LEVEL

Select the SUBJECT, Awarding Organisation (exam board).

In Qualification Date, put AUGUST 2018.

For the GRADE, select PENDING.

You do not need to enter any module information. You can select ‘save and add similar’ and put your other A levels in the same way

***NB. Depending on your Summer Results, you may make changes to this section – don’t worry, changes can be made easily!***

***A LEVEL EXAMINATION BOARDS***

|  |  |
| --- | --- |
| English Literature | CIE |
| English Language and Literature  | AQA |
| Biology | AQA |
| Chemistry | AQA (change to OCR 2014) |
| Physics | EDEXCEL |
| Psychology  | AQA |
| Maths | EDEXCEL |
| Further Maths | EDEXCEL |
| History | EDEXCEL |
| Geography | OCR |
| Business Studies | AQA |
| Economics | OCR |
| Art (fine art) | AQA |
| D.T | EDEXCEL |
| P.E | OCR |
| French | EDEXCEL |
| Spanish | EDEXCEL |
| German | EDEXCEL |
| Chinese | EDEXCEL |
| Classic Civilisation | OCR |
| Government and Politics | EDEXCEL |
| Drama and Theatre Studies | AQA |
| General Studies A | AQA |
| Critical Thinking | OCR |
| Music | Edexcel |
| Latin | OCR |
| Philosophy and Ethics (Religious Studies) | OCR |
| Photography | AQA |
| ICT | AQA |
| EPQ | AQA |

**COURSE RESEARCH**

**1. UCAS website** - <http://www.ucas.com/>

The UCAS website provides most of the information you will need when researching courses. Tips and advice about choosing the right course can be found at <https://www.ucas.com/ucas/undergraduate/find-course/how-choose-between-similar-courses-and-unis> .

The main course search site can be accessed at <http://search.ucas.com> - the course search function is very user friendly!

When looking at possible courses, remember the advice you have been given, including;

* What are the entry requirements? Is it a points or grades offer? Does it accept general studies?
* Do you need to study specific subjects or achieve specific grades?
* How is the course assessed? Is it coursework or examination based?
* What modules will you study?
* Is there a possibility of a sandwich / placement year?
* Is the university a campus or city university?
* How many students will be on the course?
* How much contact time will you have with academic staff?

Record the information about your courses on the accompanying table – this will serve to be very useful!

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**2. WHAT UNI** <http://www.whatuni.com/>

‘What Uni’ is a fantastic website that provides a wealth of information to help you make your decisions. The subject and degree guides are excellent and, if you are unsure about the course or career you wish to follow, check out the ‘I want to be’ and ‘what can I do’ sections.

**3. UNISTATS**<http://unistats.direct.gov.uk/>

UNISTATS allows you to look at key information about every course. You can see things like average starting salary after graduation, overall student satisfaction, etc, and you can compare different courses. This is definitely worth a look when you have a ‘shortlist’ of courses.

**4. RUSSELL GROUP / 1994 Group**

A list of some of the top universities can be found on the Russell Group website at <http://russellgroup.ac.uk/home/> . This is a good starting point if you want to study at a leading university or on a competitive course. Download the ‘informed choices’ booklet as this provides extra information about applying for competitive courses at the very top Universities.

A similar group is the 1994 group (<http://www.1994group.ac.uk/>)

**5. The GUARDIAN Good Uni guide**

<http://www.theguardian.com/education/universityguide>

The link above will take you to the Guardian University guide 2014 where you can view the most recent University rankings. Click on SUBJECT TABLES to see subject specific rankings.

You can also look at how the universities rank in general!

**6. OPEN DAYS** – use [www.opendays.com](http://www.opendays.com) to find out when the next open days are for your potential universities. Alternatively, this information should be clearly posted on University Web Pages.

**7. UNIVERSITY NOT FOR YOU AT THIS TIME?**

* Have a look at <http://www.notgoingtouni.co.uk> for careers advice and vacancies.
* See [www.jobzoo.co.uk](http://www.jobzoo.co.uk) for more information and advice. Go to ‘choosing a job’ for details about careers in specific areas
* There is lots of information for students who are considering not going to university on the UCAS website. If you hover over ‘how it all works’ and then click ‘explore your options’ and ‘Planning Your Future’, you will find lots of information to help you with your decisions. In particular, there are some really good ideas if you are