

ADMISSIONS PROCEDURES II

2007 ENTRY

A Guide To

**Consideration and Selection of
Candidates at Confirmation and
Clearing**

For Course Selectors

THE UNIVERSITY OF
WARWICK

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Appendix 1 Confirmation notes for Course Selectors

ADMISSIONS PROCEDURES II

CONFIRMATION AND CLEARING 2007

This Guide is intended for use by University Course Selectors. It provides details of the procedures required by Warwick and the Universities and Colleges Admissions Service (UCAS) for the selection of students for courses. It should be read in conjunction with "Admissions Procedures I" published earlier this year.

1. The Summer Timetable

30 June	:	Last date for receipt of LATE applications. After 30 June, applicants will have been and continue to be automatically in "CLEARING"
Mid July	:	Clearing Passports (CPs) issued to all eligible applicants (home and overseas).
	:	BTEC and IB results begin to be sent to us by UCAS.
7 August	:	SQA (Scottish) results published.
13-15 August	:	Applications with completed results available to Course Selectors.
15 August	:	Decisions on all Middle people <u>who have applied for a scholarship</u> must be made by this date
16 August	:	Results Day – Results available to students, schools and colleges. Warwick Confirmation Hotline Opens +44 (0)2476 533544 Clearing Passports begin to be sent to all remaining eligible candidates and the vacancy (Clearing) information services start.
24 August	:	All decisions on CF and CI candidates not automatically accepted must reach Undergraduate Admissions by this date. Any outstanding decisions will be automatically rejected by UCAS.
20 September	:	Last date for receipt at UCAS of application forms for 2007 entry.

2. Confirmation of Offers

(a) Timing

Please note that all timings in this guidance are based on normal practice. Should the receipt of results be delayed alternative guidance regarding timing will be communicated to Course Selectors at the earliest opportunity.

The majority of the A/AS level results will be processed by Undergraduate Admissions and forms made available for Selectors from 10.00 am on Tuesday 14 August where possible. Selectors are asked to contact Undergraduate Admissions late on Monday 13 August or early on Tuesday 14 August to find out if their forms are ready.

SELECTORS MUST BE AVAILABLE FOR DECISION MAKING BETWEEN TUESDAY 14 AUGUST AND FRIDAY 24 AUGUST, OR UNTIL ALL DECISIONS HAVE BEEN CONFIRMED.

(b) The Confirmation Process

The Confirmation of offers operation will take place in the Student Admissions Office (SAO), University House. Selectors are asked to go to the Admissions Office (outlined below) to pick up and return their forms.

Course Selectors are requested to call into the office for their forms between **10.00 and 11.00 am** from Tuesday 14 August. Selectors should aim to work through their forms in **CMR1.2 or CMR1.3** and tea, coffee and biscuits will be available in the kitchen on the landing next to the council chamber suite. A PC will be provided in each room to provide access to look up applicant details online (including unit grades for individuals) using Weblink. **If you require assistance from the Undergraduate Admissions Team, please come to the office and a member of your Faculty Team will be available to assist you between the hours of 9:00am and 4:30pm.** Additionally, Ailsa Chambers and your faculty link Officers, will be available throughout the day. **Individual appointments for all course selectors to meet with Ailsa to discuss the confirmation strategy for their courses, with regard to target numbers, on Tuesday 14 and Wednesday 15 August will be made in advance.**

Course Selectors should be aware that each year there is some last minute fluctuation in numbers. Selectors are advised to factor this in when finalising the position of their courses at confirmation time. We advise Selectors to aim to confirm Overseas applicants to approximately 15-20% above the department's planned intake. Additionally, a small number of Home/EU applicants committed to the University typically ask to be released from their commitment or request to defer to the following year.

Student Admissions Office staff at confirmation

Contact details for Officers are provided on page 11

Arts	Helen Johnson, Admissions Officer Lorna Morris, Senior Admissions Assistant
Science	Kim Gilmore, Recruitment and Admissions Officer Helen Jacques and Sharon Lythe, Lynn Owens, Gary Watson, Senior Admissions Assistants
Social Studies	Christina Edgar, Admissions Officer Lesley Martin and Jacky Bibb, Senior Admissions Assistants

Forms will be in cardboard files and will be separated into automatic acceptances, middle-people (there may be a separate subset of these who only missed achieving their offer by an AS level) and rejections.

