



# HARRODIAN

## **UCAS and Predicted Grades Policy**

### **Predicted Grades Policy**

Predicted A Level grades are an extremely important part of monitoring performance in the Sixth Form and are an integral part of the process of supporting applications for Higher Education and other opportunities beyond school.

Grade predictions are based on the professional opinion of Heads of Department and are collated by the Head of Sixth Form. Heads of Department are able to justify their decisions by reference to evidence of performance, achievement and potential.

The precise nature and weighting of the evidence on which predictions are based is at the discretion of individual departments but it will normally include all aspects of classwork, including attendance and punctuality, in completing assignments, homework, tests and examinations.

GCSE and Lower Sixth internal examination grades will be taken into account but achievement in the Lower Sixth examinations should not be presumed to be the same as the predicted grade at A Level. A predicted grade at A level could, in some circumstances, be lower than that achieved in the Lower Sixth internal examinations because the complete A level course is more demanding; conversely, a higher prediction at A level than the level achieved in the Lower Sixth internal examinations may be justified because of improvements in performance over time. The final predicted grade used in the university application process is at the discretion of the Head of Sixth Form who will be able to justify this decision in the light of departmental predictions and the factors set out above.

A Level predictions are finalised by 1st October in the case of those students who need to meet the UCAS deadline of October 15th and by 1st December in the case of all other applications.

Revisions to predicted grades may only be made after these dates in exceptional circumstances.

It is School policy to allow parents and pupils to know the predictions, the reasons for them and any remedial action that may be recommended in the light of these predictions. The School does not formally publish predictions.

## **UCAS References**

- All Sixth formers will have the opportunity to see their references through the School. It will not be the School's policy to require them to apply to UCAS for sight of their references.
- All references are non-negotiable and will normally be seen by the students only after they have been sent.
- Pupils will be able to see a copy of their references by arrangement with the teacher in charge of UCAS entries.
- Staff should be aware that there should be no surprises in the references and that remarks should be based on feedback given to students through reports, at Parents' Evenings and on other occasions.
- The new openness of references means that detailed record keeping, including keeping records of significant conversations with parents at Parents' Evenings and on other occasions, noting punctuality, attendance and reliability about completing work, is very important and must be totally accurate.

## **Student Personal Statements**

It is important that a student's personal statement should show the person in the best light; it is, therefore, School policy that a senior member of staff will review the personal statements to check for spelling, punctuation and grammar.

If any alterations are recommended the member of staff responsible for sending UCAS applications will return the form (electronically) to the student for amendment. Having made the alterations the student should send the form back to the member of staff and also inform him or her that the final version has been sent to the referee. The School's reference will then be added and the full form sent to UCAS.

Person Responsible: Head of Sixth Form

Last update: September 2018

Next update: September 2019