

INPUTTING INTERNATIONAL QUALIFICATIONS



UCAS CONTENTS

- A Levels
- <u>I-GCSE</u>
- International Baccalaureate
- <u>International Degrees</u>
- Non-Academic Qualifications (e.g., music)*

*Qualifications studied outside of the normal academic curriculum (normally as an optional extra for students) – examples of this include instrument exams conducted by music boards or the Duke of Edinburgh award.



INPUTTING GRADES

- Students should enter all qualifications they'll have achieved by the time they start studying. All certificated qualifications, including GCSEs and any ungraded results (such as a 'U' grade at A Level), must be included in the application.
- This applies to the international equivalent of these qualifications. Students must also include any failed modules in the education section, even if they plan to retake.
- If there's a good reason why the classes were failed (e.g. poor health or change of staff in your school) this is something that could be noted, by you as an adviser, in **the reference**.
- The qualification date is the date of award, not the date the exam is sat.
- UCAS cannot add your modules or grades after you've submitted the application anything you want the university to be aware of
 must be added at the point of application.
- 'Grade' means the grade/score/result/mark earned, not the grade of school the student took the class in.
- Any course results they're still waiting for should be selected as 'pending' (where there is a drop-down box) or left blank (if a free text box).

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INPUTTING GRADES

- If the student hasn't formally completed the qualification (like a high school diploma, but they have the grades achieved in freshman, sophomore and junior year), this is something that should be included on the application. You only need to enter the ones that relate to the course being applied to.
- This is particularly relevant where your students are studying many subjects (e.g. under the US system). Where a smaller number of classes are taken (e.g. A Levels, IB or SXII) how many to input is at your discretion. Your students may wish to include grades from relevant classes in earlier years to show academic progression.
- It's important that pending qualifications are entered accurately UCAS will match <u>a selection of awarded qualifications</u> to the applicant, so universities and colleges can make confirmation decisions. Before universities and colleges have these, they'll use pending qualifications to make decisions. Some universities will email to ask for interim transcripts for certain qualifications.
- We receive results for most Level 3 qualifications delivered in the UK, and we send results for the International Baccalaureate and some international A Levels. For most other international qualifications, the students need to send these to the university, college or conservatoire themselves once completed.
- Part of the role of an adviser is to add predicted grades for pending qualifications where possible.
- If you're a UCAS Registered Centre, make sure to use your qualifications shortlist to support your students with picking the correct qualification.

REGISTERED CENTRES — SETTING UP A QUALIFICATION SHORTLIST

- Log in to your Adviser Portal and select 'Centre Management'.
- Go to 'qualification shortlist'.
- Remember, you should add all the qualifications your school offers.
- If you're an agent or independent education adviser, you may wish to add the most common qualifications in your country.
- You can check the qualifications with the exams officer this'll likely speed up the process and ensure all changes are updated.

Centre manage

UCAS TEST

UCAS centre number: 99999

Centre and reference details

Contacts

Centre linking (buzzword)

Qualification shortlist

Groups

Application fee payment methods

Referee contact details

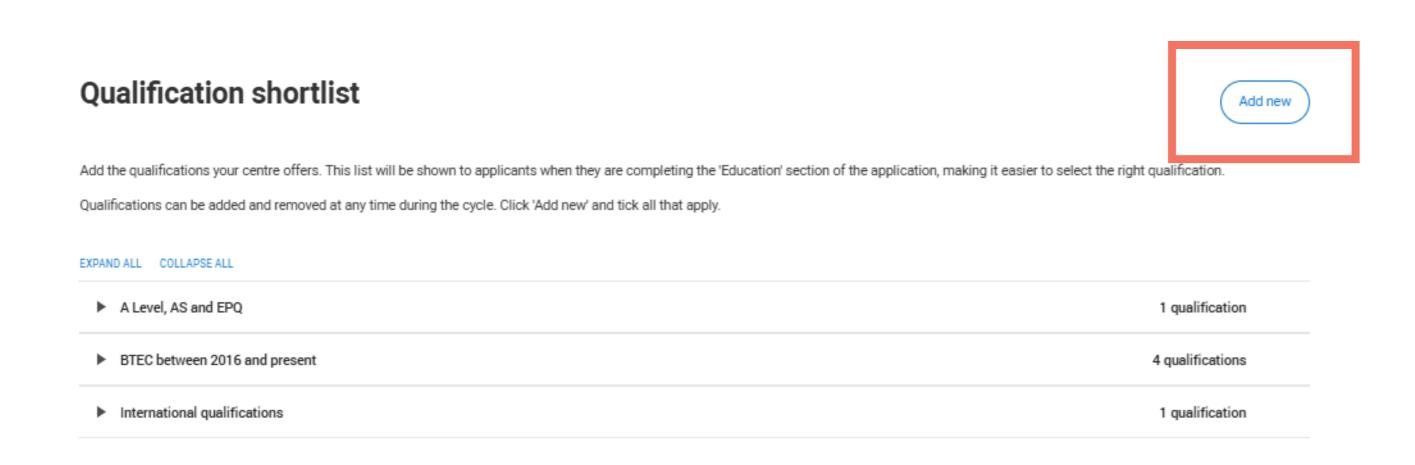
Reference template

Public

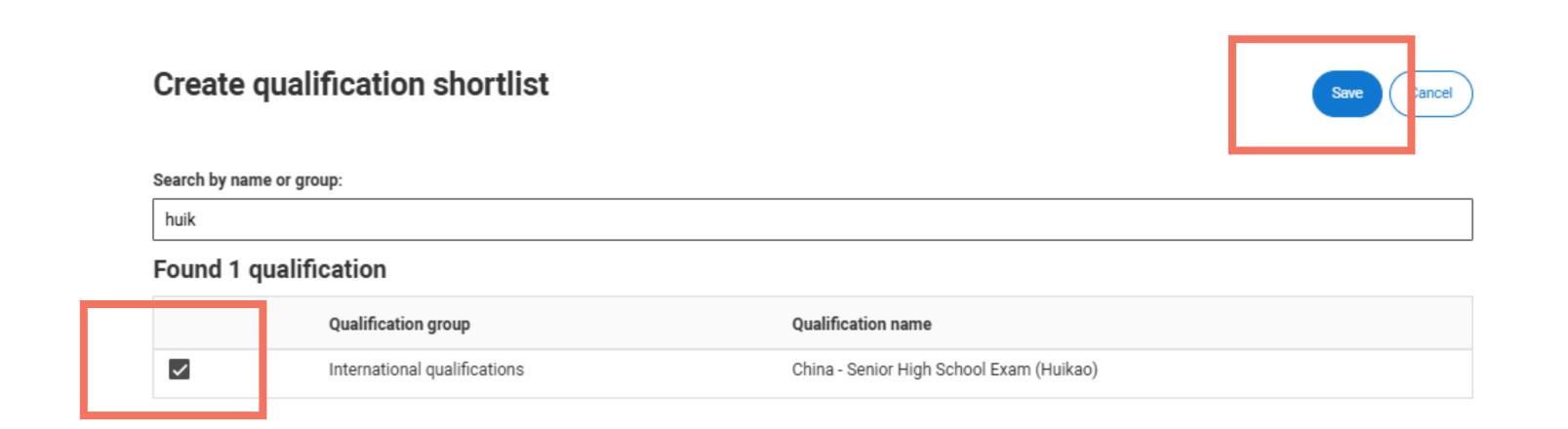
UCAS

REGISTERED CENTRES — SETTING UP A QUALIFICATION SHORTLIST

Click on 'Add new'



 Type the name of your qualification, then tick the box and save

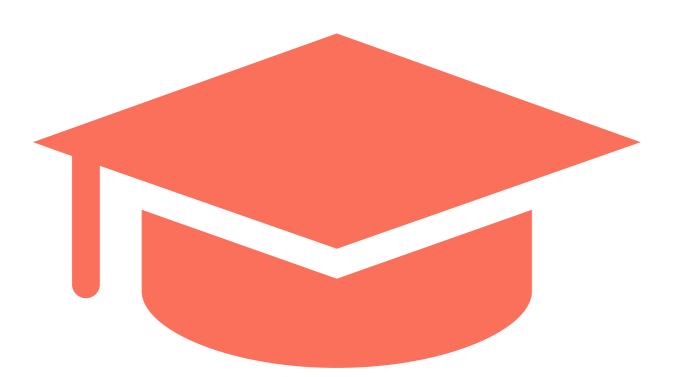


Make sure you're searching the official qualification name, not the subject name. For example, search A Level (exam board), not History.



HOW TO INDICATE DUAL ENROLMENTS

 There are various reasons students might be attending two different educational institutions – these next few slides will talk you through how to represent that. • It's important to include all institutions your students are taking qualifications at, as this'll give a well-rounded picture, and can help to support an admissions decision.

