A GUIDE TO TAUGHT POSTGRADUATE OFFER MAKING

Contents

Purpose of this guide

The purpose of this guide is to present the Taught Postgraduate Admissions information required to verify an application as part of the offer making process. Please note this guide does not detail how admissions information should be recorded into a relevant system – the information in this guide is admissions specific and can be applied to any system utilised for storing this admissions information (whether that be Banner or CRM). Nor does this guide detail any of the faculty selection activities that may occur prior to (or after) an offer being issued, for example, interviews, sifting, etc.

This guide should be used in conjunction with the [Admissions section of the SES website](#) (as this holds the most up to date information), the Taught Admissions Policy, school policies, approved entry requirements and any other regulatory body material affecting the admittance of an applicant, for example UKVI; as well as any system specific manuals.

The ['Offer Making Checklist'](#) included on the next page covers all the general areas of admission for consideration when verifying an application for offer; please note that programme or school/faculty specific considerations are not detailed in this. Please treat this checklist as the main resource for supporting the review of applications when preparing them for offer. The checklist guides admission staff through the applicant's personal details, verifying the application for offer (including reference to requirements of the University and other regulatory bodies) and preparing the offer letter.

The remainder of the guide is designed to supplement the points covered in the checklist with references to accessing the SES website where appropriate.

The guide also defines the areas or circumstances in which Taught Admissions are responsible for completing an action or should be contacted for further advice or information.

If you have any updates or questions about this guide, please do not hesitate to contact the Taught Admissions team on 33920 or tp_enquiry@leeds.ac.uk

Offer Making Checklist

(**Blue** sections are hyperlinks to additional information)

Personal Details	
Title and Full Name	• Is the name on the application the same as on the applicant's documents? Has the applicant changed their name? Do we need evidence to confirm this? i.e. Deed Poll, legal confirmation or passport • Has the applicant provided a passport? If yes, check all personal information is correct (e.g. Name, D.O.B, gender)
Address	• The permanent address must be the applicant's, not the agent's! • If the address is not a full postal address, request this. • If either the permanent or contact address are in the UK, academic progression will need investigating prior to issuing an unconditional offer for applicants requiring a Student Visa
Criminal convictions	• For most programmes applicants must self-declare this information once they have been given an offer. For some programmes, this declaration is made at the point of application, due to the nature of the course – check with your team leader or Admissions Manager for relevant programmes.

Verifying the application for offer making	
Programme applied for	• Check programme title, mode of study & start date – there are restrictions for part-time study on a Student Visa. • Does the applicant require a change of programme? • Has another department already made an offer (often offers already issued can assist the issue of further offers)?

	• Please visit the admissions procedures section of the [SES admissions website](#) for guidance on mid-cycle changes to programmes, entry requirements, etc.
Fee/ Residency status	• Please check this against the relevant information provided in the application to ensure it's correct – the Fee Assessment page on the [SES admissions website](#) provides details of what to look for. • If you suspect the residency status is incorrect please contact the Taught Admissions team. • All Undecided status will be fee assessed by the Taught Admissions Office
Institution	• Verify the relevant institution/s using [ENIC](#) (the [SES admissions website](#) details University specific arrangements by country in the International Qualifications database)
Academic Qualification For NCUK, please refer to the [Foundation and Pre-Masters Admissions Procedures section of the SES Admissions website](#) for additional information on these applications	• Is the application submitted under a Collaborative or Special agreement? Admissions Functional Managers should be aware of these. • Check qualification/s against approved course entry requirements. [IQG](#) approved grade equivalencies are listed on the [SES admissions website](#) by country in the International Qualifications database. • Determine the required academic conditions, if applicable • [If an applicant does not meet the approved entry requirement please ensure relevant evidence is held on record to mitigate any shortfall](#) – this ensures fair and consistent admission in relation to the Taught Admissions policy & approved entry requirements. • [Do we have all required documents for proof of grade and award? Do we need official translations? Are these the final docs?](#) • [Do you suspect the documents are not genuine?](#) • The qualification/s used for offer must be recorded as per the award, subject & institution stated on the official academic documents – important for visa purposes! • Qualification Hold: COVID flexibility has been applied in the recent past to waive the requirement for original paper academic documents to be seen prior to Registration. Senior colleagues are currently considering whether this flexibility

