

Cheney School Sixth Form



Think for yourself, act for others

UCAS BOOKLET 2021 ENTRY

Name	
Tutor	
UCAS ID	

Contents

Personal information.....	2
Qualifications.....	3
1. Register with UCAS Apply - please see slides in tutor lesson powerpoint.....	4
.....	4
2. UCAS Apply Log In Codes.....	5
3. UCAS Apply Log In – First Time.....	5
4. Completing Your Application Form.....	6
Subject Choices.....	9
Tips for choosing a course.....	9
University Choices.....	9
Recording Your Choices.....	10
How to Write Your Personal Statement.....	10
Useful Words and Phrases.....	11
Personal Statement Planning Pages.....	12
Exemplar Personal Statement.....	13
UCAS Tariff.....	14
Exam Boards.....	15
For GCSE/Level 2 BTEC subjects taken at Cheney in 2017-2019.....	15
For AS/A-Level/Level 3 subjects taken at Cheney in 2019-21.....	16
Useful Websites & Literature.....	16
Key Dates.....	17
Notes.....	18

Personal information

Full Name (exactly as written on birth certificate/ passport)	
Date of Birth	
Address (including post code)	
Country of Origin (where you were born)	
National Insurance Number	
Home Telephone Number	
Mobile Number	
Email Address <i>Ensure this is sensible enough for universities to use!</i>	
Fee Code <i>This is 02 if you are resident in the UK. 01 (Private Finance) is for international rates (significantly more expensive). 05 is for NHS funded courses e.g. nursing (not medicine)</i>	02 (see notes to left)

Qualifications

GCSE/Level 2 BTECs/OCR National Level 2 – see Appendix 1 – EXAM BOARDS

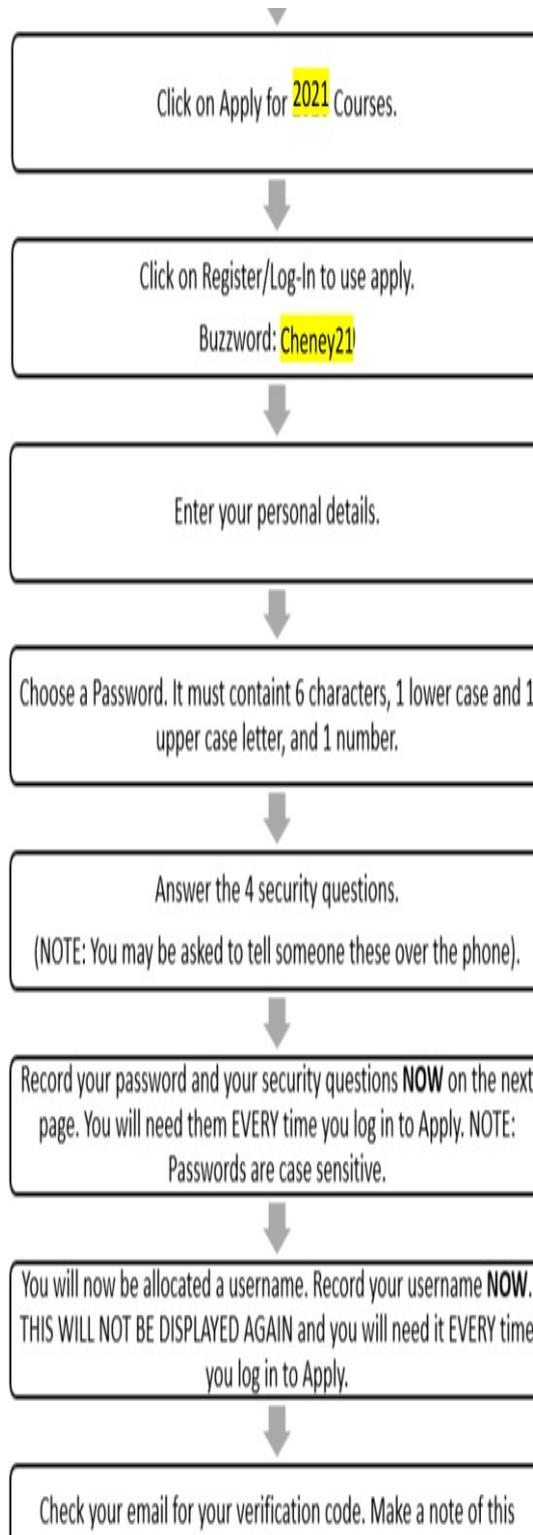
Subject	Board	Grade	Date awarded*
			Aug 2017 – for subjects taken in Year Nine
			Aug 2018 – for subjects taken in Y10
			Aug 2019

**August for summer exam, March if final exam was taken in January.*

A-LEVELS (Advanced Level) / BTEC Nationals – see Appendix 1 – EXAM BOARDS

Subject	Board	Grade	Year
		Pending	Aug 2021

1. Register with UCAS Apply - please see slides in tutor lesson powerpoint



2. UCAS Apply Log In Codes

Registering with UCAS Apply will generate your username, password and personal ID number.