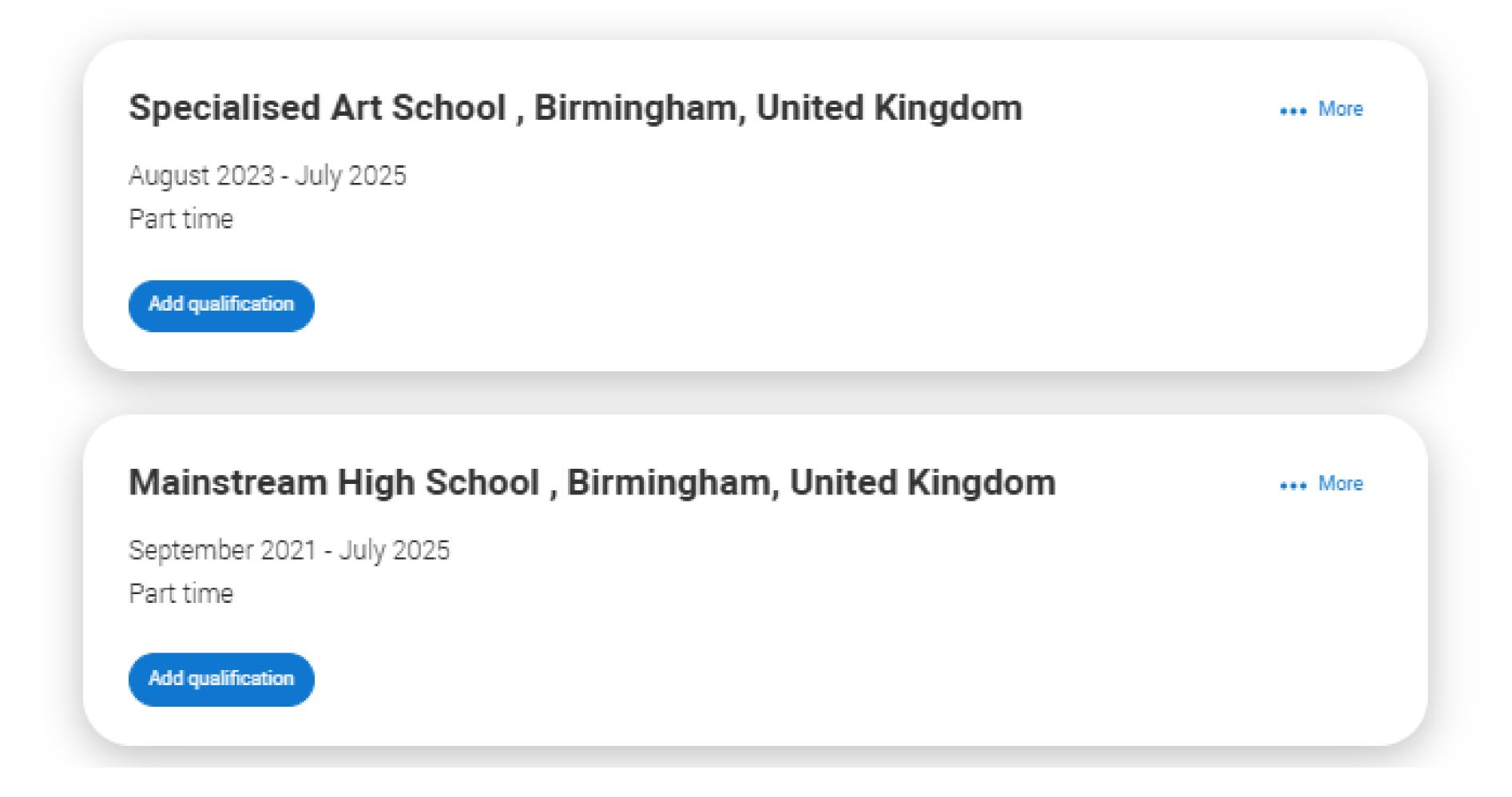




UCAS

DUAL ENROLMENTS — TWO PART-TIME SCHOOLS

- If you're working with a student who's enrolled at two different educational institutions part-time. You should represent this as seen below.
- This is normally applicable if a student is attending two different schools that come together to form a complete educational
 experience (e.g. in traditional school in the mornings and a specialised art or technical school in the afternoon).

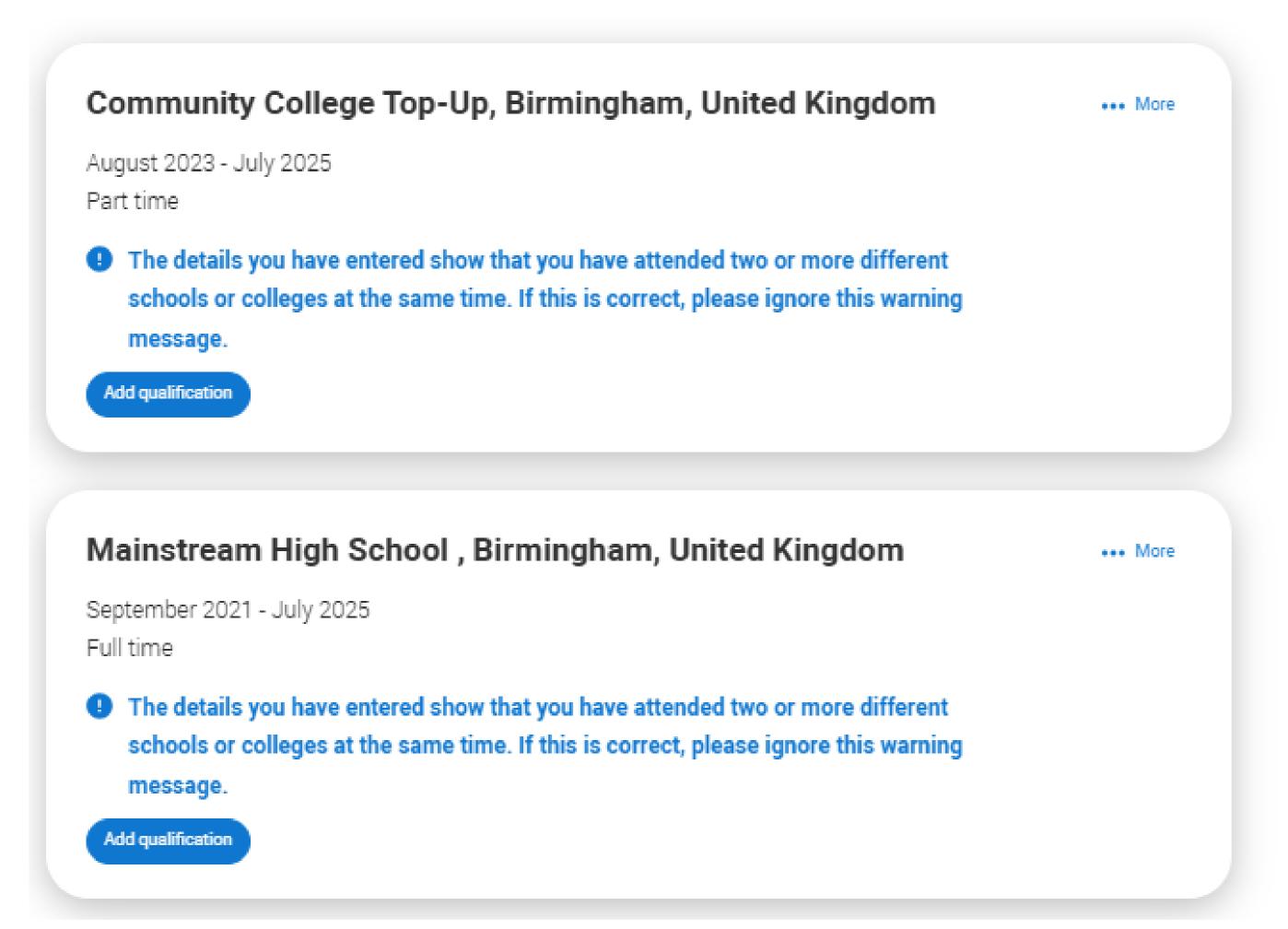


- You should enter the qualifications against the institution that they will be awarded from
- The system will not permit you to add two places of education both as 'full-time'

UCAS

DUAL ENROLMENTS — FULL-TIME PLUS PART-TIME

- If you're working with a student who's enrolled at two different educational institutions one is part-time, and the other is full-time. You can represent this as seen below.
- This is normally applicable if a student is enrolled at a standard school and taking top-up classes elsewhere.
- Examples of this could be a student is enrolled in an online (credit awarding) university class or attends evening classes at a community college as well as their high school.

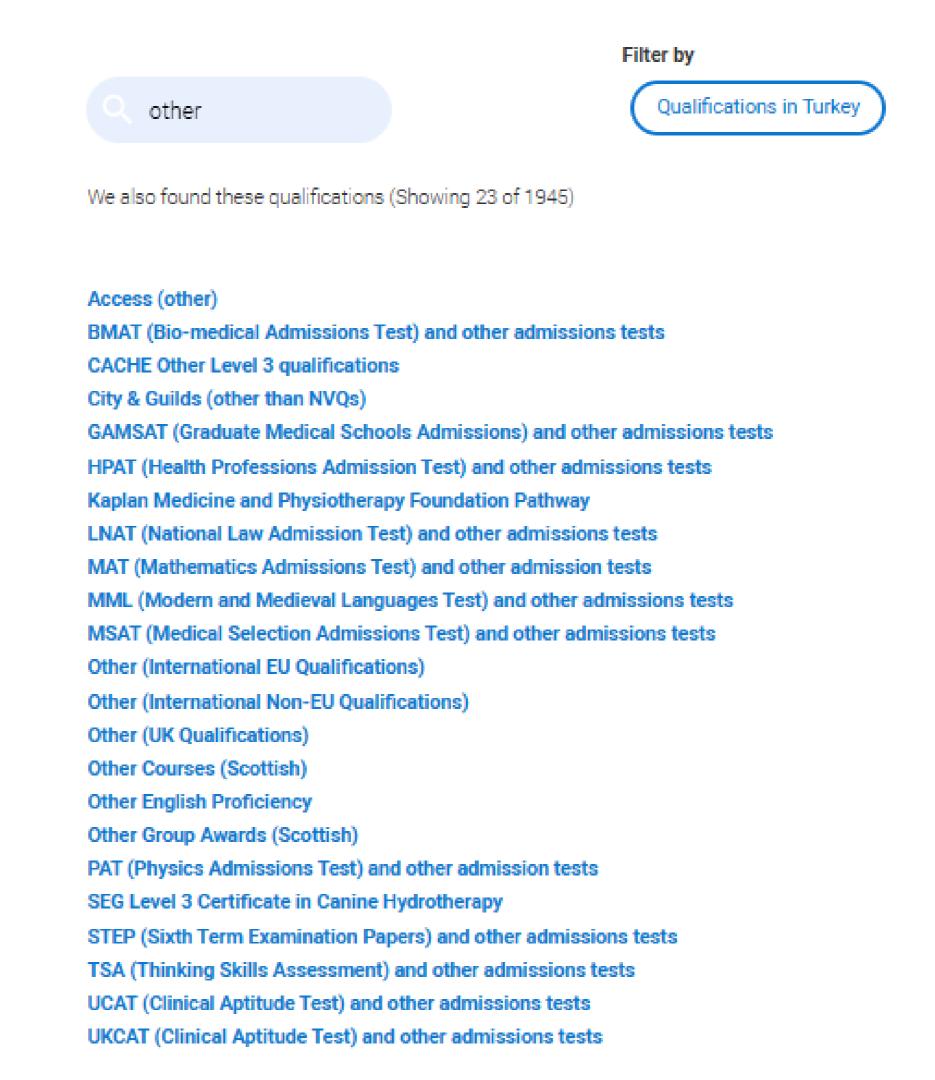


- You should enter the qualifications against the institution that they'll be awarded from
- The system will not permit you to add two places of education both as 'full-time'

CAN'T FIND YOUR QUALIFICATION?

- We'd always recommend you try to find your exact qualification from our list. This helps us process the application quickly and the university to know exactly what you're studying.
- There may be a few qualifications which we don't currently have listed. In these instances, you should use the 'other' free-text box.
- Make sure you pick the right category.
- Please let us know by emailing adviserhelp@ucas.ac.uk if you can't find your qualification.

