



**Adviser Track and
Reporting Guide
2017/18**

Contents

Adviser Track	3
Using Adviser Track	4
Application status explained	5
Applicant Status Reports	7
Abbreviations and symbols	8
Decisions and replies	8
Summary of conditions	9
Institution and course codes	10
Applicant Status Report reformatter	10
Final Destination Report	12
Timeline of reports for advisers	13
Progression Report	14
Competitor Report	15
Upgrading an existing package	16
Automatic renewal	17
Get in touch	17

Adviser Track

Available: from October each admissions cycle.

Logins sent to: the designated UCAS correspondent (primary coordinator), who can then set permissions for colleagues to access it.

Delivery: available in Apply for advisers.

Adviser Track keeps you up-to-date with your students' applications, so you can offer appropriate advice. You can track your students' decisions from universities and colleges, and see when they reply to make their firm and insurance choices. You can set Adviser Track up to automatically renew annually, or pay each year. Adviser Track is available from October each year.

Adviser Track has three key functions:

- **Search by student (search for applicant):** find an individual student and see their current information – correct to within 24 hours (updated overnight).
- **Permissions:** any adviser with coordinator access can set permissions for other staff. UCAS cannot alter these settings.
- **Download Applicant Status Reports:** download a summary report of all your students' activity.

Adviser Track subscription users also receive **Applicant Status Reports (ASRs)** and **Final Destination Reports (FDRs)**.

Applicant Status Reports – updated weekly and available to download every Monday. This gives us a snapshot of all students' applications to date. If you subscribe on a Tuesday, you will need to wait until the following Monday to access your first Applicant Status Report (ASR). The reports are run each Saturday for all subscribed users.

Don't forget, you can access a daily update through the 'Search for applicants' feature in Adviser Track.

Final Destination Reports – two Final Destination Reports are released a month apart at the end of the Adviser Track cycle (at the end of August and September). These reports replace the ASR towards the end of the cycle. This is due to the major changes of student destinations during this time.

Adviser Track

£50 + VAT

Using Adviser Track

Your students can opt in or out of allowing their details to be viewed by your centre – this can be done as part of the declaration in Apply, or in the personal details section in Track. If they opt in, their details can be viewed in Adviser Track. If they opt out, or if they have not yet agreed, they will not be displayed.

If an applicant does not appear in Adviser Track, it is often because they have opted out of sharing this data.

If an applicant has opted out in error, they can opt in again when signed in to Track, or can contact the Customer Experience Centre on **0371 468 0 468** (or **+44 330 3330 230** from outside the UK).

Adviser Track is accessed when signed in to Apply for advisers. When clicking on Adviser Track, you will either see a link to the product order form (if you are yet to subscribe), or the main page of Adviser Track if your subscription is active.

You can track the offers your students receive from universities and colleges, using the 'Search for applicants' feature, which is refreshed daily.

You can view any offer conditions your students need to meet, and the replies your students make to any offers they receive.



UCAS

Contact us | [Help](#) | Print page

2018 apply Search for applicants

Search (by name): Æ ? search <Log out

Welcome
Applications
References
Link applications to centre
Send to UCAS
Delete applications
Security
Setup
Adviser Track
> Applicant Status Report
> Permissions
> Search for applicants
Training and development
Help
Options/Opsiynau

Welcome > Adviser Track > Search for applicants

Search for applicants

Search criteria

Application status

Display results by

All applicants ?

All applicants

- Ready to send to university / college
- Waiting for university / college to respond
- Waiting for applicant's reply
- Eligible for Extra/Clearing/new choice(s)
- Has accepted offer(s)
- In Clearing
- University / college to make final decision
- Applicant to reply to revised offer
- Final place accepted
- Application cancelled
- Withdrawn from this year's cycle

Application status explained

You can choose to display all students registered with your centre, or search for them by status. Please select your preference from the drop-down list (as shown in the screenshot above).

The following statuses can be selected:

Ready to send to university/college

Applications that have been processed by UCAS but not yet sent to the universities or colleges listed.