The Warwick Hotline will be set up in the Council Chamber to take incoming calls from candidates from 16 August - 24 August. The telephones will be staffed with 10 temporary staff managed by one Officer from 8.30 am - 5.30 pm each day with more limited cover on Saturday 18 August. The enquiry line will not be in operation on Sunday 19 August.

Further information on what to do with candidates in various confirmation categories is provided below:

Automatic Accepts

The Undergraduate Admissions Team will compile results profiles for candidates on Sunday 12 August. Admissions staff will check which CF and CI candidates have met the conditions of their offer and decisions on all automatic accepts will be sent (electronically) to UCAS. These candidates will not be specifically referred to Selectors, although their forms will be available in the course files once the acceptances have been sent to UCAS. **Selectors should check with the Undergraduate Admissions Team concerning the number of confirmed candidates (including postponers from the previous year to 2007 entry, restarts, pre-confirmation accepts, etc.) before consideration is given to "middle people".**

Middle People

For those CF and CI candidates who have not met their conditions, the Undergraduate Admissions Team will attach a 'results profile', including the secondary school's average tariff point score, to the UCAS form setting out the candidate's offer and the grades achieved. Candidates not meeting any minimum threshold requirements set by selectors and agreed with Ailsa Chambers will be rejected by the faculty link Officer (see Rejections section). Candidates who have failed to achieve the conditions of their offer but are above the minimum threshold are called **middle people** and their forms will be

placed into folders within individual course files in the SAO. Files will contain folders of applications separated into the various categories listed in Appendix I.

Results profiles will also include whether a candidate has applied via AWARDS (Access to a Warwick Degree Scheme) or for a scholarship. Decisions must be made swiftly on scholarship candidates, by Wednesday 15 August.

A Level Unit Grade Results

This year we will have access to the unit grades which underpin the overall A level grades achieved by candidates taking these qualifications at confirmation stage. These will be received by the University after the main results and will not appear on the results profiles attached to middle people's forms.

Unit grades may aid course selectors in differentiating between middle people where this level of detail would add value to the decision. Unit grade information should not be used mechanistically as a differentiation tool; however it may be helpful for specific groups of courses. Course selectors interested in using unit grade information at confirmation should be mindful that this will significantly increase the volume of data they need to assimilate, as each A level typically comprises six units. We may have some cases where we have an overall A level grade but are missing some of the underpinning unit grades, in such cases decisions will need to be made on the A level grade alone.

There are two ways in which selectors can access this information should they wish to do so.

i) Online viewing via Weblink

Course Selectors can use their departmental login to access individual applicants' unit grades profiles online using UCAS Weblink. A PC will be located in each of CMR1.2 and CMR1.3 for this purpose. This is the recommended option for selectors who may only wish to view the unit grades for a select group of middles.

ii) Bulk data for specific courses

Should a department have a clear case for wishing to use unit grade information to help differentiate between a large number of middles they should email Ailsa Chambers by 31 July identifying which courses they would like to use this information for and specific A level subjects of interest (rather than all subjects, to reduce the volume of data to that which is most relevant). It is proposed that this data would be produced in an Excel spreadsheet.

Any course selectors who use unit grades to aid their decision making will be asked to feedback to the Student Admissions Office to help us evaluate the effectiveness of using this data at confirmation. This feedback will be used to help develop guidance for course selectors in future years.

Rejections

Selectors may, if they wish, specify criteria for the automatic rejection of candidates at confirmation. If no criteria are provided, all candidates will be treated as middle people. Forms for candidates rejected by one course may be passed to other selectors for review if appropriate before the decision is communicated to UCAS and it is therefore very important that decisions are taken quickly on any obviously unacceptable candidates.