Other (International EU Qualifications) Other (International Non-EU Qualifications) Other (UK Qualifications)



Add Other (International Non-EU Qualifications)

Subject/title *	Qualificati	on date *	Awarding organisation *	Country *	Result
High School Certificate	08 ~	2025 ~	LEA	Gibraltar	Pass



GLOBAL



FINDING INTERNATIONAL A LEVELS

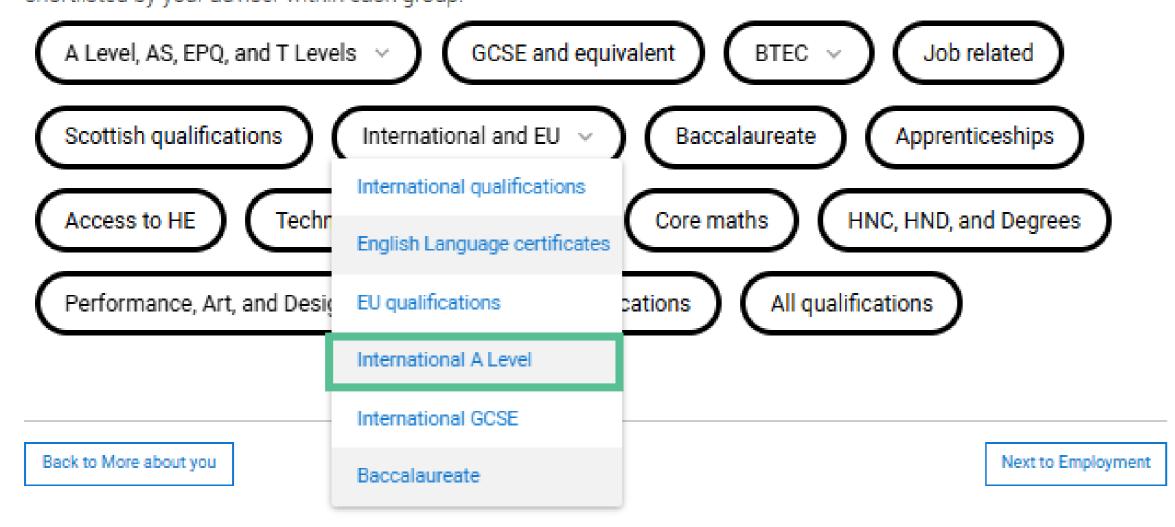
- Select 'International and EU' bubble on the qualifications page
- Select 'International A Level'

Add qualification

If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.



Pick the correct qualification from the list

AICE (International)

Adv International Certificate of Education

Brunei-Cambridge GCE Advanced Subsidiary Level

Cambridge Advanced International Certificate of Education (AICE)

Cambridge GCE Advanced (BC-GCE A) level exam-Brunei

Cambridge International A Level

Cambridge International AS Level

Cambridge International Project Qualification (Cambridge IPQ)

Edexcel International A level

Edexcel International AS

ICCE Advanced Certificate

INTO International Foundation

INTO International Year One

International AS

LRN International Advanced Level

LRN International Advanced Subsidiary

LRN International Extended Project

Oxford AOA Exams international Advanced

Oxford AQA Exams international Advanced Subsidiary

Oxford AQA International Advanced Level

Oxford AQA International Advanced Subsidiary

Oxford AQA International Extended Project Qualification

Oxford AQA International Independent Project Qualification

Oxford International AQA AS Level

OxfordAQA A-Level

OxfordAQA AS

OxfordAQA Exams International Independent Project Qualification (IPQ)

OxfordAQA IPQ

OxfordAQA International A-Level

OxfordAQA International AS

OxfordAQA International GCSE

OxfordAQA International IPQ

Pearson Edexcel International A Level

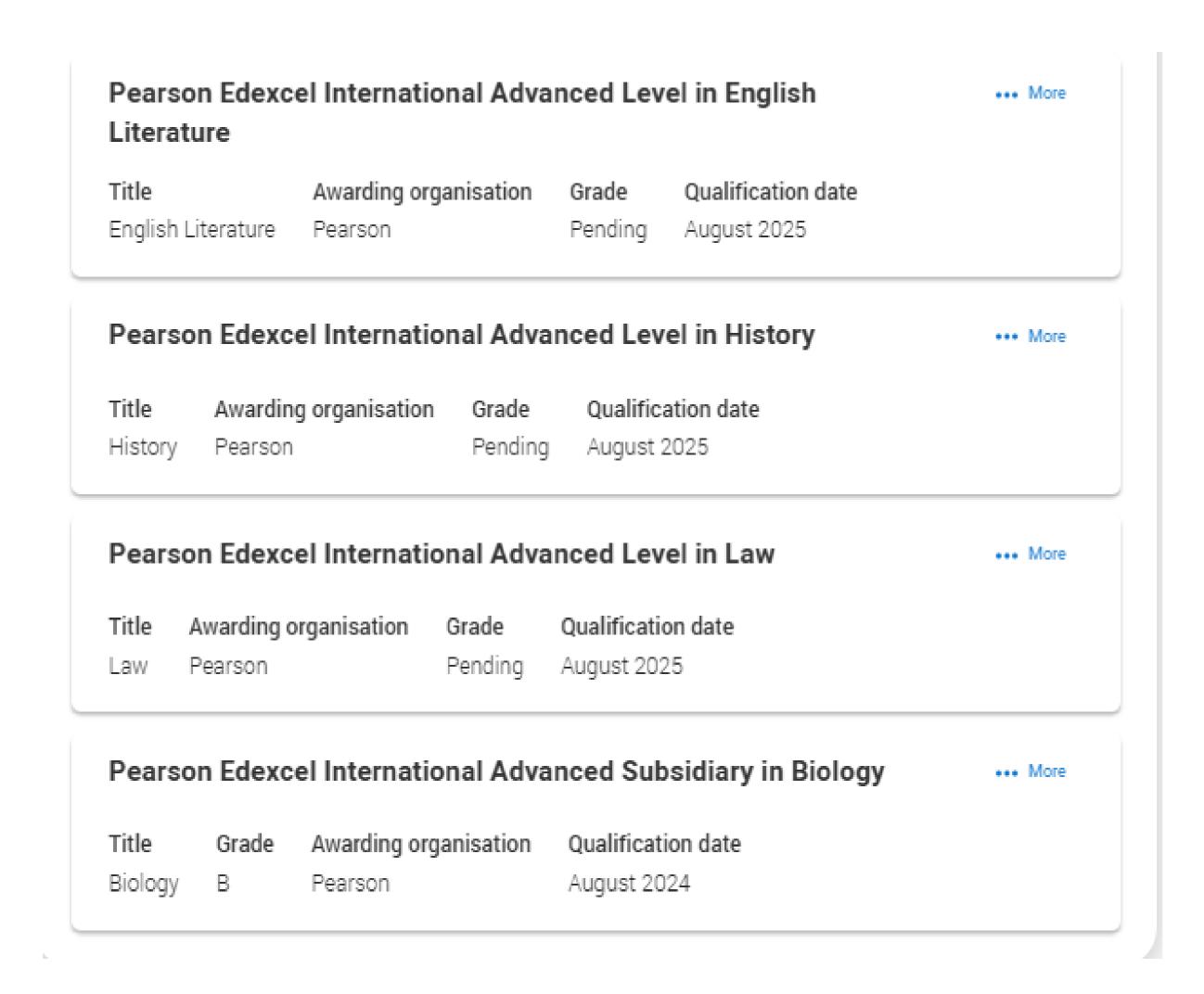
Pearson Edexcel International AS

Pearson Edexcel International Advanced Level

Pearson Edexcel International Advanced Subsidiary

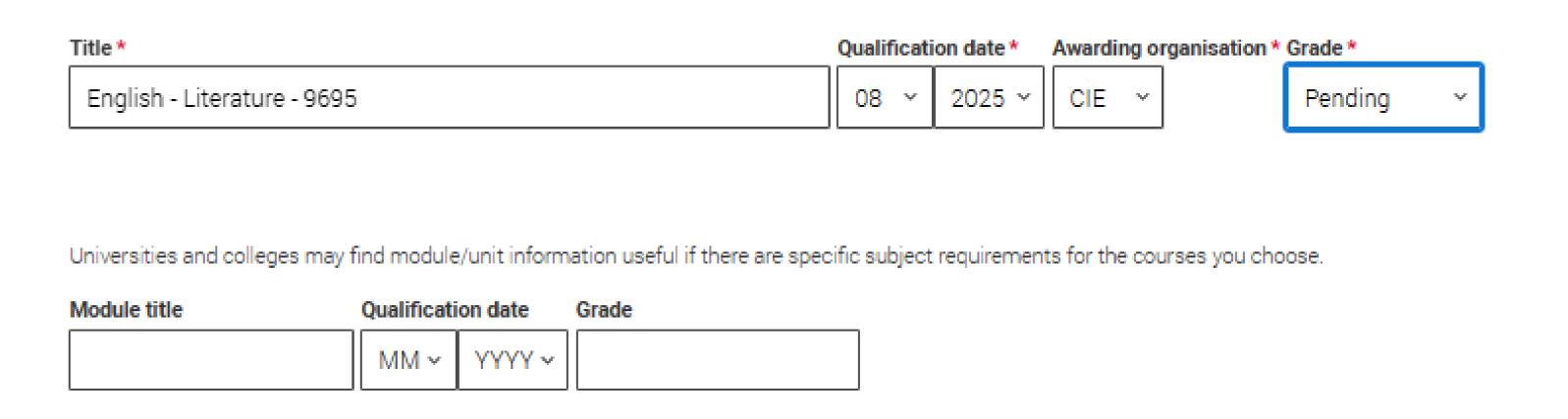
ADDING INTERNATIONAL A LEVELS

- Add all subjects being taken only one subject can be added to each qualification, so students taking more than one A Level will need to add the qualification multiple times.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.



- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- If qualification is complete, select the grade you should also include the AS Level at this point.
- You may wish to include module information to give a better indication of content.
- Module information cannot be amended after submission.

