

# A Level & Vocational (BTEC) Level 3 Second Year Students Important End of Year Information May 2019



## VOCATIONAL (BTEC) COURSE COMPLETION

- You should check with your teacher what the date of your final lesson will be.
- If you fail to attend normal lessons, you will be marked absent and you will not receive your bursary.

## FOR A LEVEL YEAR 2 STUDENTS

Last lessons will be on **Tuesday 25 June (or earlier if the subject exam is finished)**. Your teachers may organise additional workshops which you should attend. On Wednesday 26 June there will be a workshop on how you can keep in touch with Monoux after you have left. There will also be a BBQ for all students leaving the college to say goodbye to each other and staff.

## EXAMINATIONS

You are expected to attend all of the examinations you are entered for: if you do not attend an examination without good reason you will be asked to pay for the cost of entry.

If you are unwell or suffer serious personal problems (e.g. bereavement) during the examinations, and as a result you either miss an examination or feel that your performance has suffered, then you must inform the Exams Team via the Student Information Centre (SIC) immediately. You will be asked to complete a Special Consideration request form and provide evidence. These will be sent to the Examination Board, who will consider the effect of your illness, etc. on your grades. Please be aware most requests to adjust marks are not granted and in any case adjustments will be small.

If you are a Vocational (BTEC) student, your subject tutor will report your grades to the awarding body via their Online reporting facility upon completion of your course. Once your grades are reported, your teacher will be able to print a confirmation report. This will list all of your reported unit results. Your teacher will give you a copy of the report, which you must check carefully and retain for your records and in case of any queries.

## EXAMINATION RESULTS

### Results Collection

Results will be available in College, from approximately **9.00am, on Thursday 15 August 2019**; if they are not collected they will be posted (second class) by the College to you, on Friday, 16 August 2019. **You must bring your ID card to be able to collect result slips.**

If you wish your results to be sent to an address other than your home address, please bring a large stamped addressed envelope into the Student Information Centre; your enrolment number and the subjects taken should be written on the back of the envelope.

You are also able to view your results via Student Portal under the Information & Exams menu from 6am Thursday 15 August 2019.

Vocational (BTEC) Level 3 certificates will be available for collection on Results Day (Thursday 15 August). The certificates will have to be signed for therefore they will not be sent to your home address if uncollected. Remember these will be your official qualification certificates and **must be kept safe** for your future reference. You should contact your tutors in late September to collect any coursework.

**GCSE Results** can be collected from the College **between 9.00am and 11.00am on Thursday 22 August 2019**. Any uncollected slips will be posted to your home address. **You must bring your ID card to be able to collect result slips.**

### Late Results

Most students' results arrive promptly and without problems. However for a small minority of students some results may be missing or there may be enquiries about results. Results enquiries forms will be available where we issue results or from reception. These forms will need to be completed carefully, and copies of your results slip provided, so the problem can be followed up effectively. The College will work as quickly as possible to ensure that your results are received promptly. However, as they are dependent on the Examination Boards' ability to process and act on the information provided, response times cannot be guaranteed.

### Enquiries about Results

Students who wish to have a **copy of their exam script** or to have their exam marking reviewed can do so by completing an Exam Query Form available from the SIC counter on results day. **Photocopies of scripts must be ordered within 7 days of the results being issued.** See the back of your result slips for key deadline dates.

Exam Boards will normally charge a fee for the service they offer and have various deadline dates depending on the service requested. The back of your result slip will show the services available, the costs and key dates. For further information, please ask a member of the Exams Team.

### Examination Certificates

Summer Examination Certificates should be available for collection in late **December 2019 or January 2020**. We will normally send you a letter notifying you of their availability. **You will need to provide photo ID to collect certificates.** If you wish someone else to collect the certificates on your behalf, they will need to provide a letter of authorisation from you, together with proof of their ID and your ID. The College do not normally post certificates to students as they can be very expensive to replace (which you will have to pay for) if they get lost in the post. NB If you have outstanding LRC items and/or non-payment of outstanding exam fees your certificates may be withheld.

### BOOKS

All textbooks, library books and other resources borrowed must be returned before you leave. Anything issued by the LRC must be returned to the LRC; anything borrowed from departments must be returned to departments. All outstanding LRC fines must be paid and you will need to pay the replacement cost of lost or unreturned items. Please discuss this with a member of the LRC team before you leave, as you will be invoiced for unreturned items. Exam certificates may be withheld from students who fail to return College property or to pay for lost items.

### CONFIRMATION OF UNIVERSITY OFFERS FOLLOWING RESULTS

On Results Day, log into your Ucastrack to check the confirmation of your offers. If you are awaiting GCSE results as part of your university offers, UCAS will not be able to confirm until Thursday 22 August 2019.

There are three possibilities in respect of your university offer:

- You are accepted by your Firm or Insurance choice. Ucastrack will confirm which offer you have met.
- You do not get the grades for your Firm or Insurance choice but receive a 'changed course' offer. You will need to reply to the changed course offer via Ucastrack and will have five days in which to do so. After this, the offer will be declined automatically.
- Your results don't meet the conditions of any of your choices. Ucastrack will state 'You are in Clearing'. See further information below.

### SOURCES OF HELP

- **YOURSELF.** Be available when the results come out and read carefully the notes sent with your offers.
- **STAFF.** Staff will be available on results day in the LRC to help any student who does not have a place.

