

Whalley Range 11 – 18 High School Sixth Form

Ex-students - UCAS & Examinations Process

Overview

Ex-students will be identified for the purpose of this policy as:

Students who have previously completed their Level 3 qualifications with Whalley Range Sixth Form and have been awarded grades by an examination body.

Many students choose to either defer their University entry or apply after they have left College. The student's former Head of Year (Or Head of Sixth Form – if the Head of Year is no longer in this position) will assist them with their application, providing all internally-set and external deadlines are adhered to.

UCAS Applications

Ex-students will not apply for UCAS through Whalley Range Sixth Form. Whalley Range Sixth Form will be unable to pay to process ex-students' UCAS application.

Ex-students will not be provided with the "Buzzword" to allow them to apply through Whalley Range Sixth Form. Any ex-students who obtain the "Buzzword" will have their application removed.

Support which can be provided to ex-Whalley Range Sixth Form Students

Ex-students will be provided with a reference by the Head of Sixth Form or Head of Year for their application. References will be unable to be provided by any other teachers/staff at Whalley Range Sixth Form.

Ex-students should add the Whalley Range Sixth Form contact details in their application to enable this to be completed.

Ex-students should provide **at least 5 working days** for the Head of Sixth Form or Head of Year to upload the reference to the UCAS platform.

Requests made less than 5 days before the UCAS application deadline may not be completed by this deadline.

<https://www.ucas.com/undergraduate/applying-university/dates-and-deadlines-uni-applications>

Support which cannot be provided to ex-Whalley Range Sixth Form Students

A number of students choose to

- i) improve their A Level grades by sitting qualifications independently as candidates in other institutions
- ii) undertake additional qualifications in other exam centres.

Whalley Range 11-18 High School is unable to act as an exam centre for private candidates, this includes Ex-students.

Again, the student's former Head of Year will assist them with their UCAS reference as per the process above, providing all internally-set and external deadlines are adhered to.

However, predicted grades **based on the current academic year cannot be provided**, as our policy is to use the predictions which were set by teachers during the student's final year of study at Whalley Range Sixth Form College.

Additionally, predicted grades will not be issued by College staff for any additional qualifications undertaken by students in another exam centre. In these circumstances, predicted grades will not be entered on the UCAS application and will be quoted within the body of the reference supplied by the College.

Whalley Range Sixth Form is unable to:

- Provide any predicted grades for ex-students. Any requests for predicted grades will be declined.
- Provide updated references for ex-students.