Add Cambridge International A Level





UCAS

FINDING IGGSE

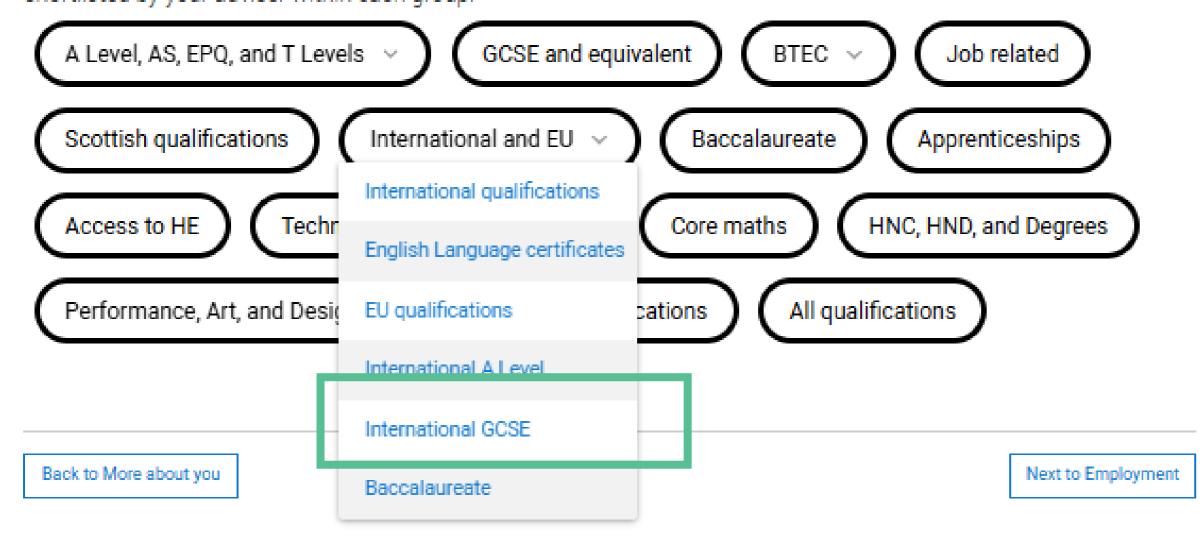
- Select 'International and EU' bubble on the qualifications page
- Select 'International GCSE'

Add qualification

If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

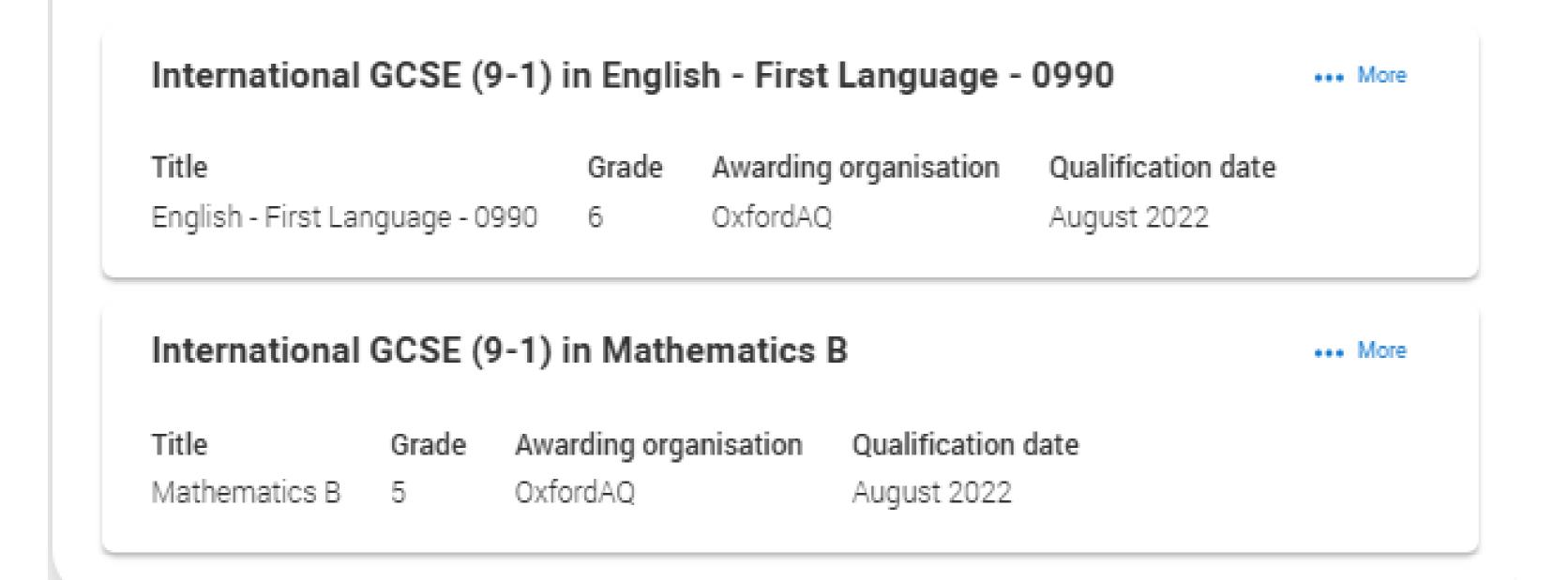


Pick the correct qualification from the list

AQA International GCSE (9-1) AQA Level 1/Level 2 Certificate (iGCSE for UK State Schools) Cambridge ICE Cambridge International GCE Ordinary Level Cambridge International GCSE (9-1) Cambridge International Level 1/Level 2 (9-1) Certificate Cambridge International Level 1/Level 2 Certificate (iGCSE for UK State Schools) Cambridge O Level Edexcel Level 1/Level 2 Certificate (iGCSE for UK State Schools) Edexcel Level 1/Level 2 Certificate Double Award (iGCSE for UK State Schools) ICCE General Certificate ICCE Intermediate Certificate IGCSE IGCSE (9-1) IGCSE (A*-G) IGCSE (Double Award) International GCSE (9-1) International GCSE (Double Award) (9-9 to 1-1) International GCSE (Double Award) (AA to GG) LRN International GCSE (9-1) Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools) Level 1/Level 2 Certificates Double Award (iGCSE for UK State Schools) Pearson International GCSE (9-1) WJEC Level 1/Level 2 Certificate (iGCSE for UK State Schools)

ADDING IGGSE

- Add all subjects being taken these will appear as individual qualifications.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- Make sure the correct variation of the exam is selected, as universities may view them differently depending on the syllabus (particularly for English).



- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- If qualification is complete, write the grade.
- You may wish to include module information to give a better indication of content. This is particularly important for English, so universities can see component scores for Reading, Writing, Speaking, and Listening.

Add International GCSE (9-1)

Title *		ion date *	Awarding organisation * Grade *			
English - First Language - 0990	08 ~	2022 ~	OxfordAQ ~		6	~



FINDING INTERNATIONAL BACCALAUREATE (IB)

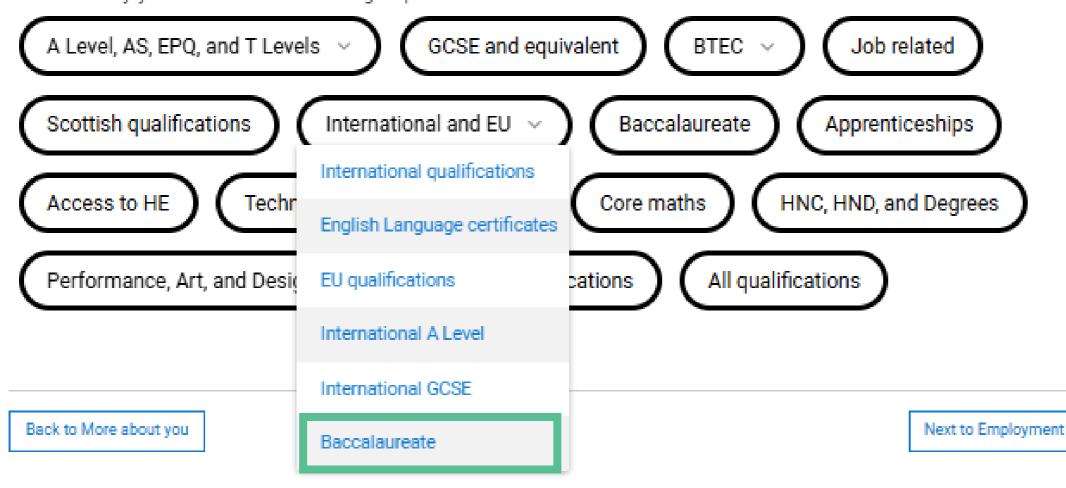
- If you've not linked the qualifications to your school qualifications shortlist, you can find them in a few different ways
- The IB does not automatically appear linked to your school based on country alone (as it's taught in many countries) – there are multiple ways to find it!

Add qualification

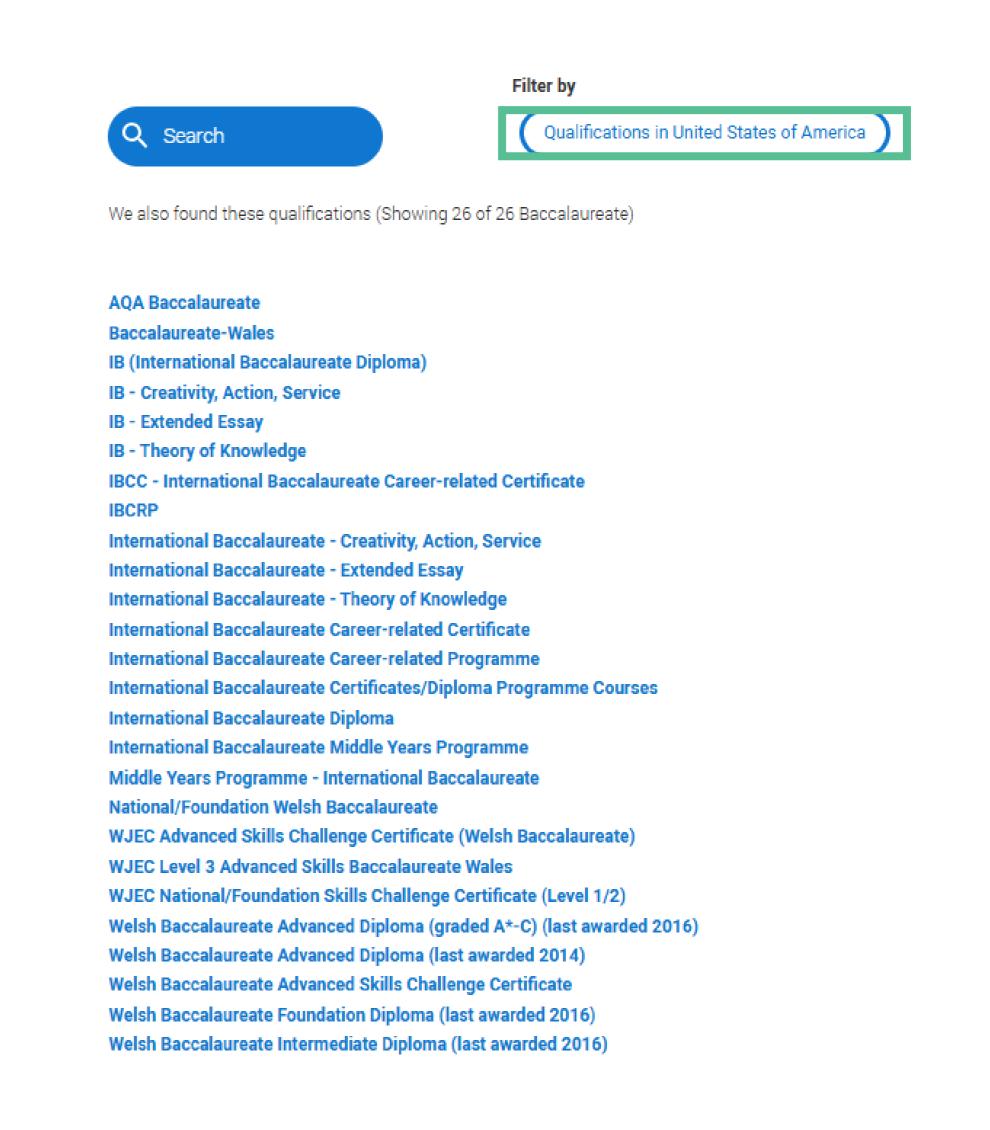
If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.