Waiting for university/college to respond

Applications that have been sent to the universities and colleges, but decisions have not been received from all choices.

Waiting for applicant's reply

Applicants who have received decisions from their choices and are now required to reply to their offers.

Eligible for Extra/Clearing/new choice(s)

Applicants who are not holding any offers and can apply for further choices through Extra, Clearing, or by adding a new choice to their application. Applicants will be displayed in one of the following categories depending on their status and the time of year:

Waiting for Extra

Extra has not yet started. Applicant applied to five choices and either received no offers or withdrew/declined any offers received.

Eligible for Extra

Extra is open. Applicant applied to five choices and either received no offers or withdrew/declined any offers received.

Waiting for Clearing

Clearing has not yet started. Applicant applied to fewer than five choices and withdrew/declined any offers received.

Eligible for Clearing

Clearing is open. Applicants has either been unsuccessful or withdrew/declined any offers received.

No offers, other options available

Applicant applied to fewer than five choices and has been unsuccessful at all choices; eligible to apply for new choices (up to the maximum of five) or has applied to one choice and paid the single entry fee – they will need to pay the full fee before they can add choices or be entered into Clearing.

Has accepted offer(s)

Applicants who have accepted one of their offers (as their firm choice) or two of their offers (as their firm and insurance choices). Their firm choice will be conditional, for example, CF. Applicants with an unconditional firm offer (UF) are listed under 'Final place accepted'.

In Clearing

Applicants who apply after 30 June and are eligible to apply through Clearing for a choice.

University/college to make final decision

Applicants who are waiting for their university or college to confirm their conditional offer. The decision will be based on whether they meet the conditions of the offer.

Applicant to reply to revised offer

Applicants who have received a changed course offer from their chosen university or college, e.g. a change of course, entry year, or campus. These applicants need to reply to the revised offer in Track.

Final place accepted

Applicants who have firmly accepted an unconditional offer, received an unconditional offer after meeting their conditional offer requirements, or been given a place in Clearing, for example, unconditional firm.

Applicants who choose to use Adjustment will be displayed in one of these categories:

Registered for Adjustment – applicants who have registered in Track to use Adjustment.

Placed through Adjustment – applicants who have been accepted for an alternative place through Adjustment.

Application cancelled

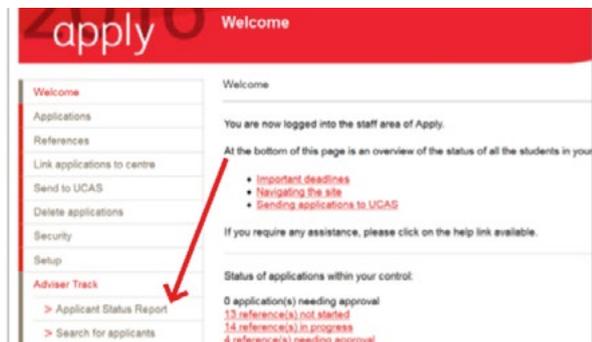
There are several reasons why an application may be cancelled. It is usually because the applicant has chosen to cancel it within 14 days from the date it was processed. If this is the case, the application fee is refunded and applicants can submit another application in the same academic year.

Withdrawn from this year's cycle

Applications that have been completely withdrawn from UCAS for the current academic year, either by the applicant or by the university or college the applicant was holding as their unconditional firm choice. Applicants cannot submit another application in the same academic year.

Applicant Status Report (ASR)

Your ASR is a snapshot of your students' applications. Updated weekly, it is a great tool for monitoring your students' progress throughout the application cycle.



When signed in to Apply for advisers, click 'Adviser Track' in the left-hand menu, then select 'Applicant Status Report'. The report is downloaded as an Excel spreadsheet and each student will be represented in the format shown below. Please note, it may look different in style in Excel, but the layout of data will remain the same.

Our macro (in an Excel .xls file) allows you to reformat, filter, and sort your weekly ASR in Adviser Track. See [page 10](#) for more information.

