



UCAS Advice for Results Day and Clearing

Confirmation

Exam Results

Confirmation of university and college places takes place following the release of summer examination results. All confirmation decisions are shown in Track and Confirmation letters are sent to applicants who are accepted.

Students who receive a successful Confirmation decision cannot assume that they have achieved the examination results to meet the conditions of their offers. In some instances, they may not have obtained the grades or Tariff points needed to meet the conditions, but the institution will still have been able to confirm their place.

UCAS will send the majority of applicant's results to the universities and colleges. It is, therefore, essential that applicants have provided us with accurate and full examination results. They should give us full details of any changes: for example, change of examination board, subject or level. Applicants also need to inform us if they have withdrawn from any examinations. Institutions may contact applicants direct for results if necessary.

If an applicant has GCSE results as part of the conditions of their offers, **they should pass these on to the institutions as soon as they receive them**, so a Confirmation decision can be made on their application.

All conditions of offers must be met by 31st August, unless otherwise agreed by the university or college.

A full list of exam results UCAS receive is available at:

www.ucas.com/students/results/examresults.

Track during Confirmation

Applicants can view Confirmation decisions in Track, which is updated continuously except for the periods when we are processing results.

Conditions of offer have been met

Applicants who have met the conditions of their firm (F) choice will be placed there. UCAS will send these applicants a Confirmation letter confirming their place.

The letter will advise the applicant if they need to take any further action. Applicants who are not confirmed at their firm (F) choice but meet the conditions of their insurance (I) choice will be placed at the latter. For most applicants Confirmation letters are sent from the day prior to publication of results.

Conditions of offer have not been met

Applicants who have failed to meet the conditions may be made a change course or year offer, which is indicated in Track by the symbol UCC. They are not obliged to accept this. UCAS will send them a Confirmation Change letter outlining the options available to them when all Confirmation decisions have been made and they must then accept or decline the change. The options are also shown in Track, giving the applicant the opportunity to respond to the change without waiting for the letter to arrive. **Please note, applicants only have five calendar days to reply to a changed course.**

Unsuccessful Applicants

Applicants who are successful and have paid the full application fee (£22) will become eligible for clearing.

Commitments at confirmation

Applicants are expected to honour their commitments at Confirmation. If they are placed at a university or college in the UCAS application system, unless they are eligible to use the Adjustment process, they must take up that place or withdraw completely from this year's application cycle. Applicants do not have the right to turn down the offer and deal with any other institution which recruits through UCAS.

Applicants should contact the university or college direct about a change of course, date of entry or point of entry.

- **Use Track wherever possible. It may prevent the need to telephone the university or college. Make sure you have your Personal ID, username and password available. Applicants who have forgotten their Personal ID, username or password can request these using the login reminder service.**
- **If you know you have met the conditions of the offer – there is no need to ring.**
- **If you have narrowly missed the conditions – ring the university or college but be prepared to be patient.**
- **If you have lodged an appeal against a result – ring the university or college immediately; do not wait for the outcome of the appeal.**

Clearing

Electronic Clearing

Applicants who are awaiting examination results and who either have applied after 30 June, or do not have any offers, or both, will have an 'Add Clearing Choice' button available in Track in mid-July. **They should wait until they have their exam results before contacting the universities and colleges about possible vacancies.**

Applicants who have conditional firm (CF) and conditional insurance (CI) choices will not become eligible for Clearing until both the CF and CI institutions have confirmed that they will not offer places. Applicants often know informally that they have been unsuccessful before UCAS receive the official decision. In such circumstance, they may ring institutions direct. Universities and colleges will not be able to formalise agreements to consider or admit applicants until:

- They know the applicant's Clearing Number (shown in Track); and
- The applicant has entered the institution and course details into Track.

UCAS will not send a letter to inform applicants that they are eligible for Clearing. Applicants should regularly check the status of their application in Track to find out if they are in Clearing. They must keep their email and postal contact details up to date, and if they are using a school address, this should be updated when they go home.

Applicants can contact different universities and colleges to discuss vacancies and may be informally offered several places. They will need to decide which offer to accept as they can only enter one choice in Track.

If a University or College provisionally offers an applicant a place in Clearing, they will give them a date by which they must enter the course details in Track. **If the applicant wants to be formally considered for the place**, they need to click on their 'Add Clearing Choice' button and enter the institution and course details. **They can only enter details for one choice.**

Some general tips about Clearing

Clearing is not primarily intended to be used for deferred entry, and some institutions will not consider such applications. It is, therefore, in the interests of deferred entry applicants to obtain an assurance from institutions that they would be prepared to consider them.

Applicants should be able to verify their results if an institution asks them.

More info about Clearing is available at:

www.ucas.com/advisers/sixsteps/nextsteps/clearing

A UCAS tv video guide to Clearing is available at: www.ucas.tv

Clearing Vacancy Information

UCAS will send an advisory letter to every UCAS applicant in July which will provide a comprehensive guide to sources of vacancy information.

Please note that official course vacancy information is only published by UCAS and The Telegraph.

As last year, UCAS will be publishing the official list of vacancies on 16 August – A Level results publication day. Applicants are strongly advised to check their status in Track before contacting institutions about possible vacancies in Clearing.

All services will list universities and colleges which still have vacancies.

The universities and colleges are responsible for updating their vacancy information on the UCAS website promptly. Despite this, there is inevitably a brief time lag and it is important to understand that the situation concerning Clearing vacancies can be very fluid.

New for 2015

This year UCAS is offering a new service if a student is not placed on results day. Students will need to accept the invitation offered by email before results day to take advantage of this.

If they accept the invitation offer and are not placed on results day then their details will be passed to universities who are still looking for students. UCAS will look at the profile of the applicants and the universities to ensure they pass the students details onto the appropriate university. The university will then contact the student if they wish to offer them a place.

Students can still use clearing and students do not have to accept an offer from a university they are contacted by.

Universities will not normally make contact in this way until 1pm on results day and will normally do so by phone.

General Advice

Changes of Postal and Email Address

Applicants must keep their contact details up-to-date and should change their postal and email addresses immediately in Track if they change. This is particularly important for applicants running home from boarding in schools in the summer.

Applicants should not be on holiday when the results are issued. They should be available in person to handle whatever situation may arise.