Please use the grid below to record all your essential information. The codes recognise capital letters so be careful and accurate.

Username	
Password	
Security Questions (not the answers!)	1 2 3 4
School Buzzword	Cheney21
Personal ID Number	
ULN (Unique Learner Number)	
UCI Number (can be found on exam certificates)	
Email Verification Code	
UCAS Customer Service Unit Tel No	0330 3330 230
UCAS Twitter Page	@ucas_online

3. UCAS Apply Log In – First Time

Log-in again using your information above. You will be asked how you are applying. You **MUST** click on **THROUGH MY SCHOOL/COLLEGE**. Then choose the 'current students' group', unless you are applying in Year Fourteen, in which case please choose the 'ex-students' group'.

Enter the school buzzword: Cheney21 (with a capital 'C' at the start). **WARNING:** if you haven't been asked for a buzzword you have not done this properly. You **MUST** register with Cheney otherwise we cannot give you a reference. The remainder of this booklet can be found on the school website – please go to the Sixth Form area of the website, and then to Sixth Form Progression – see <http://www.cheney.oxon.sch.uk/University-and-Careers-Guidance>. Alternatively, please go to the student shared area:

4. Completing Your Application Form

- Work through each section listed on the left hand side of the screen.
- You must answer the questions marked with a red *.
- You can click on '**Help**' on the left hand side of the screen or the ? to the right of each question for a full explanation of the information required.
- When you are happy that all the details are correct, please tick the '**section completed**' box at the bottom of the screen and then click '**save**'. A red tick will then appear next to that section on the left hand side of the screen.
- To make changes, click on the relevant section on the left hand side of the screen.
- Click on the information you wish to change.
- Check that you have ticked the '**section completed**' box again and click '**save**'.

WARNING: DO NOT click pay/send in the summer – you will do this in the autumn when your Personal Statement has been finalised.

- In September/October, you can click '**pay/send**' and pay online using a debit or credit card (£20 for a single choice; £25 for 2-5 choices). **Do not click INVOICE.**
- When you click '**pay/send**' your application is sent to **Sixth Form not UCAS**

Common Past Mistakes

Search (by name): ? search < Log out

2014 apply All applications

This is a 'mock' application form. Please select 'view all' to see your application like this. Always print using 'view all details'

- Welcome
- Applications**
 - > All
 - > In progress
 - > Needing approval
- References
- Link applications to centre
- Send to UCAS
- Delete applications
- Security
- Setup
- Adviser Track
- Forum
- Options/Opsiynau

- Key**
- Completed
 - Returned
 - In progress
 - Not started
 - Help

Welcome

< [previous](#) [return to list](#) View: Application only

Jo Xylophone Action: View application

Sent to UCAS Qualifications checked

Staff notes

Personal details

Personal

Title	Miss	Capital letter for the first word for every line – ESPECIALLY FOR YOUR NAMES!!!
Gender	Jo	
First/given name(s)	Josephine	Only enter something here if you have had a different name
Surname/family name	Xylophone	
Preferred first name	Jo	Use your home email address, not a Cheney one. Make sure it is SENSIBLE! No sexy123@ etc.
Previous surname at 16th		
Home address		Put UK if dual nationality.
Home telephone number	01865 777888	
Mobile number	0798555555	
Email address	Jo.xylophone200@hotmail.co.uk	
Date of birth	5 January 1996	
Country of birth	United Kingdom	
Date of first entry to UK		
Nationality	UK national	
Dual nationality		
Area of permanent residence	Oxfordshire	
Residential category	UK Citizen or EU National	

Reference numbers

Unique Learner Number (ULN) Enter your 10 digit number for ULN

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

Student support

Fee code	02 UK, Chl, IoM or EU student finance services	
Student support arrangements		01 = private finance/international 02 = UK 05 = NHS funded e.g. nursing
Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?	No	
Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?	No	

Common mistakes on UCAS Apply 2

Keeping you informed about your UCAS application

I want to receive targeted course vacancy information if I am unplaced. Yes

I want to receive sales information by email Yes

I want to receive sales information by text message to my mobile phone No

I want to receive sales information by post. Yes

Nominated access

Full name of nominee

Relationship to you

Allows parents to communicate with universities on your behalf if you are taking a gap year abroad for example.