UCAS Applicant Status Report 2018 entry (26/04/2018 09:24)									
99999		The UCAS School							
Daniels	Anthony	21-Apr 2000	1.02E+09	08-172956	Kingsland			Harlow GL51 1YE	
1	L34	LEICR	G100	CF	Y	ABB	Mathematics	2018	
2	E14	EANGL	G100	CI		AAB	Mathematics	2018	
3	L79	LBRO	G100	UD	A	96	Mathematics	2018	
4	B78	BRISL	G100	REJ		ABB	Mathematics	2018	
5	E84	EXETR	G100	W	Z	116	Mathematics	2018	

Choice number (no order of preference)	Course code	Campus code for provider	Course – full title	Course start date
Provider code and abbreviated name L79, LBRO – Loughborough	Choice status – decisions from providers and replies from applicant	Conditions of offer – can be given as grades or Tariff points		

Abbreviations and symbols

The reports use various abbreviations and codes. Please find below a list of codes you should find useful when interpreting your data.

Decisions and replies

REF	Sent to provider for consideration
FULL	Course became full after application sent to provider for consideration
INV	Invitation from provider to attend interview, audition, or send portfolio
U(UF)	Unconditional offer (firmly accepted)
UI	Unconditional offer (held as insurance)
U(D)	Unconditional offer (declined)
C(CF)	Conditional offer (firmly accepted)
C(CI)	Conditional offer (held as insurance)
C(D)	Conditional offer (declined)
REJ	Unsuccessful
W	Withdrawn (either at the request of the applicant or provider)
C(DBD)/U(DBD)	Offer declined by UCAS. Reply not received from applicant by deadline given
UCC(F)	Unconditional Changed Course offer (firmly accepted)
UCC(DBD)	Changed Course offer declined by UCAS. Reply not received from applicant by deadline given
CLA	Clearing Accept
DCF(F)	Delayed Confirmation of CF choice
RBD	Reject by default (decision not received from provider)

Summary of conditions

- M** The offer is subject to satisfying the general entrance conditions of the provider.
- A, B, C, D, E** The offer shows the grades required in subjects at GCE Advanced level, or SQA Highers and Advanced Highers.
- +** The offer contains a GCE AS award requirement.
- X** The offer contains a GCSE / Standard Grade requirement.
- F** The offer contains a Foundation / Access course requirement.
- G** The offer includes a requirement for a financial guarantee.
- H** The offer also includes an alternative course / HND offer.
- L** The offer includes an English language qualification requirement.
- T** The offer is subject to industrial sponsorship being obtained.
- J** The offer contains an Edexcel Foundation / BTEC / Scottish Qualifications Authority qualification required other than those covered by codes A – E above.
- K** The offer is based on other academic requirements, e.g. Irish Leaving Certificate or International Baccalaureate. You should refer to the applicant's offer letter.
- N** The offer includes non-academic conditions, e.g. satisfactory medical report or criminal record check.
- Numeric e.g. 96** The offer has been expressed in UCAS Tariff points. You can check Tariff points against grades at www.ucas.com/ucas/tariff-calculator.



Institution and course codes

Your weekly reports will also contain reference to institution codes (e.g. BMET) and campus codes. The [list of institution and campus codes](#) will help you identify the provider and campus. In your weekly reports, you will also see the course name identified.

You can find out which courses are in which subject groups on the [Higher Education Statistics Agency \(HESA\) website](#) – these are known as [JACS codes](#). The classification codes, owned jointly by UCAS and HESA, are only ever in the format of letter, number, number, number. The applicants do not see these.

Applicant Status Report reformatter

Our macro (in an Excel .xls file) allows you to reformat, filter, and sort your ASR in Adviser Track. Please follow these instructions to reformat your report. **You will need to use this ASR macro every time you download your ASR.**

1. Download your ASR and save it to your computer.

Do not change or edit your downloaded ASR file (e.g. do not change it from CSV to XML).

Close down any other Excel files you have open.

The following steps will enable you to split an ASR into one worksheet with just choices (universities and colleges), and another worksheet with just applicant details.