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	will be extended further. - Please see the Pre-Registration section of the [SES admissions website](#) for further information
Highest Qualification on Entry	• This should reflect the highest qualification the applicant has been awarded/ working towards, and is recorded for HESA reporting purposes (this might not be the qualification the offer is based on). For further information please refer to the [SES Admissions Website](#)
English language For NCUK, please refer to the [Foundation and Pre-Masters Admissions Procedures section of the SES Admissions website](#) for additional information on these applications	• Is English language evidence required from the applicant? (Refer to the Taught Admissions policy on the [Corporate Website](#)) • Check English language against course entry requirements • [If an applicant does not meet the approved entry requirement please ensure relevant evidence is held on record to mitigate any shortfall](#) – this ensures fair and consistent admission in relation to the Taught Admissions policy & approved entry requirements. For applicants applying for a Student visa, the University must have in-date evidence showing at least attainment at CEFR level B2. • [Verify English language if applicable (2 year validity)](#) - ensuring the dates and component scores are recorded correctly • How should the English language qualification be recorded? Please refer to the English Language Requirements section of the [SES admissions website](#) • Have they met the entry requirements for a Summer Pre-sessional offer? Please visit the English Language Requirements section of the [SES admissions website](#) for further information
Academic Progression – this must be investigated prior to issuing an unconditional offer to applicants who	• Academic Progression – have they studied in the UK on a student visa or not? Refer to the [academic progression workflow](#) and Student visa regulations for Taught Admissions guide and FAQ detailed on the UKVI Tier 4 Student Regulations section of the [SES admissions website](#) • If academic progression is identified, do we have all the required documentation regardless of whether we can proceed with the offer?

require a Student visa	• Academic progression must be recorded correctly – levels and statements must be provided where appropriate, to be UKVI compliant!

Additional Information	• Are there any other approved entry requirements the applicant is required to meet? • Is approval from the Academic Technology Approval Scheme (ATAS) required? Visit the SES admissions website for more information • Does the applicant have approved advanced standing (APL/APEL)? If so, make sure this is recorded in the system. The APL policy can be found in the admissions procedures section of the SES admissions website

- Once the application has been verified and offer decision made, all information (including conditions and/or exceptions, if applicable) must be recorded in the system to issue the offer.
- If the offer is conditional and/or has any exceptions please refer to the Taught Postgraduate Conditions & Exceptions Library on the **SES admissions website**.
- Conditions can be updated/ met, once the applicant submits acceptable evidence.

Previewing the offer letter - content to check
• Full Name and correct Contact Address (should be applicant's) • Unconditional or conditional offer? • Programme • Period of study, Start Date and study basis (e.g. full time) • Tuition Fee – check this is correct for the academic year of entry • Conditions (if applicable) • Exceptions (for example ATAS or department specific, if applicable) • Course/school contact details

The Taught Admissions Policy

To access the current Taught Admissions Policy please visit the Admissions section of the SES website (linked above). Please note that the Taught Admissions Policy is supplemented by faculty specific policies – again, these can be accessed via the link above.

The Taught Admissions Policy is reviewed and updated on an annual basis, and is approved by the Recruitment Committee at the spring session - faculty policies are also approved at this session.

Staff should familiarise themselves with the University Taught Admissions Policy as well as their Faculty Policy before reviewing Taught Postgraduate applications.

The SES Website

(http://ses.leeds.ac.uk)

The SES website has been developed to bring Student Education Service information together in one place and to promote a transparent service.

The Admissions pages of the SES website have been designed to help members of staff prepare an application for offer. These pages provide admissions information specific to the University of Leeds, including Admissions related policies, information on academic qualifications (both home and international), country specific admissions information, information on English Language requirements and pre-sessionals, and UKVI regulations and academic progression information. The website is constantly reviewed and updated as additional information is received.