Criminal convictions

Criminal convictions No

Disability/special needs

Category No disability

Please give details of any special needs

Additional information

Ethnic origin White

National identity English

Dual national identity

Activities in preparation for higher education: 1

Sponsor Villiers Park post-16 Residential

Course

Start date October 2013

Duration (days) 5

School year 13

Location Other

You can enter Easter/summer schools here.

Activities in preparation for higher education: 2

Sponsor

Start date

Duration (days)

School year

Location

Have you been in care? No

Duration in care

Parental education Yes

Occupational background Project Co-ordinator

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh No

Answer Yes or No

Subject Choices

There are over 50,000 higher education courses listed on UCAS, offered at over 165 Higher Education Institutions, including 115 UK universities. With so many options available, choosing a course can be a difficult decision.

Tips for choosing a course

1. Think about what you enjoy and do well, both at school and outside
2. Write down a list of jobs you'd like to do and why
3. Discuss your options with teachers, career advisers, family and friends
4. Whatever your interests, it's essential that you do lots of research. Book in at least five days in your diary now when you intend to make time for doing this.

Go to <https://www.ucas.com/ucas/undergraduate/choosing-course> or <http://search.ucas.com/> for more guidance.

University Choices

There may be many universities or colleges that offer a course that appeals to you. You may have some idea of the location you want to be in – whether it's in a city, in the countryside or by the sea. You may decide on a university locally and stay at home or move away and discover somewhere new. When you've found five to ten universities that appeal to you, you'll need do your research.

Visit universities you are really interested in. Make a note of open days using the website www.opendays.com. They tend to be early so do this soon!

Recording Your Choices

Use the table below to note your choices, and then track your application on line.

Institution Name	Institution Code	Course Code	Course Title	Offer

How to Write Your Personal Statement

The personal statement is your opportunity to tell your universities why the course(s) you have chosen interest you and why you want to study them in depth.

Make sure you answer these questions:

- 1 Why have you chosen the course(s)? €
- 2 Why does the subject area you have chosen interest you? €
- 3 What have you studied in Sixth Form that relates to your chosen course? €
- 4 Why do you think you would be a good student? €
- 5 What jobs, placements, work experience or voluntary work have you done and how will this help you on your course? Y7 enrichment? €
- 6 What hobbies, interests and social activities are you interested in? Will these help you with your course? Will you be on a uni sports team? €
- 7 Do you have any non-accredited qualifications? Other qualifications? Positions of responsibility? How will these help you at university? €

8 Do you have any career and/or gap year plans? How will these help you €
at university?

UCAS recommends that you:

- Type your statement in a Word document and then paste it into UCAS Apply
- Click 'Save' and then 'Preview'.
- Check Formatting after you have pasted it in.
- If you are happy with it, tick 'Section Completed'.

Useful Words and Phrases

- My interest in stems from
- In addition to
- This has taught me
- The experience proved
- I enjoyed the challenge of
- I aim to
- Currently, I am involved in
- The areas of particular interest for me are
- gaining new skills
- Following this
- Aside from
- As part of
- Prior to
- I believe that
- I take an active interest in
- actively involved in
- have represented the school at
- have participated in
- have been an active member/participant in
- afforded the opportunity to

keen	competitive	inspired	enthusiastic
communicate	liaising with	commitment	avid
pursuing	co-ordinating	awarded	instigated

Personal Statement Planning Pages

Origin and reason for interest in subject/area applied for and examples of extra reading, lectures, work experience, etc.

Extra-curricular activities in school – Drama productions, Sports, Music, School Council, People & Planet, Reading Buddies, Mentoring, etc.

Work Experience

Activities outside school – Sports, clubs, hobbies, etc.

Exemplar Personal Statement

NB: UCAS uses copyright/plagiarism software. If you copy lines/phrases/statements from the internet or from peers, even if it was years ago, the software will pick it up and your universities will be informed – very embarrassing!