### UCAS CLEARING

You must know your exam results before contacting any university. Clearing vacancies are listed on the UCAS website from 5 July 2019. Course availability however, will change on 15<sup>th</sup> August results day. Think

and research carefully. The UCAS online clearing list is updated regularly - you might not find the exact course/university you are looking for – some might be full, but some might get vacancies later on, so keep checking back. You can consider different subjects – you do not have to stick with your original choice. You must be available personally to contact institutions directly to discuss vacancies as they will not do this with a third party. Once you find a course you are interested in, phone the university clearing telephone number, available on their website. Many universities will be taking calls from 7.30am, some even earlier. Ask if they can accept you – they might reconsider you even if you applied to them earlier in the year. Be truthful regarding your situation - they will be able to call up all your details whilst speaking with you and see what you originally applied for and where. Get informal offers over the phone – you can get as many as you wish, then decide which one you want to accept. Each university will email you their offer and a date by when you need to accept. If you have time, take a visit to the university – most will be happy to meet you and show you around. Once you have made a decision, click 'Add Clearing choice' on your Ucastrack and fill in the course details the university have given you, by their deadline. This counts as you definitely accepting the offer. Once the university confirms, a confirmation letter of your place will be uploaded onto Ucastrack. Your letter is not emailed or posted to you. You can only add one clearing choice at a time, but if the university doesn't confirm your place, you will be able to add another. Note: Your 'Clearing choice' link on Ucastrack may not appear until the day following results day. Remember, staff will be available to help you with Clearing in the LRC on results day.

When contacting universities be clear and brief. Be prepared to quote your name, UCAS personal ID number, grades, and details of the course required. Be patient: you may have to try several institutions. Don't give up. Clearing can continue into September but the earlier you make contact the better. See the UCAS website for further information about Clearing at [www.ucas.com/clearing](http://www.ucas.com/clearing)

## CHANGING UNIVERSITY CHOICE

Many universities will have vacancies on results day – including Russell Group universities. Even if you have been accepted by your Firm or Insurance choice university, you may want to try and secure a place at another university.

- You may be eligible for UCAS Adjustment – see criteria below.
- You may phone any university asking if they have places on the course you are interested in. You must know your grades before phoning.
- Phone early as places get snapped up quickly, particularly Russell Group universities. Many phone lines open at 7.30am, some earlier.
- If the university has places, you will be given a short interview over the phone.
- The university will confirm straight away if they can offer you a place. They will send you an email with the offer and a date by when you need to accept it.
- You can ring as many universities as you wish. You can then decide which offer you want to accept
- If you definitely decide to change university, simply log in to your UCAS track and click on the link 'Decline my offer'. This means you will hold no university place.
- Then click on the link 'Add Clearing choice' and add the details for your new university choice. You may need to wait for the UCAS system to refresh before the link becomes available.

## UCAS ADJUSTMENT

If you've met and exceeded the conditions of your firm choice, you could potentially swap your place for another course/university. Adjustment is available from Results Day until 31<sup>st</sup> August. It's entirely optional and a lot of competitive courses will be full – but other students might have missed their conditions or swapped a course too, so it could be worth seeing what is available, but act fast!

- If you try Adjustment but don't find anything, you will still keep the course you gained on results day.
- You will see the option to register for Adjustment in Ucastrack if you are eligible. Your confirmed choice will be safe whilst you are looking for another – you will only lose it if you confirm you would like to go elsewhere and the new university adds themselves to your application.
- You only have 5 days (including weekends) to use Adjustment, starting from when your place is confirmed by UCAS.
- Click 'Register for Adjustment' in Ucastrack to use the service.
- See the UCAS website for further information about Adjustment at [www.ucas.com/adjustment](http://www.ucas.com/adjustment).

## RE-APPLYING FOR UNIVERSITY OR TAKING A GAP YEAR

The College will be able to provide you with a reference if you find you need to re-apply to university for 2020 entry or will be taking a gap year and have not applied for deferred entry. You should contact the Extended Learning Team in the first instance who will guide you through the process. **If you know you will be applying to start university in 2020 and have not put an application in this year, please speak with the Extended Learning Team in the LRC to ensure a reference is completed before you leave College this summer.** NB: The College will not be able to post or email you a reference.

## CARRERS & EMPLOYABILITY

The Careers & Employability team are on hand to offer; 1-2-1 Career Interviews, Advice and guidance about your future careers, jobs, and Apprenticeships, Assistance with searching for jobs, CV writing, and interview skills. Please contact us:

Tracy Hicklin – Careers & Employability Lead; 0208 5233544 x 3426; [tracy-anne.hicklin@sgmc.ac.uk](mailto:tracy-anne.hicklin@sgmc.ac.uk)

Sofia Malik – Careers Officer; 0208 5233544 x 3429; [sofia.malik@sgmc.ac.uk](mailto:sofia.malik@sgmc.ac.uk)

Steven Keller – Interim Careers Officer x 3429; [steven.keller@sgmc.ac.uk](mailto:steven.keller@sgmc.ac.uk)

**Finally, may we wish you all the very best of luck in your exams, your Vocational (BTEC) courses and for the future and please keep in touch and let us know how you are doing in your career or further education.**