- Select 'International and EU' bubble on the qualifications page.
- Select 'baccalaureate'.
- Deselect the name of the country your school is in, then pick the right qualification from the list.



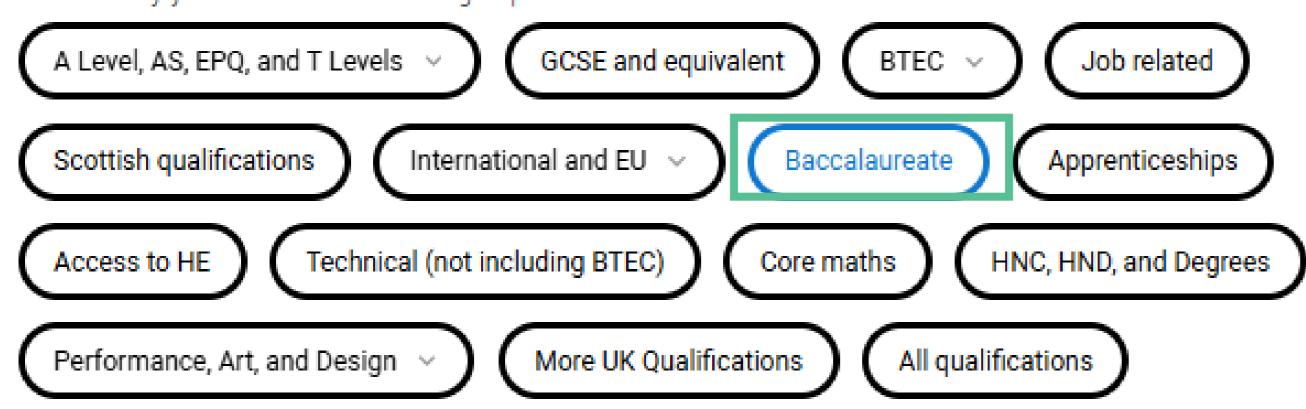


FINDING INTERNATIONAL BACCALAUREATE (IB)

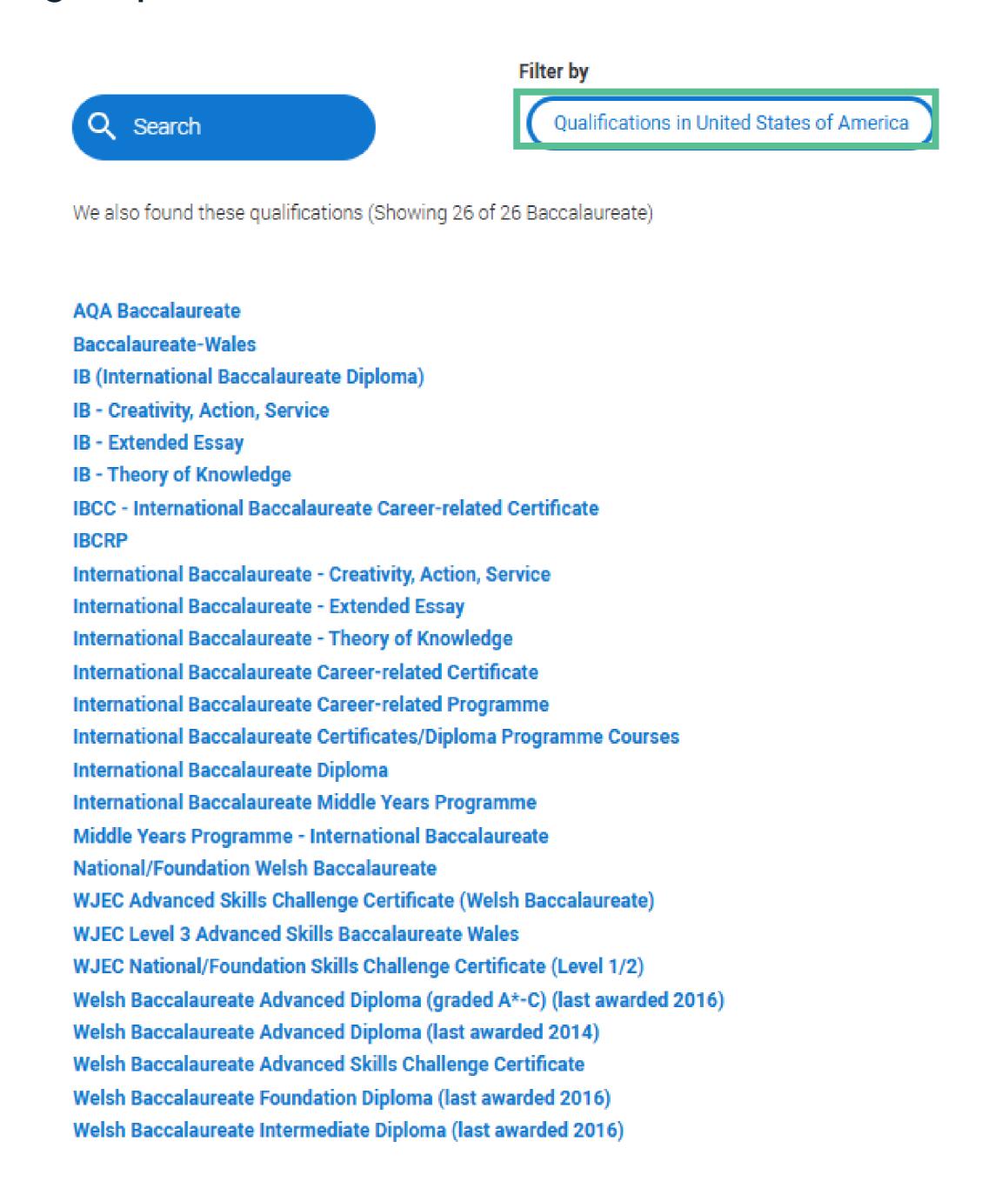
Select 'Baccalaureate' bubble on the qualifications page.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.



Deselect the name of the country your school is in, then pick the right qualification from the list.



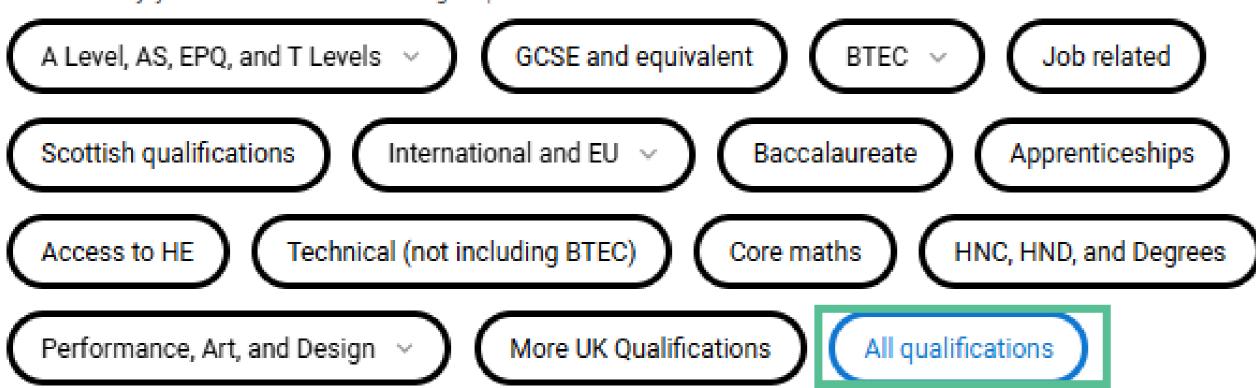


FINDING INTERNATIONAL BACCALAUREATE (IB)

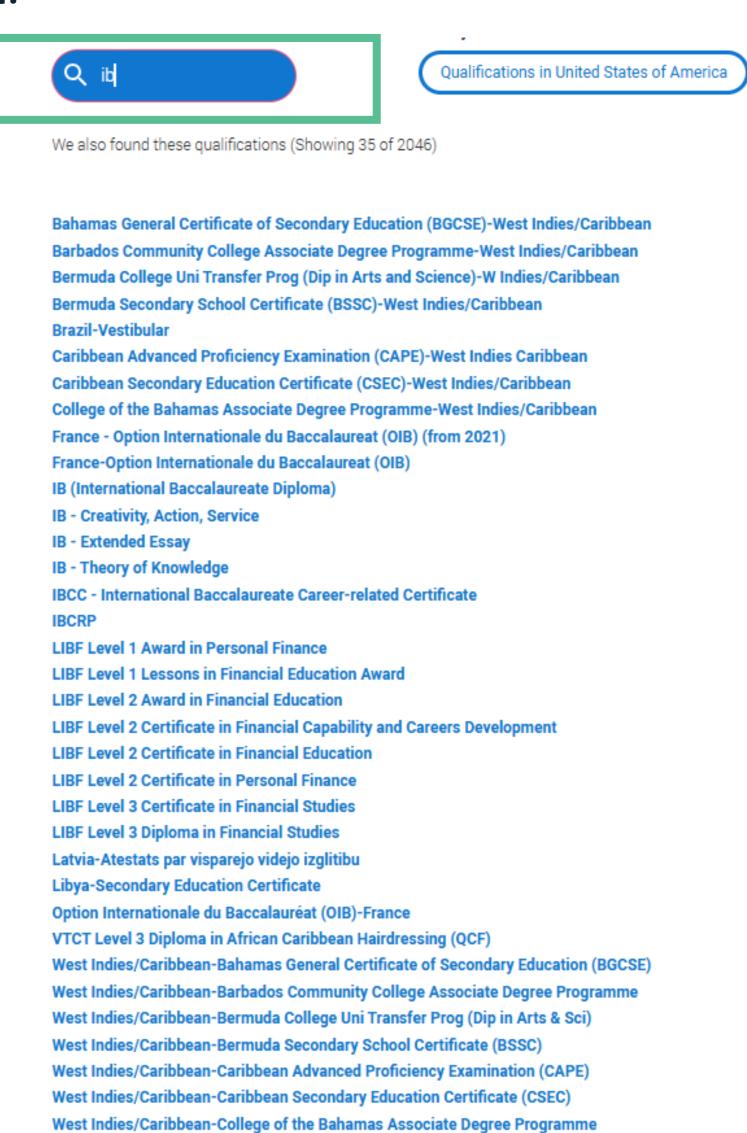
Select 'All qualifications' bubble on the qualifications page.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.