When I visited Leon, Nicaragua this summer I encountered a difficult ethical situation. I am a leader of the charity Leon Link and recently organised a trip to visit our projects. Whilst opening my eyes to mechanisms underpinning the principles of sustainability and development, the trip provoked some uneasy questions: Are visits like these beneficial for aid recipients or merely an indulgence for donors? If there is a benefit, does it outweigh the carbon emissions involved in travel?

It is the attempt to answer questions like these that makes a degree in Geography so appealing. I am fascinated by the sense the discipline makes out of the complex interactions between physical and human processes that have come to shape our world.

Paul Collier's 'The Bottom Billion' and Sachs' 'The End of Poverty' have challenged my preconceptions of development and caused me to wonder why there is massive disparity between nations currently classed as 'developing.' The polarization of resources and vast inequality between neighbouring communities struck me forcibly on a recent fieldtrip to Morocco. This developed my fieldwork skills and left me longing to know more about everything I encountered - from the effects of tourism on the Atlas Mountains to failed attempts to prevent desertification. A2 Geography has continued to prompt a critical analysis of the implications of human actions that has become crucial to my sense of self and perception of the world.

Studying the historiography of the Crusades shed light on the profound misunderstandings between Muslim and Christian nations, helping me to approach current geo-political issues with greater insight. My studies in Economics provide the analytical tools to understand geographical problems and their place within the economy at greater depth. Much like a Geography degree, the combination of arts and social sciences has developed my use of analysis and evaluation as well as numerical and graphical reasoning.

I chose to complete an extended essay for the AQA Baccalaureate examining the implications of the current Nicaraguan abortion ban in the context of women's rights, the history of radical politics and cultural relativism. I have loved studying one topic in-depth whilst undertaking independent research and fieldwork. In my gap year I plan to return to Leon to maintain current links.

The concerns underpinning my commitment to Geography motivated me to join my school's People and Planet group and Debating Society, of which I am president. I campaigned for the implementation of 'Meat Free Monday' and co-wrote a pledge to minimise my school's environmental impact. Debating has honed my use of argument and ability to question different ideas whilst under pressure. Researching policies such as banning meat consumption reinforced my interest in the public policy surrounding geographical issues. Third best speaker at Oxford Union schools finals day, I also compete at university level.

Having performed in Oxford Youth Theatre for six years, I am now a Youth Trustee at its base - the Pegasus Theatre. Here as in school I enjoy developing my leadership and inter-personal skills: coaching younger debaters, organizing fund-raising events and running awareness-raising workshops. It is this initiative that makes me so well suited to Geography - studying the subject at degree level would satisfy my wish to learn more about the world, coupled with my desire to change it.

UCAS Tariff

You qualifications and predicted grades are worth points. They are added up to make your UCAS Tariff. Universities use the number to help them give you conditional offers. A university may make you an offer based on obtaining a minimum points score or they may ask for specific grades in a subject. For information about the UCAS Tariff see <https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points> for more details.

AS-Level Points	Grade	A-Level Points	BTEC National Award
N/A	A*	56	Distinction*
20	A	48	Distinction
16	B	40	
12	C	32	Merit
10	D	24	
6	E	16	Pass

BTEC Nationals are Level 3 qualifications and are different to BTEC 1st Diploma (i.e. NOT Level 2 taken in Yr12)

Notes on the tariff

- Points can be added together from different qualifications.
- If you use the points score for an A2 you cannot use the points for the AS in the same subject.
- For Double award qualifications add two grades together e.g. AA = 96pts (because an A is worth 48) BC = 72pts
- There are other qualifications that carry a points score e.g. Grade 8 in a musical instrument. However, universities don't usually accept alternative qualifications towards the points they have asked you for. Some universities will make offers which include the EPQ as part of the offer.

Predicted grades

When researching your universities use your predicted, target grades and AS grades, to guide you. **Note: There is no point in trying to push teachers to predict grades beyond what you are likely to get, as universities will often set offers in line with predicted grades!**

Once UCAS receives your form, they will send you an application number which you can use to track the process of your application. Tracking will show you any offers you receive from universities.

Once you receive replies from all your universities you must confirm your first choice and also an insurance choice – make sure that this requires lower grades than your first choice! When you respond to offers you are entering into a binding contract with those universities. **You can break the contract, but will not be able to apply to any other universities in the 2020 application cycle – you will have to reapply the following year.**

Exam Boards

To be sure of getting this information accurate, you are advised to check your certificates, but go by the information here if you don't have access to them.