The choices worksheet includes applicant data on each row, to assist with adding the data to a school or college database.

2. Open the Excel file.

3. If you are prompted to do so, select 'Enable content'. When opened, you'll see a single worksheet with a box that says 'Click button to run ASR reformatter'.

You need to open the worksheet fully to see the button, as it is in the middle of the sheet.

(Note: when the macro is opened, it decides if the CSV is an 'ASR file' based on what is in cell A1 in the worksheet, so do not change this cell.)

4. Select 'Click button to run ASR reformatter'.

A standard box to open files is displayed. Select the saved ASR (in CSV format) you want to reformat, and click 'Open'. Make sure the drop-down tab next to 'File name' in the search window is set to 'All files', not just Excel files.

5. Wait while the file is reformatted (the hourglass/circle shows). When it's complete, a box appears displaying 'Added new sheets choices and applicants'.

Be patient – depending on the size of the file, it may take some time to reformat.

Click 'OK'. The choices sheet opens.

'Choices' has a row of column headings, followed by one row per choice. Each has last name, forenames, date of birth, Personal ID, application number, and postcode, then the choice details.

'Applicants' also has a row of column headings, followed by one row per applicant, made up of the same six columns that precede the choice details in sheet 1.

6. Click 'Yes' to show the summary table, or click 'No' to delete the summary table (if prompted).

The original ASR is saved as a third worksheet.

7. To sort and filter each column, highlight the titles (on the top row) and click 'Filter'.

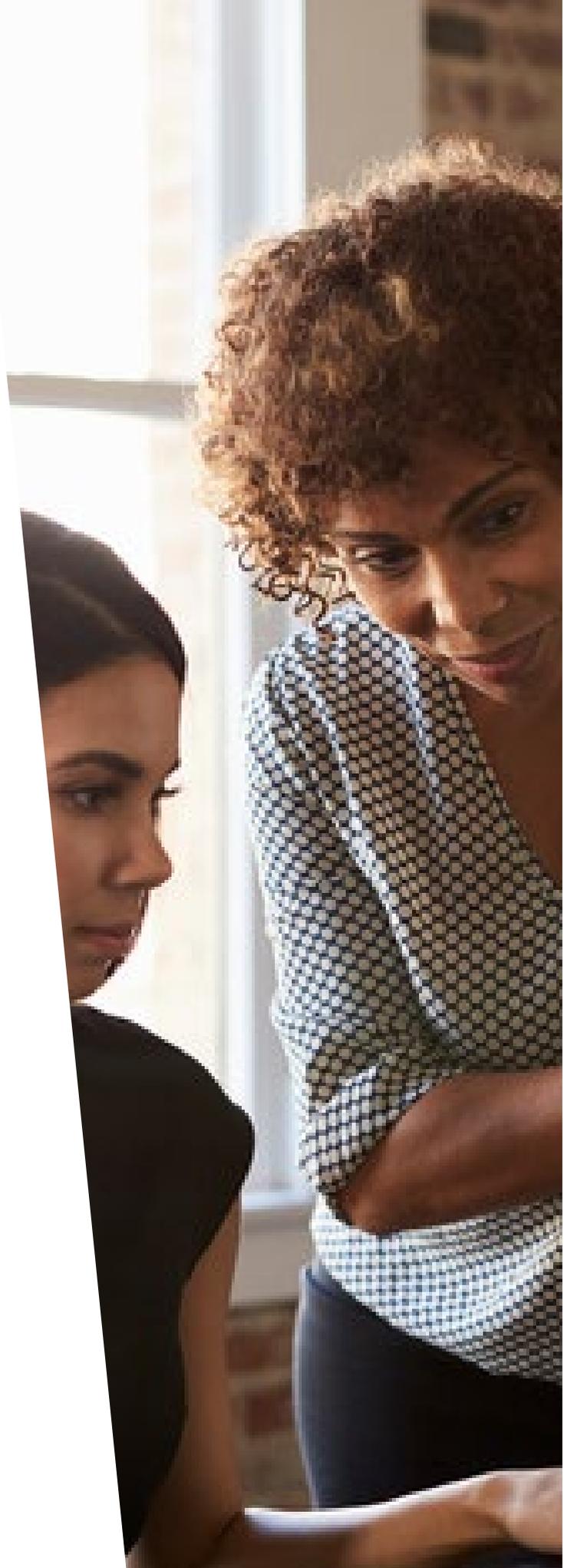
Please check that no rows have been lost during reformatting – the number of choices in sheet 1, plus the number of applicants in sheet 2, should equal the total number of rows of data in the original ASR.