- Deselect the name of the country your school is in, then pick the right qualification from the list.
- Type 'IB' or 'Baccalaureate' in the search bar and choose from the list.



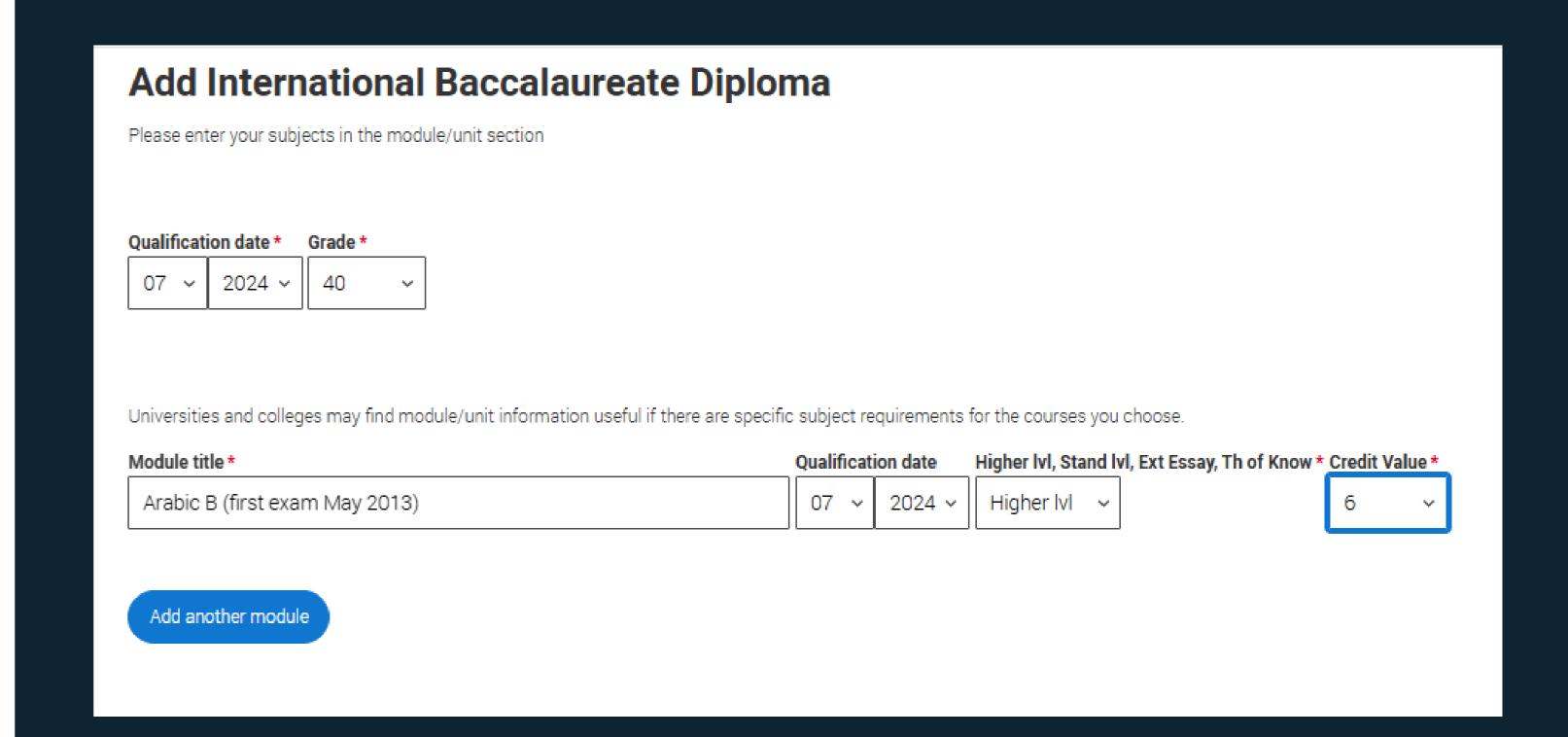
ADDING INTERNATIONAL BACCALAUREATE (IB)

- If the qualification is complete, include the overall score, then each subject credit separately.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- Add the relevant subjects you can include all if you wish to.
- Indicate if modules are HL or SL.
- Modules cannot be amended after submission.

Add International Baccalaureate Diplo	ma	
Please enter your subjects in the module/unit section		
Qualification date * Grade *		
07 ~ 2024 ~ 40 ~		
Universities and colleges may find module/unit information useful if there are specif	ic subject requirement	ts for the courses you choose.
Module title *	Qualification date	Higher IvI, Stand IvI, Ext Essay, Th of Know * Credit Value *
Arabic B (first exam May 2013)	07 ~ 2024 ~	Higher IvI V 6 V
Add another module		
Add another module		

ADDING INTERNATIONAL BACCALAUREATE (IB)

- IB students applying through UCAS need to instruct their IB Diploma programme coordinators to add their requests via the IB information system (IBIS).
- Guidance on how to do this can be found here: https://www.ibo.org/programmes/diplomaprogramme/assessment-and-exams/requestingtranscripts/
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- Guidance on how to do this can be found here: https://www.ibo.org/programmes/diplomaprogramme/assessment-and-exams/requestingtranscripts/





ADDING IB MIDDLE YEARS PROGRAMME

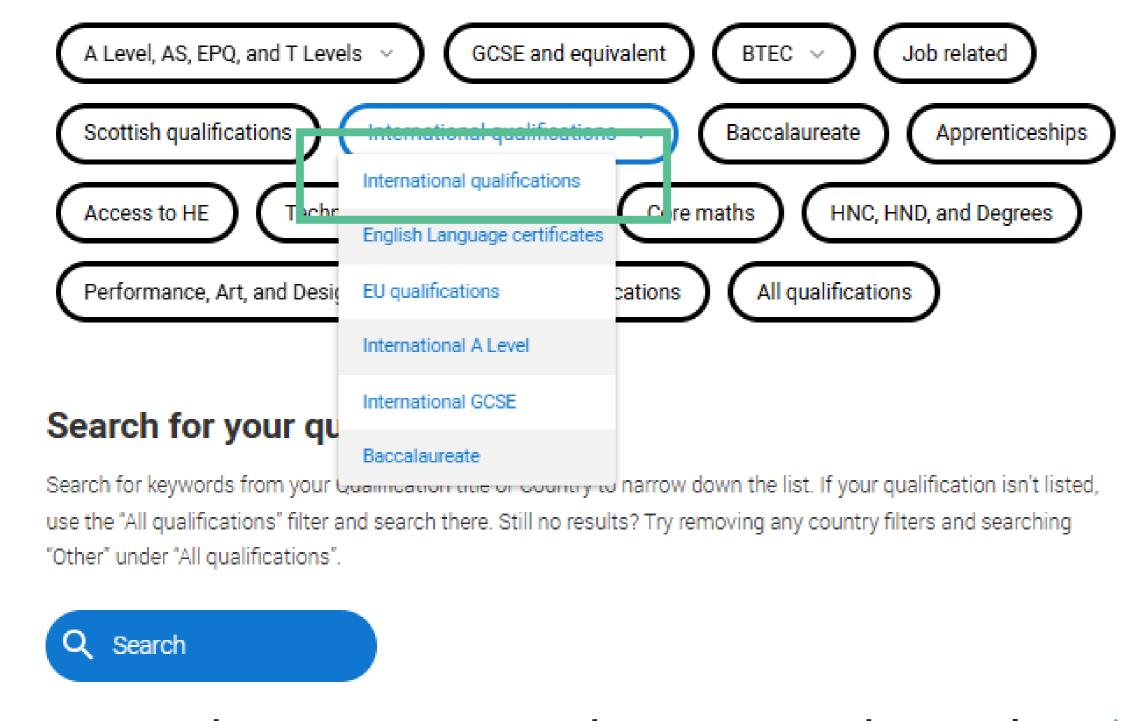
- Complete all fields marked with a red asterisk.
- Add modules where relevant there's enough space to include all your modules if needed.
- It's important to include this qualification as it may form part of the decision/offer.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- For the new academic year, you'll have a dropdown box to select the grade rather than typing this as shown in the example.