For GCSE/Level 2 BTEC subjects taken at Cheney in 2017-2019

Subject	Accreditation	Exam Board
Arabic	GCSE	Edexcel
Art	GCSE	Edexcel
Biology	GCSE	AQA
Business Studies	GCSE	Edexcel
Chemistry	GCSE	AQA
Classical Civilisation	GCSE	AQA
D&T Food Technology	GCSE	AQA
D&T (Product Design or Textiles)	GCSE	AQA
Drama	GCSE	OCR
English Language	GCSE	AQA
English Literature	GCSE	AQA
French	GCSE	AQA
Geography	GCSE	WJEC/OCR (check your certificate)
German	GCSE	AQA
Higher Project	Level 2	AQA
History	GCSE	Edexcel
Latin	GCSE	OCR
Mathematics	GCSE	Edexcel
Music	GCSE	WJEC (check your certificate)
Performing Arts: Dance	BTEC First Award	Edexcel
Physics	GCSE	AQA
Polish	GCSE	AQA
Religious Education	GCSE	WJEC
Russian	GCSE	Edexcel
Combined Science Trilogy	GCSE	AQA
Spanish	GCSE	AQA
Sport	BTEC First Award	Edexcel

For AS/A-Level/Level 3 subjects taken at Cheney in 2019-21

Subject	Accreditation	Exam Board
Applied Science	BTEC L3 National Diploma	Edexcel
Applied Science	BTEC L3 Extended Certificate	Edexcel
Arabic	GCE	Edexcel
Art - Fine Art	GCE	Edexcel
Art - Photography	GCE	Edexcel
Biology	GCE	AQA
Business Studies	GCE	Edexcel
Chemistry	GCE	OCR
Classical Civilisation	GCE	OCR
Computer Studies	GCE	OCR
Drama and Theatre Studies	GCE	Edexcel
Economics	GCE	AQA
English Literature	GCE	Edexcel
Extended Project	Level Three	AQA
French	GCE	Edexcel
Further Mathematics	GCE	OCR
Geography	GCE	Edexcel
Health and Social Care	BTEC Extended Certificate	Edexcel
History	GCE	OCR
Latin	GCE	OCR
Mathematics	GCE	OCR
Media Studies	GCE	OCR
Philosophy	GCE	AQA
Physics	GCE	AQA
Polish	GCE	AQA
Product Design	GCE	AQA
Russian	GCE	Edexcel
Sociology	GCE	OCR
Spanish	GCE	Edexcel
Sport BTEC National	BTEC L3 Extended Certificate	Edexcel
Textiles and Fashion	GCE	AQA

Useful Websites & Literature

What information do you need?	Website address/publications
General information, course & subject searches, Stamford Tests, Open Days, etc	www.ucas.com

UCAS Apply	www.ucas.com/
Tariff information	https://www.ucas.com/ucas/tariff-calculator
SACU – Free Help with UCAS	http://sacu-student.com/
League Tables	http://www.thecompleteuniversityguide.co.uk/league-tables/methodology/ https://www.theguardian.com/education/ng-interactive/2019/jun/07/university-league-tables-2020
Scholarship opportunities	https://www.thescholarshiphub.org.uk/
Open Days	www.opendays.com/
Advice for disabled students	https://www.ucas.com/ucas/undergraduate/getting-started/individual-needs/disabled-students
Prospectuses	http://www.prospectusfinder.co.uk/
Choosing subject/course	a HEAP – Degree Course Offers www.unistats.com https://discoveruni.gov.uk/ www.ukcoursefinder.com/ www.findcourses.co.uk/

Please use the excellent careers resources in the school library – which have been very recently updated. Browse on the shelves or talk to Mrs Fenton.

Key Dates

Process	Date	Responsibility
Filling out UCAS Form in Tutor time	From 15.06.20	Student
UCAS applications can be sent from today.	05.09.2020	School
Oxbridge, Medicine, Veterinary Medicine, Dentistry and Law Cheney application deadline. (You must confirm with the school at this point that you have been entered for any additional tests you will need to take)	11.09.2020	Student
BMAT and UCAT medical admissions test entrance deadlines – you are recommended to do this much earlier – by the end of term in July	01.10.2020	Student

Oxbridge, Medicine, Veterinary Medicine, Dentistry, Law UCAS application deadline.	6PM 15.10.2020	School
Cheney UCAS completion date. <i>Applications received after this date may not be sent before the official UCAS completion date.</i>	12.10.2020	Student
UCAS deadline for all applications.	6PM 15.01.2021	School
Deadline for some Art & Design applications.	24.03.2021	Student/School

Notes

FLOWCHART