Identifying withdrawn applicants – withdrawn applicants have a single 'choice' in the ASR, with 'Completely Withdrawn' in column A (where the choice number would be). The original choices are not shown.

To identify these applicants in the choices sheet, select 'Data', 'Filter', and 'AutoFilter'. Click the arrow in column G (choice number) and select 'Completely Withdrawn'. To return to the full listing, select 'Data', 'Filter', and 'AutoFilter' again to toggle filtering off.

Note: The macro will reformat a CSV report, but not an HTML file.

It will reformat a report that has been saved as an Excel workbook (.xls), providing it opens at the report, and does not already have a sheet named 'Choices' or 'Applicants'.



Final Destination Report

The Final Destination Reports take the place of the Applicant Status Report towards the end of the cycle. Two reports are released a month apart at the end of the Adviser Track cycle (at the end of September and October).

The report shows the end of cycle status of applicants who made their applications through your centre. The report will be represented in the format shown below.

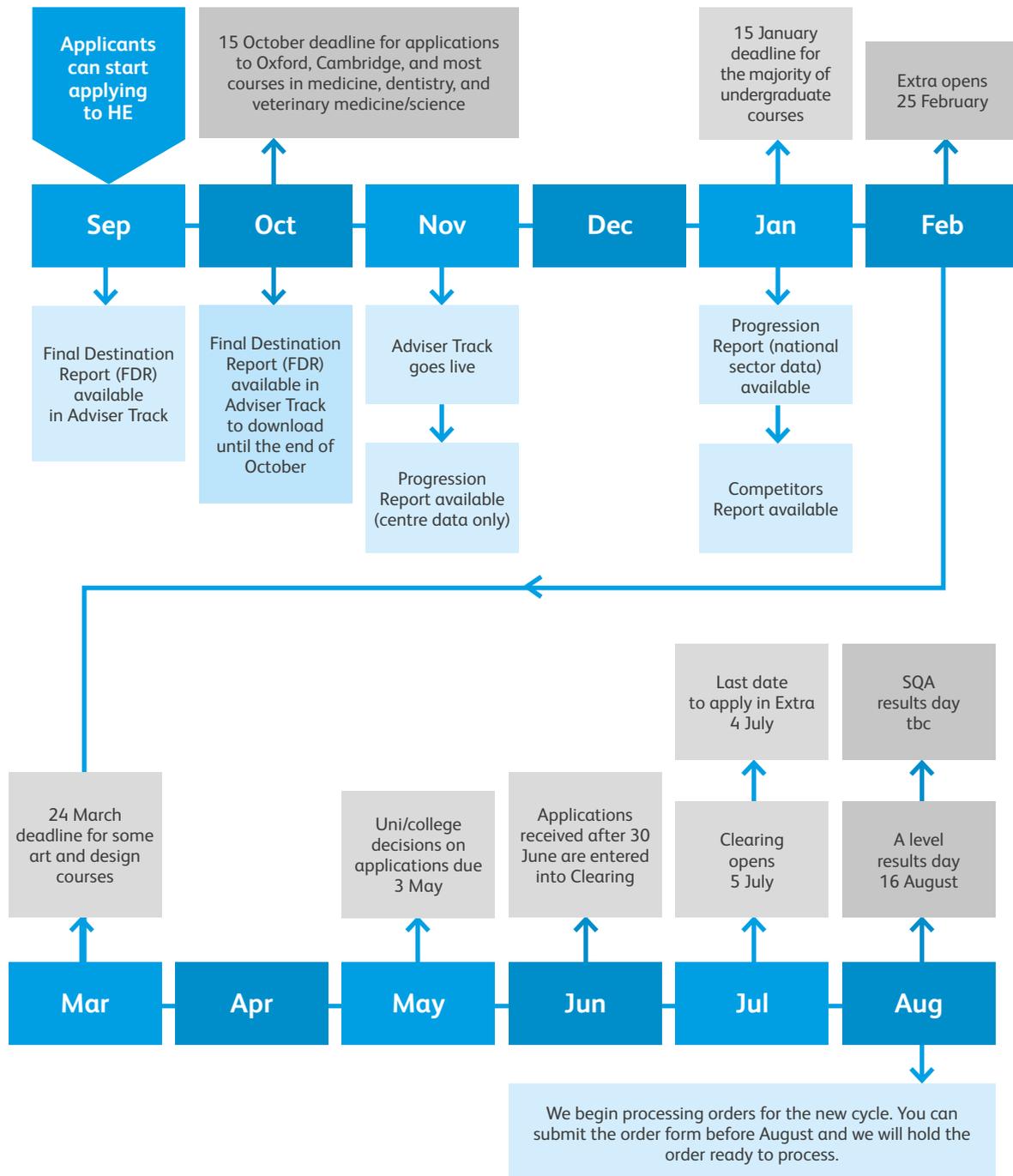
The report will be available to download from Apply for advisers 2018 once the 2017 cycle closes. Final Destination Reports must be downloaded by the end of October. We are unable to run these reports again once they have closed.