Add International Baccalaureate Middle Years Programme



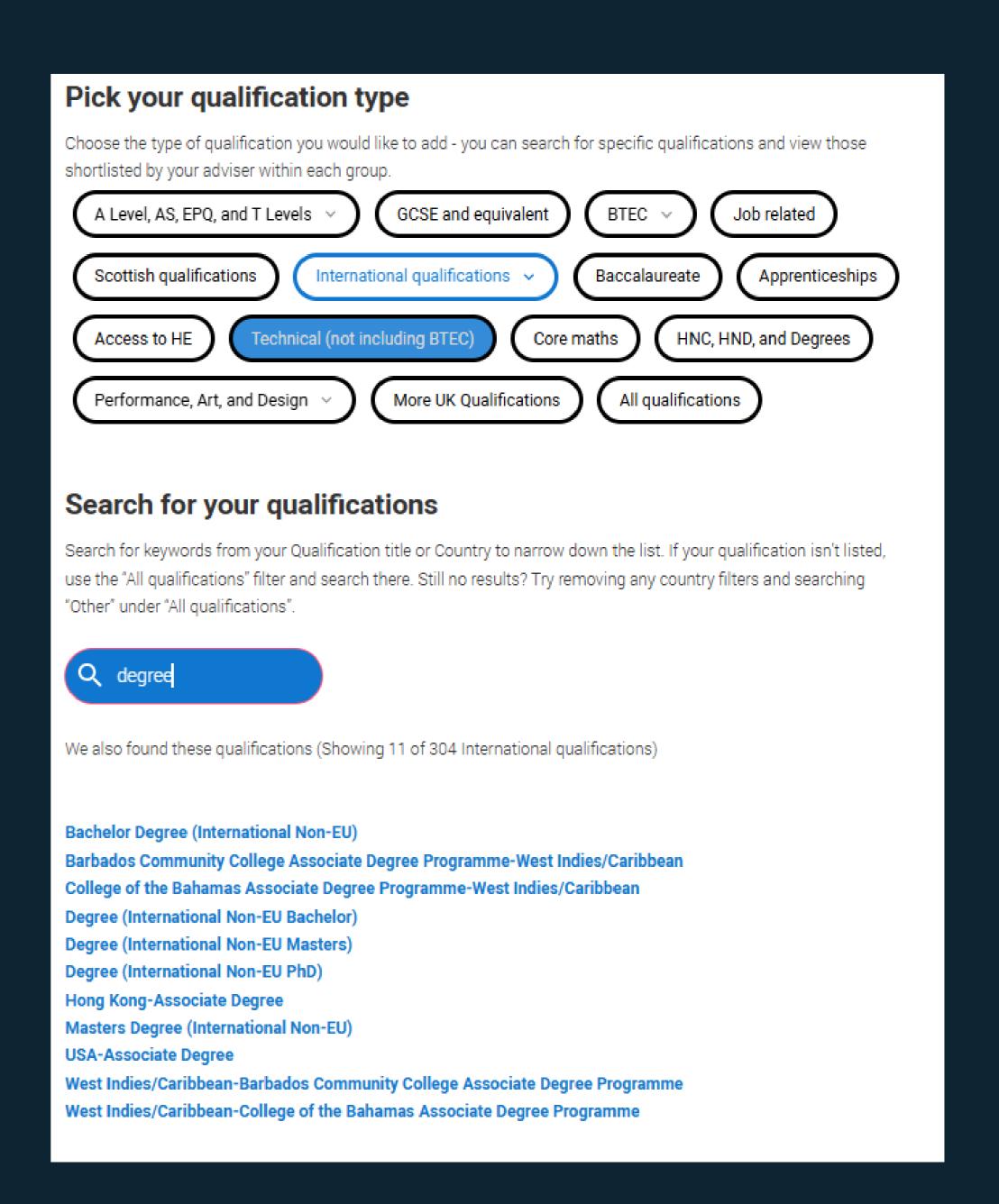
FINDING AN INTERNATIONAL DEGREE

- Select 'International and EU' bubble on the qualifications page.
- Select 'International Qualifications'.
- Type 'degree' in the search bar.



For EU degrees, repeat the process but select 'EU qualifications' instead of international qualifications.

- Pick the correct qualification from the list if your country is listed, please pick the correct qualification.
- If not, select 'Degree (International Non-EU) and the correct level (Bachelor, Masters or PhD)

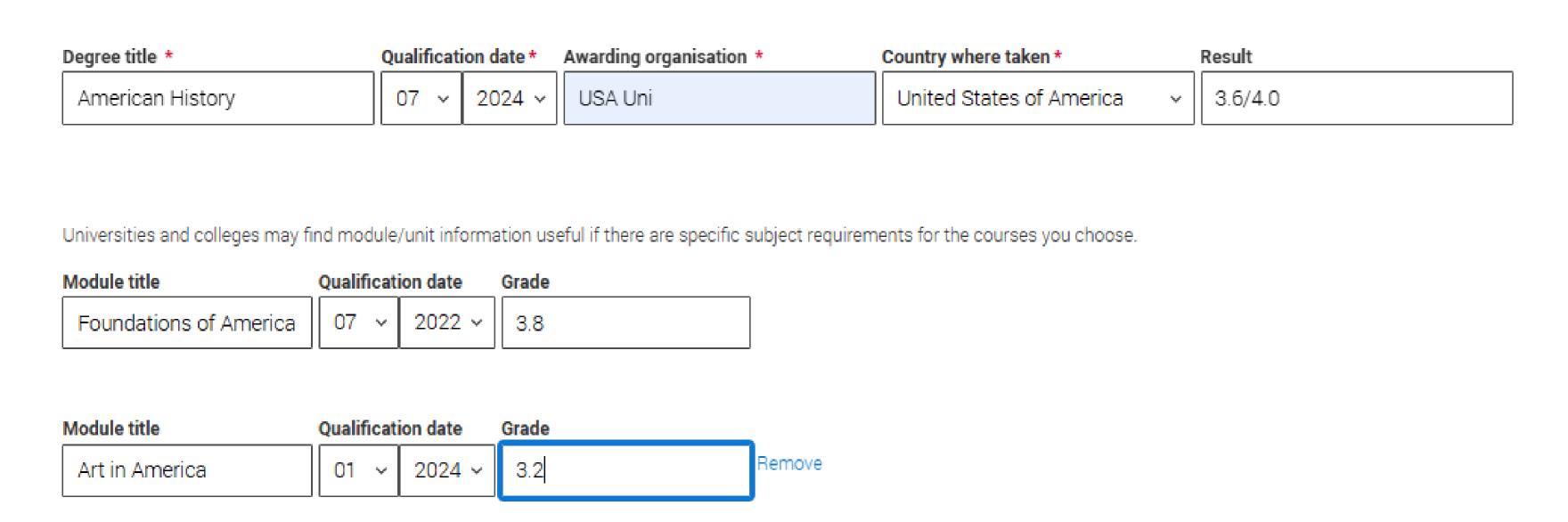


ADDING AN INTERNATIONAL DEGREE

- Indicate the name of your qualification exactly as it appears (or will appear) on your degree certificate – you may need to indicate BA, BSc etc.
- Make sure the qualification date is the 'award' date, not the 'final examination sat' date.

Add Degree (International Non-EU Bachelor)

Entering module details is optional

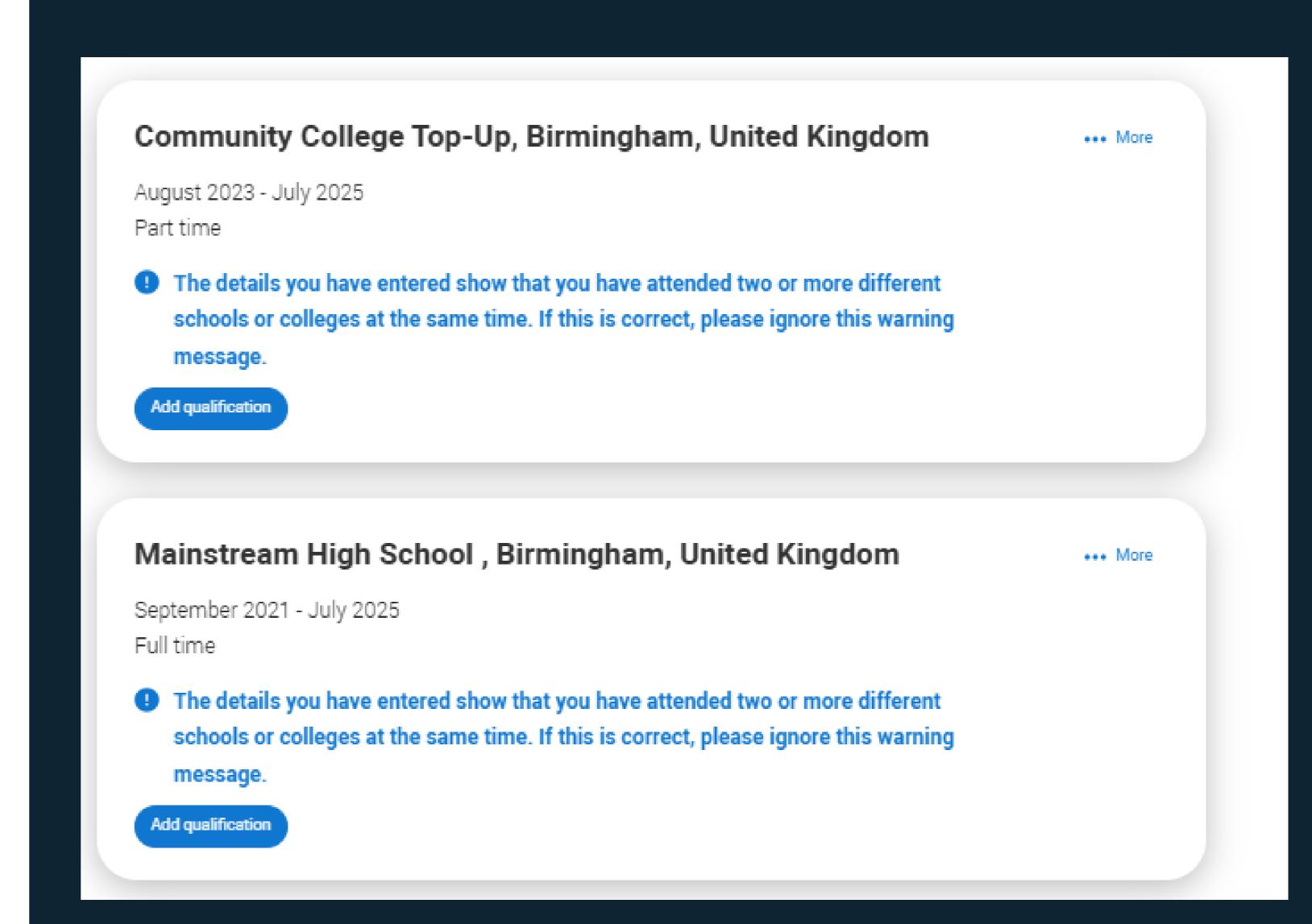


- Complete all fields marked with a red asterisk.
- In the result box, write the grade as it appears in the system of the country the qualification was studied – do not self convert this into the UK format.
- You may wish to indicate what the result is out of to give context e.g. 70/100, 3.0/4.5.
- If qualification is not complete, leave the result box blank.
 - You may wish to include module information to give a better indication of content you should include the most relevant modules and do not need to list every class.
- If the universities you're applying to require more information, they'll normally request you email or upload a full transcript.

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FINDING INTERNATIONAL DEGREE CREDITS

- Make sure the qualification date is the date the credit was awarded.
- Make sure the educational institute the qualification is listed under is the one which awards the credit e.g. if a student is taking evening class at a community college that should be listed as a separate educational institute to your school.
- See how to indicate dual enrolment here.
- If a full degree will be awarded, please see the section on how to enter a degree.
- This should be used where you've taken standalone credits, not where you've attended university and dropped out.

