

URGENT INSTRUCTIONS FOR STUDENTS ON ENTERING QUALIFICATIONS ON THE UCAS WEBSITE

This is proving to be a very complex area and so I thought it best to provide further clarification – this advice supersedes any previous advice. There has been a change this year as UCAS want to know all your AS unit grades and also if you are completing re-sits, this means it can be confusing in terms of how to enter the qualifications on the UCAS system. Even UCAS give out conflicting advice at times. The key thing is that as long as all your AS and A2 results are all on your application, the format does not matter too much. But, here is what we would recommend:

1. First of all you need to enter your 4 AS qualifications

- Click on 'Education'
- You then click on 'Add qualifications'
- Click on 'other qualification type not in the list'
- Then click on 'G'
- Click on GCE Advanced Subsidiary (first award 2001)
- You then enter your AS results for each subject here.
- Make sure you put your overall AS grade – the date for this is obviously June 2011
- You must enter your 2-3 individual modular results here
- If you are doing any AS re-sits then you don't enter them here
- Repeat the above for each AS

2. For your A2 qualifications (and putting in AS re-sits)

- Click on 'Education'
- You then need to 'add qualification' which is at the bottom of the page
- Click on 'GCE Advanced level'
- You then enter your A2 subjects here
- Obviously the result is pending – June 2012
- You must enter your 2-3 A2 units here – again the result is pending – June 2012

You then have 3-4 spaces to enter any AS resits that you are doing here for those subjects that you are continuing to A2 on.

- If you are re-sitting an AS module in a subject you are continuing to A2 you put 'pending' – Jan/June 2012 – depending on when the re-sit.

If you are re-sitting an AS module in an AS that you have not continued through to A2 – then you will need to enter this completely separately – by repeating step 1 above and ensuring that the word 'Pending' goes in.

If you are working with Mrs Read on an Oxbridge application, then please follow her expert advice.