



## **Policy and procedure regarding confirmation of examination results for undergraduate entry**

### **1 Purpose**

- 1.1 This policy refers to the process by which an undergraduate applicant holding a Conditional Firm or Conditional Insurance offer provides their examination results in order to meet the conditions of an offer and confirm a place at the University of Edinburgh.
- 1.2 Many examination results, including SQA Highers and Advanced Highers and GCE A levels are supplied to the University by UCAS. A list of qualifications that UCAS sends to the University is published on the UCAS website:

<http://www.ucas.com/how-it-all-works/undergraduate/results/how-your-exam-results-get-your-unis-and-colleges>

- 1.3 For all other qualifications, and for qualifications achieved in previous years, it is the responsibility of the applicant to supply the University with formal evidence of examination results where these are required to meet offer conditions.

### **2 Definitions**

- 2.1 'UCAS cycle' refers to the UCAS admissions cycle in which an applicant submits an application to study at the University. Each cycle runs for 13 months, from 1 September until October the following year. For example, the 2015 UCAS cycle runs from 1 September 2014 until October 2015.

### **3 Provision of examination results**

- 3.1 Formal evidence of examination results includes formal transcripts, certificates and online verification.
- 3.2 Formal evidence must be received by the University within 10 working days of publication of the applicant's examination results, or by 31 August of the UCAS cycle in which the applicant applied, whichever is earlier.
- 3.3 Where formal evidence is received by the relevant deadline, and the examination results enable the applicant to meet their offer conditions, the applicant's offer will be made unconditional.
- 3.4 Where formal evidence is not received by the relevant deadline, the application will normally be rejected.
- 3.5 Where formal evidence is received by the University after the deadline, the decision to admit the applicant is at the discretion of the University.

#### 4 Appeal of examination results

4.1 Where an applicant has not met their offer conditions and intends to appeal an examination result, the University must be informed within 10 working days of publication of the applicant's examination results, or by 31 August of the UCAS cycle in which the applicant applied, whichever is earlier.

4.2 Where an applicant meets their offer conditions following an appeal of an examination result, the following will apply:

4.2.1 If formal notification of the successful appeal outcome is received by the University **by 31 August** of the UCAS cycle in which the applicant has applied, the applicant's offer will be made unconditional.

4.2.2 If formal notification of the successful appeal outcome is received by the University **after 31 August** of the UCAS cycle in which the applicant applied **and before the following 15 January**, the applicant will be offered deferred entry in the following academic year. The applicant will also be required to meet all minimum entry requirements for entry in that academic year.

4.2.3 The University cannot consider any notifications of appeal outcomes received after **15 January** in the year following the UCAS cycle in which the applicant applied.

##### Summary of deadlines for confirmation of examination results or notification of a successful appeal

Date	Action by applicant	Outcome
By 31 <sup>st</sup> August	Formal evidence of examination results or formal notification of successful appeal	Offer is made unconditional. Entry in September of the same year.
After 31 <sup>st</sup> August and before 15 <sup>th</sup> January of the following year	Formal notification of successful appeal	Offer of deferred entry for September of the following year
After 15 <sup>th</sup> January	The University cannot consider any notifications of appeal outcomes received after 15 January of the year following the UCAS cycle in which the applicant applied	