

# A Tutor Guide to Completing UCAS References



This guide, in conjunction with the supporting video will help you to produce formative and comprehensive references for your students. If you are about to start writing references and are not sure what to include this document will explain each of the sections you are required to complete.

## Key Points

- As a referee you need to be familiar with the student and their academic achievements, know which courses and universities they have applied to and have thoroughly read through their personal statement (to help complement what they have said rather than repeat any information)
- The reference should be up to 4000 characters or 47 lines
- Create the reference in a word document and then paste into the student's application for ease
- There are 3 sections to the reference – you will complete 2

## Sections

### Section 1 – This is a General Statement about the college

This section is already prepared for you as a standard template – no need to put this information together yourself. The wording is created by the Executive. It will include things like our Intake demographic, performance and qualifications offered. Student Services can add this part of the reference in for you. **Leave this box blank.**

▼ Reference & predicted grades

NOT STARTED ○

#### Reference details

Referee name \*

Select from list

#### Reference

If a staff member at your centre has entered reference template text in 'Centre management', you can add this to the reference using the button below. This will be included within the character count for the reference.

[Add reference template text](#)

There is a limit of 4000 characters; including spaces, section headings and line breaks all of which take up at least one character; this means that your entered text will need to be under 3800 characters. Bold, italics and underlining cannot be used in the reference. Character counts may differ if your input has been pasted from another electronic source and/or you have entered non-English characters and/or symbols such as £, €, among others.

[See further guidance on writing references.](#) ⓘ

Enter a general statement about your school/college/centre. \*

Type here

## **Section 2 – Information about Extenuating Circumstances (if applicable)**

Here as tutor, you can add any extenuating circumstances that may have affected the students time in college or performance in assessments / exams. This may include, for example:

- Specific difficulties with staffing within the department.
- Long-term absences making teaching particular units difficult.
- Issues that are out of the students control in relation to their study programme.
- If a student has transferred to our college mid-year and taken time to resettle.

Personal circumstances can also be included here such as illness or any disability and anything that has significantly changed for them and affected their ability to study.

**If there are no extenuating circumstances there is a tick box to indicate this.**

If applicable, enter any information about extenuating circumstances which may have impacted the applicant's education and achievement. \* ☐ No information to enter

If there is nothing to add here, please check the 'No information to enter' box.

Type here

Characters used here: 0, remaining overall: 4000

## **Section 3 – Supportive information**

This is an opportunity to tell the admissions teams extra things about the student that will strengthen their application. This may include the student's academic ability and performance, for example:

- Achieving outstanding grades in assignment work for example,
- How suitable they are for their chosen course/s leading to them excelling in their chosen career path,
- Any skills that have particularly been developed during the year and how this links to their chosen field
- Any extra curricula activities they are engaging in to again support their move to higher education or to further develop specific transferable skills.

Do be specific and include details about work placement, additional study or any statistics / figures that highlight how well the student is performing.

Outline other supportive information specific to the applicant and relevant to the course(s) applied for that you think universities/colleges should be aware of. \* ☐ No information to enter

Ticking 'no information to enter' for this section will highlight that no information has been supplied. Please tick in circumstances where you are unable to provide any additional supportive individual context to the application.

Type here

Characters used here: 0, remaining overall: 4000

## **Dates Unavailable, Predicted Grades and Saving**

Before finishing the reference, you will need to give any dates you are unavailable to be contacted, just in case a university wishes to discuss any elements of the reference with you.

**Please ensure you have stated the predicted grade or have written about this in the main body of the reference text (Section 3)**

**Please ensure you have marked the reference section as complete and have saved it.**

Date(s) unavailable

☐ Mark reference as complete

Predicted grades ⓘ

Tresham College

UAL Level 3 Extended Diploma in Performing & Production Arts in (Production arts makeup)

Awarding body:

UAL

Certification date:

June 2024

Predicted grade:

Save

Cancel

### **Extra Tips and Hints**

Do use university websites and prospectuses as they may have specific referencing, course information and desired attributes of candidates

Do use the UCAS website as again they will have official guidance on referencing

Do give a true reflection on the student's capabilities and potential for their future

Do keep it positive

Do remember that the reference could be make or break for the student, especially if they have had some extenuating circumstances or look like they may just fall short of any entry requirements

Do read back what you have written and remember to change the students name / specific details and predicted grades you might add if you have used a general template for all your references

If you require any further support, please contact us in Student Services

[studentservices@tresham.ac.uk](mailto:studentservices@tresham.ac.uk)