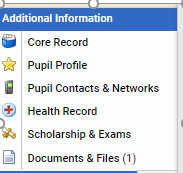
# UCAS – a guide for pupils and tutors

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| --- | --- |
| PERSONAL DETAILS | |
| * Previous name – Only should have an entry IF they have legally changed their name |  |
| CONTACT AND RESIDENCY | |
| * Postal address – if a boarder then it should be the school address House, Stowe School Buckingham, Bucks, MK18 5EH * Home address for boarders should be self-explanatory   + Day pupils can use either Stowe or home address |  |
| * Nominated access   + This allows a parent or guardian access to the universities and application on behalf of the student in an emergency. It should be filled and not be a member of staff at Stowe (except in a parental or familial capacity!) |  |
| * Is your home address the same as your postal address – if a boarder this should be NO and then they should enter their home address |  |
| * Residential category – check this individually with our international students. |  |
| EDUCATION | |
| * Enter all secondary schools attended * Enter all qualifications   + Pending and achieved are entered the same way; the system sorts those achieved from those pending |  |
| * + Already achieved     - GCSEs/LAMDA/DoE/Music etc     - Anything else. They may need to search for unusual ones if it is not in the shortcut list.     - See Annex 2 for boards.     - Enter grade achieved |  |
| * + Pending     - A Levels, EPQ, BTEC, more LAMDA, DOE, Music etc     - Leave grade pending |  |
| CHECKING QUALIFICATIONS - THE IMPORTANT ONE | |
| * GCSE examinations   + Subjects, grades and exam boards need to be checked   + If achieved outside Stowe, we MUST see a copy of their results   + If we already have this on the system then it will be a file on ISAMS – pupil manager – search for student – files and documents from the list to the right of the student photo. See Annex 1 |  |
| * Highest level of Qualification   + Below Honours degree level |  |
| * SUPPORTING INFORMATION * Encourage student to add information if they have a disability – especially if they get extra time in exams |  |
| * ENGLISH LANGUAGE SKILLS   + If English is not their first language, they will need to enter TEOFL, IELTS or equivalent qualification. |  |
| * FINANCE AND FUNDING   + For most students this will be UK or EU. This shows on our systems as 02 but that will make little sense to anyone filling in the form,     - Student support arrangement will be the Local Education Authority that corresponds to their home address.   + Private finance (01) means that no government will cover the bulk of their fees (i.e. they will be charged more than £9k) and that they will not be eligible for cheap student loans. |  |
| * PERSONAL STATEMENT * is it appropriate for the level of institution that they are applying for? |  |
| * CHOICES * Do the entry criteria meet the UCAS grades being given to the student? Use course search to check. |  |
| * REFERENCE * if a subject has not given you enough detail, please go back to them and ask for more information. |  |
| * PREDICTED GRADES * Tutor can add 1 grade to a, but going from an A grade to A\* in some subjects is a much bigger jump than between other grades. |  |
| * **APPROVE BOTH THE APPLICATION AND REFERENCE** |  |

Annex 1

How to find GCSE results for non Stowe students on ISAMS

pupil manager – search for student – files and documents from the list to the right of the student photo.



Annex 2

Stowe Boards

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE |  | iGCSE |  |
| Art & Design | AQA | English (Second Language) | Edexcel |
| Biology | AQA | History (International GCSE) | EdExcel |
| Chemistry | AQA | Mathematics | EdExcel |
| Computer Science | AQA |  |  |
| Design & Technology | Edexcel |  |  |
| Drama | WJEC |  |  |
| English Language | AQA |  |  |
| English Literature | AQA |  |  |
| French | Edexcel |  |  |
| Further Maths (Level 2 Qualification) | AQA |  |  |
| Geography | AQA |  |  |
| German | EDEXCEL |  |  |
| Greek (Classical) | OCR |  |  |
| Latin | WJEC |  |  |
| Music | Edexcel |  |  |
| Physical Education | AQA |  |  |
| Physics | OCR |  |  |
| Religious Studies A | AQA |  |  |
| Science - Dual Award (Trilogy) | AQA |  |  |
| Spanish | Edexcel |  |  |

Sixth form qualifications

|  |  |
| --- | --- |
| A Level |  |
| Art | OCR |
| art history | Edexcel |
| Biology | AQA |
| Business Studies | Edexcel |
| Chemistry A | OCR |
| Chinese |  |
| Computer Science | AQA |
| Design & Technology - Product Design | Edexcel |
| Drama | AQA |
| Economics | AQA |
| English Literature | Edexcel |
| EPQ | AQA |
| Film Studies | Eduqas |
| French | Edexcel |
| Further Mathematics | Edexcel |
| Geography | OCR |
| German | Edexcel |
| Government & Politics | Edexcel |
| Greek (Classical) | OCR |
| History | EdExcel |
| History of Art | Pearson Edexcel |
| Latin | OCR |
| Mathematics | Edexcel |
| Music | Edexcel |
| Music Technology | Edexcel |
| Physical Education | AQA |
| Physics | OCR |
| Religious Studies | Edexcel |
| Russian | Edexcel |
| Spanish | AQA |

|  |  |
| --- | --- |
| BTEC |  |
| Engineering | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Engineering | Pearson BTEC Level 3 National Extended Cert (180) (First teaching Sept 2016) |
| Media | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Business | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Phys Ed | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
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All dates should be the summer of U6, not part way through, even if they have finished a subject such as EPQ earlier. BUT if they completed a course and were examined in it at the end of L6 such as native languages then theses should be added with the L6 summer date.