Identifying Home/EU and Overseas Applicants

HOME/EU AND OVERSEAS APPLICATIONS WILL BE IN DIFFERENT FILES AND SELECTORS ARE REQUESTED TO KEEP THEM SEPARATE AT ALL TIMES. It is very important that overseas decisions are processed as quickly as possible and we therefore set up separate filing systems for home and overseas forms.

Channel Island/Isle of Man forms will be with overseas applications. Please note: these applications do not count towards the Home/EU or Overseas intake targets. To help identify the home and overseas applications, **results profiles will be coloured as follows:**

Home 2007 CF Applicants:	White
Home 2007 CI Applicants:	Pale Green
All Overseas 2007 Applicants:	Yellow
Postponers to 2008 Applicants:	Blue

The classification of overseas fee payers will be as accurate as the available information allows. Applicants who accept an offer are deemed to have accepted their fees classification and the University will not normally review this again unless circumstances beyond the candidate's control warrant it.

(c) Action to be taken by Selectors

All Middle people are referred to selectors who must decide whether to accept or reject. When considering the number of home fees middle people to accept for 2007 entry, course selectors must take into account:

- (i) the number of home/EU candidates already accepted
- (ii) the number of home/EU fees places available on their programme
- (iii) the number of home/EU candidates still awaiting their results
- (iv) the number of outstanding CI candidates who have not had a decision from their CF institution

Please make sure that you check your lists carefully and that you communicate with the Admissions Team on a regular basis.

Once a decision has been made, selectors should initial and date their decision on the results profile sheet attached to the UCAS form. The application forms should then be returned to the faculty lead Officer. SAO staff will then take them to large grey or blue crates marked 'Accept' or 'Reject' for the attention of

the Admissions teams. **Forms on which decisions have been taken must be returned to the faculty Officers and must NOT be returned to folders in the course files.**

Decisions on middle people MUST BE MADE AS QUICKLY AS POSSIBLE WITHIN THE CONSTRAINTS OUTLINED IN (c)(ii)-(iv). The number of middle people application forms held for a particular target group should not significantly exceed the number of places still available.

Decisions on middle people who have applied for a scholarship should be made by Wednesday 15 August and should be passed directly to the faculty lead Officer on the same day. Oliver Walmsley will be available to answer any questions regarding scholarship candidates.

Please bear in mind that until we have made a decision, applicants are unable to enter Clearing and secure a place elsewhere. Unnecessary delays can jeopardise their chances of finding a place on a suitable course and cause them considerable distress. The University's reputation with schools and colleges can also suffer.

(d) Departments with centralised decision making

For those departments taking part in centralised decision making, your link Officers will be contacting you to discuss arrangements for making decisions at Confirmation and Clearing.

(e) Action to be taken by Candidates

Confirmed CFs (CFAs) will receive a letter from UCAS informing them of their acceptance (UCAS AS12). New from 2007, we are asking confirmed individuals to contact the University when they receive their AS12 only if they no longer wish to take up their place. Enrolment and other papers will be sent to the new students once they have a confirmed Unconditional Firm application status.

(e) Information on Acceptances

Selectors should retain their candidate lists (detailing applicants and their status which will be provided to Course Selectors prior to publication of results) to annotate during confirmation of offers; this will enable them to monitor who has been accepted, with what 'A' level scores, and whether or not they will be liable for overseas fees. After 24 August, the Undergraduate Admissions Team will keep Selectors informed of acceptances.

(f) Releases at Confirmation

The University is committed to confirming all offers to applicants who have satisfied the conditions of their offer. Applicants are also committed to taking up their places unless they withdraw from the UCAS scheme for that year.

However, UCAS recognises that there are occasionally genuine reasons why an applicant may wish to be released by the University to which they are committed at confirmation and find a place at another institution. Such reasons might include personal, financial or family difficulties which mean that the student wishes to remain living at home, or significant changes to the course at the original institution.

Accepted applicants who wish to transfer at confirmation may be released into Clearing by the losing university. Once in Clearing, they may be accepted by any other institution willing to accept them on the same basis as other Clearing applicants and no direct negotiation between the gaining and losing institutions will be involved.