UCAS Applicant Status Report 3 2017 entry (01/10/2016 03:53)

##### Training School											
Surname	Forename	Sex	Date of Birth	Personal ID	App Scheme Code	Inst code	Inst Name	Course	Campus	Course placed	Year of Entry
Adams	Chloe	F	###	1.15E+09	UC01	C15	CARDF	N1R4		Business	2016
Bailey	Benjamin	M	###	1.15E+09	UC01	S27	SOTON	L611		Criminology	
Baldwin	Niamh	F	###	1.2E+09	UC02					Not placed	

Timeline of reports for advisers



Progression Report

Available: November and January

Accessed by: designated UCAS correspondent only

Delivery: sent via MOVEit (secure file transfer system)

Application cycle: the data is from the previous application cycle

Where the Final Destination Report will show the course and provider any given applicant is placed with, the Progression Report is more detailed. It shows any other offers the applicant received, and also includes a key statistic summary, making it easier to interpret and share your results.

The Progression Report is released in two parts, so you can access as much information as soon as possible, and see a dashboard of key statistics.

- Part one includes the individual choice and applicant data from your centre in CSV files. It is available from early November.
- Part two includes a report for the whole sector. Part two is available from early January each admissions cycle.

Individual Progression Report

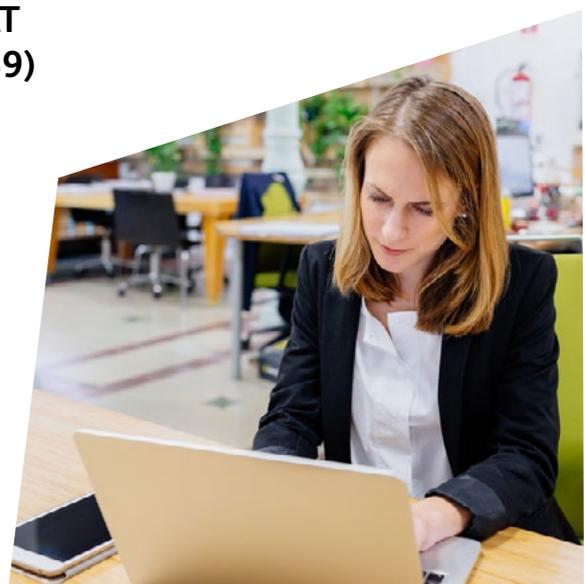
£180 + VAT

or

Silver Package – includes Adviser Track and the complete Progression Report

£191 + VAT

(saving £39)