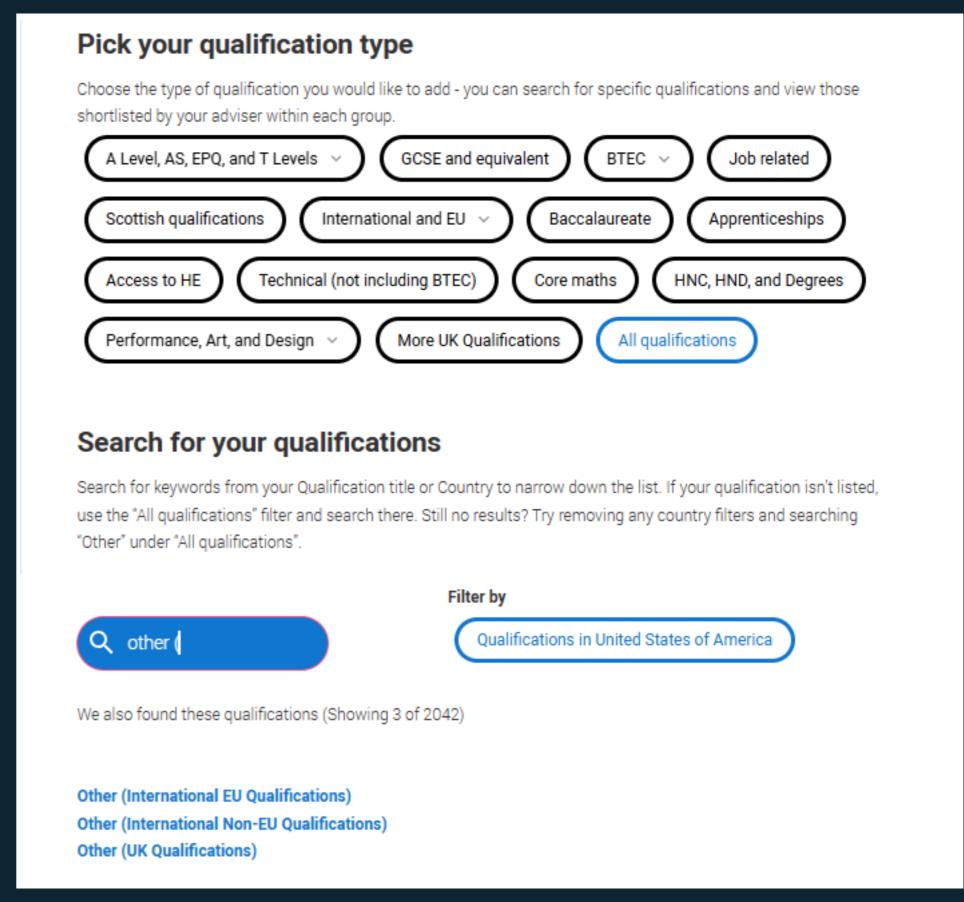


Public

ADDING INTERNATIONAL DEGREE GREDITS

- There's currently no category for college/degree credits. So, select 'all qualifications', untick your country, search 'other' and select 'Other (International non-EU Qualifications)' then input as shown below.
- If the credits are from an EU university, you can indicate them using 'Other (International EU Qualifications)'.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the date the credit was awarded.
- Anything incomplete can be marked as pending.

Finding the qualification



Entering the credits

Subject/title *		Qualification date *		Awarding organisation *	Level *	Result	
College Credits		05 ~	2025 ~	Com Coll	College		
Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.							
Module title 0	Qualifica	ation date	Grade				
Introduction to Statistics	05 ~	2024	× 3.0				



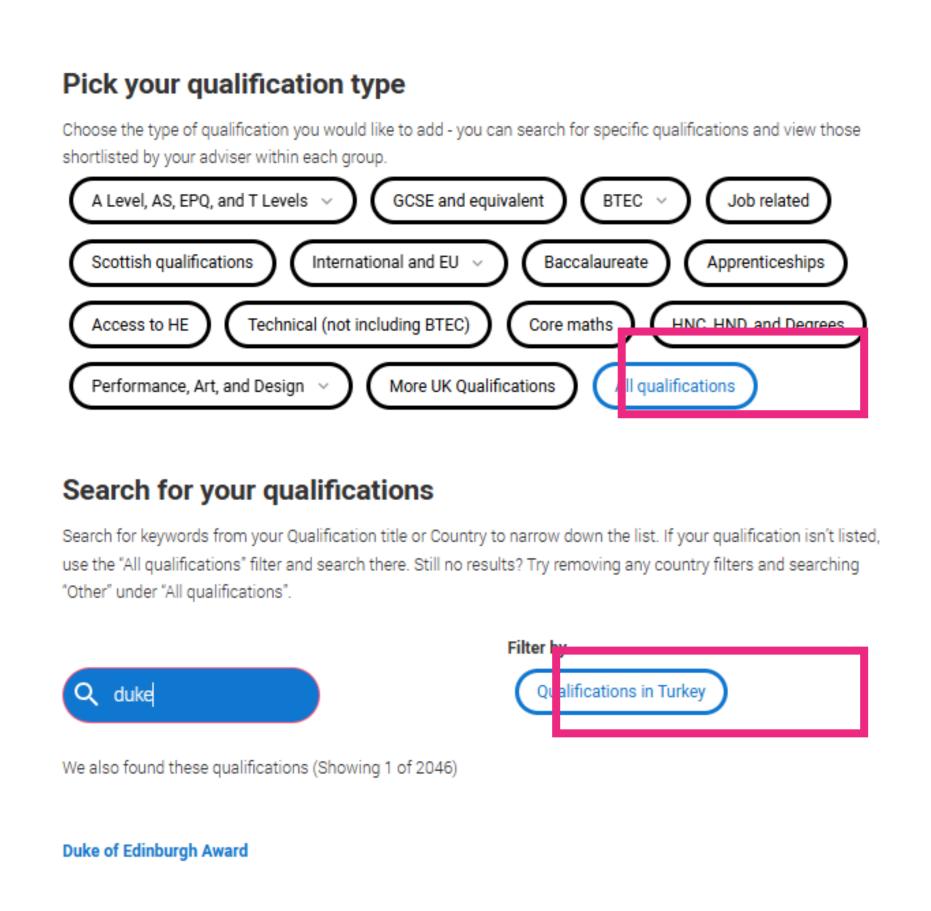
NON-ACADEMIC OUALIFICATIONS



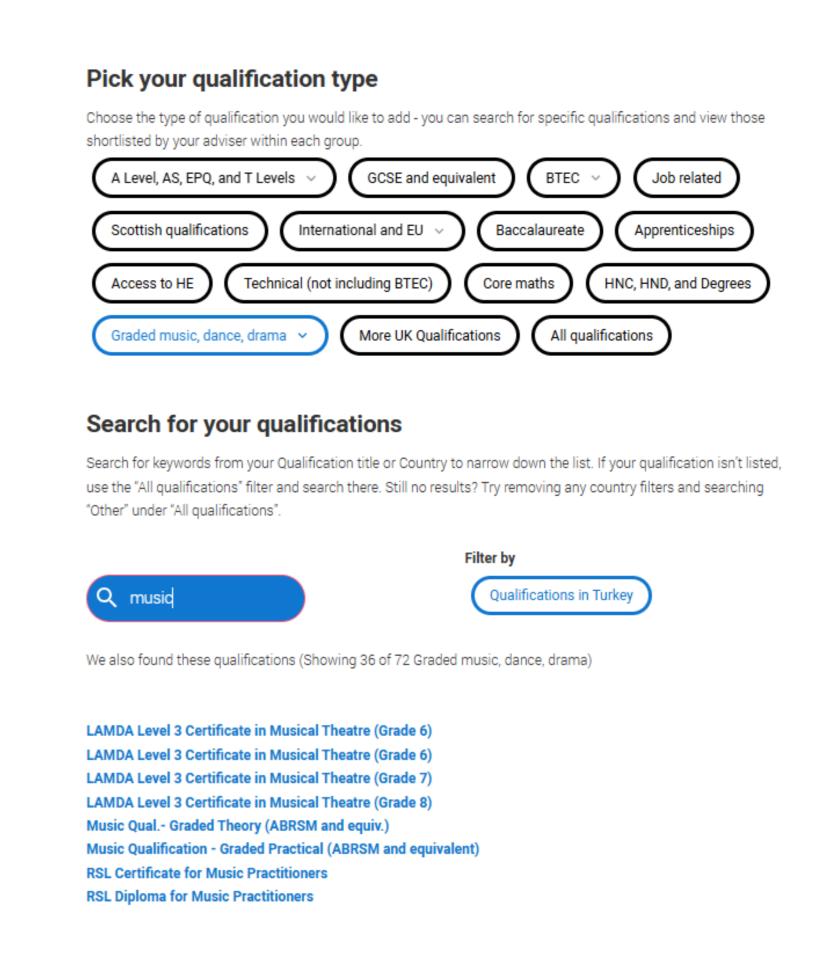


NON-ACADEMIC — FINDING QUALIFICATIONS

- Qualifications external to an official exam board can be found in two areas:
 - Click all qualifications, remove the filter for the country your school is based in, then search the name of the qualification.
 - Click graded music, dance, drama remove the filter for the country your school is based in, then search
 the name of the qualification or find it from the list/



Make sure you select the right exam board if you're taking a formal external qualification in a field such as music.

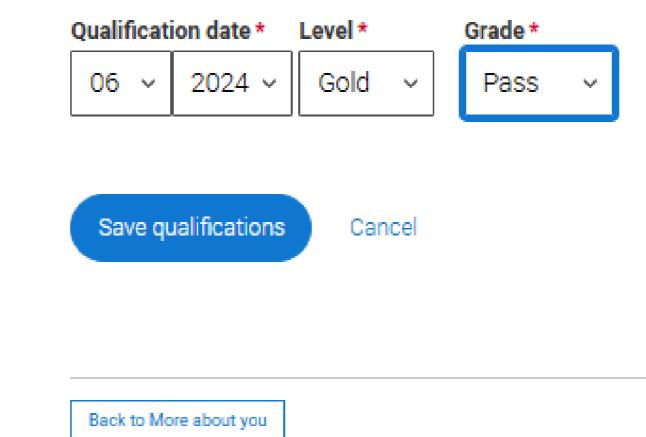




NON ACADEMIC QUALIFICATIONS— INPUTTING YOUR

QUALIFICATION Back to search for qualifications

Add Duke of Edinburgh Award



Next to Employment

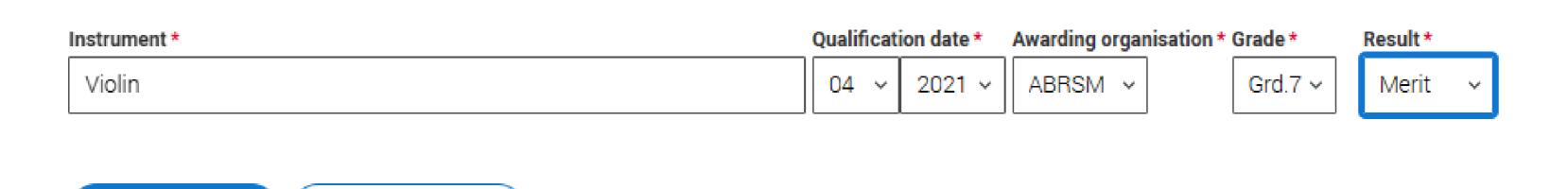
Back to search for qualifications

Save qualifications

Save and add another

Add Music Qualification - Graded Practical (ABRSM and equivalent)

Cancel



- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award completion' date.