If selectors receive requests for releases they should ask for confirmation of the request in writing (email is acceptable) and inform the Undergraduate Admissions Team immediately. If a Selector agrees to the release, the Undergraduate Admissions Team will transmit our decision to UCAS on line. Applicants who are committed to other universities and who Selectors wish to accept IN EXCEPTIONAL CIRCUMSTANCES ONLY may be advised of the above procedure and will then need to negotiate their own release from the other university. Such applicants should however only be offered places if they have genuine reasons for wishing to transfer and there are still places available.

3. Clearing

Clearing is the last opportunity for those applicants not holding a place to be considered for courses declaring vacancies. This year it will effectively begin in mid July when the first Clearing Passports are issued and will run until late September.

(a) Scope of Clearing

The following categories of candidates come within the scope of the Clearing Scheme:

- (i) those who apply after 30 June
- (ii) those who hold no offers from their original or UCAS Extra choices
- (iii) those whose offers are not confirmed following the publication of the examination results in August

These applicants are automatically sent Clearing materials by UCAS - a Clearing Passport (CP) and a Clearing instruction leaflet. These will be sent to all eligible applicants from July. Those awaiting August examination results will only become eligible when the examination results have been published.

(b) Statement of Vacant Places and Minimum Standard Accepted

Selectors who have not already discussed going into Clearing or the capture of additional students in confirmation with the Admissions Team are asked to liaise with Ailsa Chambers before the publication of results if they believe that they will need to go into Clearing.

It will be important for Selectors to indicate the following details so that candidates will not be referred by UCAS for a course for which their qualifications are unsuitable:

- (i) the minimum acceptable A/AS level grades or tariff point score.
- (ii) any specific A level subject(s) that are required for the course and the minimum grade.

Clearing vacancies will be published by UCAS, on their website www.ucas.com, and in *The Independent* and *The Independent on Sunday* newspapers. Clearing vacancy information will be published from 16 August until places are filled.

(c) Clearing Procedure

Applicants eligible for Clearing are sent a Clearing Passport (CP). The Clearing Passport is pre-printed with only the applicant's name, address and identification numbers.

Further details, including known qualification details, can be viewed online or will be downloaded from the UCAS Web-link service and made available to Course Selectors.

In Clearing, the University makes offers directly to applicants and applicants reply directly to the University and not via UCAS.

Clearing applicants can only formally be accepted by the University once they have sent in their original Clearing Passport (CP).

The key to the Clearing process therefore, is getting the right candidates to send in their CPs.

The staff taking calls in Warwick Hotline will be given details of any vacancies at the University and the minimum entry requirements agreed in advance with the Course Selector(s). We have found it difficult to give these temporary staff responsibility for actually making Clearing offers by telephone and, where possible, enquirers who meet the minimum requirements will be therefore be referred firstly to Mini Bhogal and then to Selectors for advice and for offers to be made. **Departments in Clearing should give careful consideration to which telephone number they give us for Clearing referrals and should ensure that someone is always there to take calls. They may wish to nominate more than one person to make offers. Alternatively, the Admissions Team can make offers to all those who meet minimum criteria agreed with the department without referring the application to the course selector. Please contact Ailsa Chambers if you would like to proceed on**

this basis. All offers should be logged and the details listed below must be emailed immediately to Mini so that we know how many CPs we are expecting.

Clearing applicant information to be emailed as a matter of priority to Mini:

- i. Applicant name
- ii. Date of birth
- iii. UCAS number
- iv. Course applying for

If departments in Clearing wish to post a designated Clearing contact at the hotline in the Council Chamber, they are welcome to do so.

Please note that it is made quite clear to candidates in their Clearing Instruction leaflet that offers made orally or in writing are unofficial until institutions have received their Clearing Passport.

Course Selectors will be expected to make a final decision **on the same day** as the CP arrives in the Office. Departments in Clearing may wish to make individual arrangements with the Admissions Office about how CPs will be collected or passed on each day. If someone is not sent to collect them, they may be scrutinised and signed off by administrative staff. Any CPs received in departments should be brought over to Undergraduate Admissions Team as soon as possible. Accepted candidates will be notified via UCAS.

