

Writing UCAS references that stand out

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What we will cover



The basics

How it's used

Advice on content and format

Top tips

UCAS references – the basics



Objective:

“to give universities and colleges an **informed** assessment of an applicant’s suitability for further study” (UCAS)



UCAS references – the basics

- 47 lines or 4000 characters
- Works in tandem with the personal statement
- Supports all UCAS choices
- Additional reference(s) sometimes required



How it's used in the admissions process



1. It's always read

2. A positive approach is taken

3. Very important for competitive programmes

4. And important in borderline cases

UCAS references; planning & preparation



- » Have a robust process
- » Ensure contributors are aware of timelines and expectations
- » Train and share best practice
- » Subject observation logs
- » Student/referee meetings
- » Approval process
- » Read the application thoroughly
- » Obtain details of disabilities/unusual circumstances that may affect the applicant/performance



Expectations

- » Reliable Consistency
- » Honest Student potential
- » Specific Student achievement
- » Comprehensive (4000 characters/47 lines)



What to include

» Content

- Predictions
 - Academic performance
 - Be supportive but realistic
- Background information
 - School type
 - Curriculum policy
- Applicant
 - Assessment of academic suitability
 - Achievements in school
 - Extra-curricular achievements
 - Responsibilities
 - Social Skills

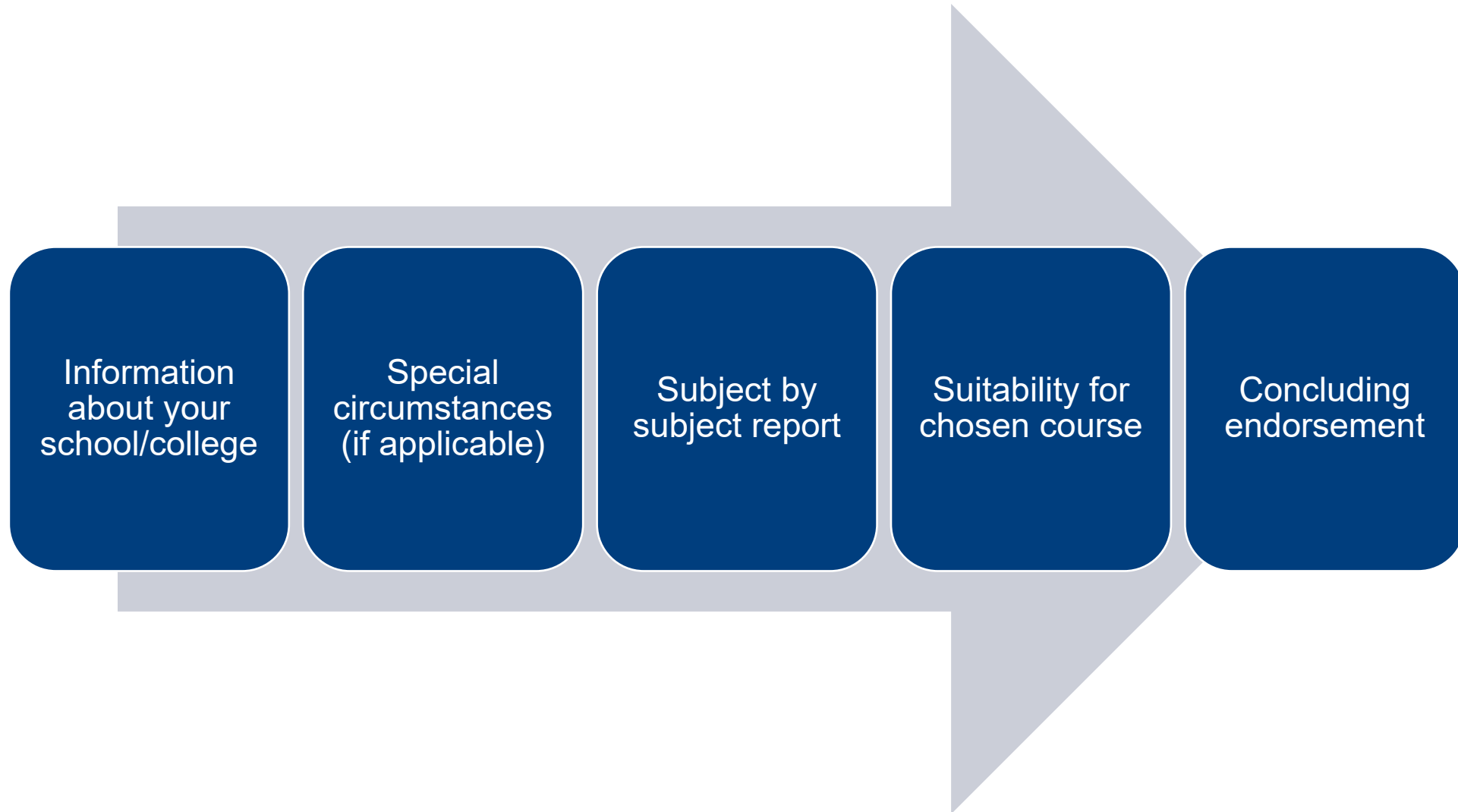


What to avoid

- » Being negative or dishonest
- » Right reference, wrong person
- » Conflicting with personal statement
- » He/she mix-up
- » Strengths/achievements of the school have limited value



A common format



Thank you for watching



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