Competitor Report

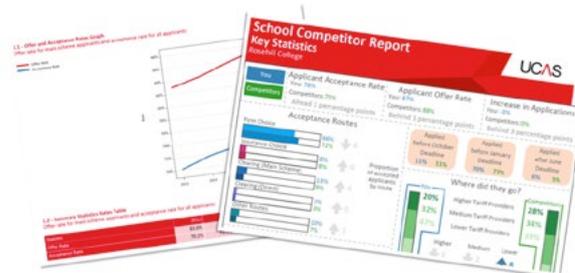
Available: January

Accessed by: designated UCAS correspondent only

Delivery: sent via MOVEit (secure file transfer system)

Application cycle: the data covers the previous application cycle

The Competitor Report shows centres how well your progression statistics stack up compared to competitors, and provides a dashboard of key statistics. It enables you to compare your destination data with your choice of between five and 25 other centres. Data includes subjects applied for, acceptances, and a breakdown of applicant characteristics – e.g. age, gender, ethnicity, and Tariff band.



Schools can order two Competitor Reports if they want to see a variation in where they sit between two groups – e.g. local rankings against national rankings. If more than one report is ordered, the competitor groups must differ by at least five schools to ensure anonymity of data. The data contained in these reports is aggregated.

If you subscribe to the Competitor Report, you will need to complete the competitor data form. UCAS will send reminders to do this each year before we can run the reports.

Individual Competitor Report

£85 + VAT

or

Gold Package – includes Adviser Track, the complete Progression Report, and Competitor Report

**£243 + VAT
(saving £72)**

Upgrading an existing package

If you have purchased the standard Adviser Track, and decide you would also like to receive the Progression Report or the Competitor Report, you can upgrade to the silver or gold package. The £50 + VAT you have already paid will be counted towards the cost of the package.

Adviser Track upgraded to the silver package

(includes Adviser Track and the complete Progression Report)

£141 + VAT
(full price £191 + VAT)

Adviser Track upgraded to gold package

(includes Adviser Track, the complete Progression Report, and Competitor Report)

£193 + VAT
(full price £243 + VAT)

Silver package upgraded to gold package

(includes Adviser Track, the complete Progression Report, and Competitor Report)

£52 + VAT
(full price £243 + VAT)



Package	Reports included	Cost
Gold	Includes Adviser Track, the complete Progression Report, and Competitor Report	£243 + VAT (saving £72)
Silver	Includes Adviser Track and the complete Progression Report	£191 + VAT (saving £39)

Automatic renewal

When you subscribe to Adviser Track or any of the reports we offer, there is a tick box at the end of the order form to opt in to automatic renewals.

If you choose to automatically renew, you'll be sent a reminder when your subscription is due, giving you 30 days to cancel it in whole or in part.

If you have already subscribed without automatic renewal, you can still activate it later by emailing the UCAS Media Schools Team at ucasmediaschoolsteam@ucas.ac.uk.

Reporting

Any UCAS registered centre can order reports, whether you're a school, agent, or adviser (UK or international). Progression Reports and Competitor Reports will be sent via MOVEit (secure file transfer system), and accessed only by the centre's UCAS correspondent – they will have a unique sign in and password. The reports will be in a PDF format, with the raw data supplied in CSV format.

If you are unsure who your UCAS correspondent is, please contact our Schools Team on **0345 123 8001** (UK advisers) or **+44 330 333 0239** (EU and international advisers).

Get in touch

Brook Bailey and Robbie Pert – UCAS Media Customer Experience Team

Contact the UCAS Media Customer Experience Team with any questions about our adviser products, to purchase or upgrade and for help interpreting your data.

Adviser Track queries: please contact ucasmediaschoolsteam@ucas.ac.uk or call **01242 54 4881**.

For access queries or problems using Adviser Track, please contact the Schools Team on **0345 123 8001** (UK advisers) or **+44 330 333 0239** (EU and international advisers).