4. Accommodation

The University normally guarantees to house all new first year students in University accommodation if their accommodation application has been submitted by 31 July (either on campus or in a student house). **This guarantee must not be given to Clearing candidates.**

For all queries regarding accommodation it is best to refer candidates to:

Warwick Accommodation:
Rootes Social Building
The University of Warwick
Coventry CV4 7AL United Kingdom
Tel: +44 (0) 24 7652 3772
Fax: +44 (0) 24 7652 4887

Website: <http://www.warwick.ac.uk/go/accommodation>
Email: accommodation@warwick.ac.uk

5. Late Applicants not in the UCAS Scheme

Selectors who receive enquiries from promising applicants not already in the UCAS scheme and who have places available should inform Undergraduate Admissions Team so that the candidate can be told to apply immediately through UCAS while their informal application is being processed. Experience has shown that, while a number

Appendix 1

CONFIRMATION NOTES FOR COURSE SELECTORS

Home and Overseas (including Isle of Man/Channel Islands) Applicants will be separated in the files. Within these two categories the candidates are divided as follows:

- UF Unconditional offer firmly accepted.
- UI Has accepted our unconditional offer as their insurance. They are CF elsewhere and will only come to Warwick if the CF institution rejects.
- CFA Conditional offer firmly accepted by candidate and candidate has met the conditions of the offer. We will have notified UCAS of our acceptance of the candidate. The candidate automatically becomes UF.
- CIA We are the insurance choice and have sent acceptances to UCAS. Most will be accepted by their first choice (CF) institution and disappear but we are committed to taking those who have met our offer but failed to reach the grades required by the first choice.
- MIDDLE PEOPLE** **Have not met the conditions of their Warwick offer but have achieved A level results above the minimum threshold required by selectors.**

Please make a decision as soon as possible by indicating ACCEPT or REJECT on Results Profile, initial and date the decision and take the form to the Student Recruitment and Admissions Office. DO NOT PUT BACK IN THE FOLDERS FORMS ON WHICH YOU HAVE TAKEN A DECISION THAT HAS NOT YET BEEN RECORDED BY THE ADMISSIONS TEAM.

It is important to note that decisions on middle people who have applied for a scholarship should be made by Wednesday 15 August and the forms given to the faculty lead Officer on the same date.

- R Rejected candidates
- PE These are UFs who have withdrawn/declined and CIs who have been placed at their first choice university (PE - placed elsewhere).
- PP Postponers - Candidates accepted for entry next year i.e. in October 2008.

Note

1. The Profile of Results sheet attached to each application form will show:

- The name and degree programme of the applicant
- The year of entry and offer made
- The candidate's results
- The candidate's school's average tariff point score
- The candidate's offers from other institutions

The candidates' qualifications will be described as follows:

GAL	GCE A Level
GASL	GCE AS Level
GDA	GCE A Level Double Award
ASD	AS Double Award
VAL	VCE A Level
VASL	VCE AS Level
VDA	VCE A Level Double Award
AEA	Advanced Extension Award
SL	GCE A Level Special Paper
STEP	Step Award
FM	Free Standing Maths
IE	International Baccalaureate Total Score
ILC	Irish Leaving Certificate
SHT	Scottish Higher
ASHT	Scottish Advanced Higher
SL	S Level

Some examination results will be given as Bd etc. Only the first letter counts, the second is the oral or practical result.

An International Baccalaureate total score of less than 24 is a fail. Other IB grade information:

IF IB Overall result: P = pending, D = diploma, B = Bi-lingual, W = withdrawn

ID IB Bonus points: FC = failure code

Additional grades:

Grade	Qualification	Meaning
N	A/AS level	Narrow fail
X	A/AS level	Result not available yet / exam not taken / no show by candidate / declined grade *
Q	A/AS level	Queried grade *
#	A/AS level	Partial absence indicator *

* The Undergraduate Admissions Team will attempt to obtain the grade as soon as possible directly from the examination board concerned or from the candidate's school. Selectors should bear in mind that in some cases such candidates will meet the conditions of their offers when the absent grade is obtained, depending on their performance in their other examinations.