Any updates to the SES website should be submitted to the Taught Admissions Team.

ENIC

UK ENIC (Previously known as UK NARIC) is the National Agency, managed by Ecctis on behalf of the UK Government, responsible for providing the only UK official comparison information and advice on international education, training systems, overseas skills and qualifications. To access UK ENIC visit https://www.enic.org.uk/.

ENIC has been designed to aid recognition of higher education qualifications and the qualifications that give access to higher education. Alongside this, ENIC also provides additional information including a description of each country, its education system, institution listings and grading schemes.

The main use for ENIC in Admissions is for the verification of institutions and the level of qualification achieved. These tools are on the UK ENIC International pages which can be accessed at: https://www.ecctis.com/product/Overviews/Default.aspx

The SES website also details how to use the ENIC website.

For University specific country information, please use the International Qualifications Database on the SES admissions website in conjunction with ENIC.

Verifying Institutions

To verify an institution, use the specific country page within the '**Enter International Comparisons'** section of the homepage. Then select **'Institutions'.**

As shown below, the recognised institutions will be listed in the centre of the page, these are generally listed in the original language and English. If you are unsure if an institution is correct, you can compare the original language name and the degree documents.

If you are unable to verify an institution please follow the procedure outlined in the '[Enquiries]' section below.

Qualification Comparisons

Before an offer can be made Admissions has to ascertain that the qualifications previously achieved by an applicant are sufficient enough to gain entry on to the programme they applied for at Leeds. For information regarding grade comparisons please first use the [SES admissions website] international qualifications equivalencies page located within the Academic Qualifications section, as this lists University specific information, agreed by the [International Qualification Group] (IQG).

If the qualification achieved by an applicant is not listed as equivalent to a UK bachelor in the International Qualification database on the SES admissions website, the '**Qualifications**' section of the ENIC Country page should be selected to find the British education equivalency. This will then show all the qualifications available from the country specified, as below:

Undergraduate

- لیسانس / لیسانس (Bachelor of Science (Engineering) degree (from Kabul University))
- لیسانس / لیسانس (Bachelor degree)

Postgraduate

- دوکتورا / دوکتورا (Doctorate)
- ماستری / ماستری (Master's degree)

Once you have selected the relevant qualification ENIC will outline the considered comparison.

Afghanistan

Country Navigation   Country File ⌄   Institutions   Qualifications

لیسانس / لیسانس (Bachelor of Science (Engineering) degree (from Kabul University))
Afghanistan Chart   UK Chart

UK Comparison

Bachelor (Ordinary) degree

This statement is provided as guidance, and is not the result of an individual assessment.

UK Equivalent

The following Government website outlines the NQF (also referred to as RQF) level for UK qualifications:

https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels

Enquiries

All queries regarding possible fraudulent documents should be sent to [Taught Admissions](), who will review the application.

If you have a query regarding international grade comparisons please contact Taught Admissions as these are agreed through the University's International Qualifications Group ([IQG]).

If you are unable to verify an Institution or are unsure of the qualification comparison, you are able to submit a member enquiry to ENIC from the homepage.

Submit a member enquiry	Manage my account
Verification Services – Qualification Checked at Source (QCAS)	Training and events

Latest Qualification Reviews

The **Enquiries** section is used to submit any queries relating to verifying institutions and qualification comparisons. This page will allow you to submit new enquiries, as well view any on-going and closed enquiries.

Create new enquiry

Click the button below to create a new enquiry

Create A New Enquiry

Incomplete Enquiries

These require action from you.

Enquiries in progress

Title	Country	Name	ID	Received	
Accreditation	United Arab Emirates	Aisling O'Connor	271003	29/04/2021	View
Armenian Qualification	Armenia	Jake Wainwright	270811	27/04/2021	View
Academic qualification enquiry - Deree College and The Open University	Greece	Victoria Place	270113	20/04/2021	View
SIAS International University of Zhengzhou University	China	Kiera McFarlane	270000	19/04/2021	View

To submit a new enquiry select **Create A New Enquiry'**:

Submit New Enquiry

All fields are required.

Please be as *specific* and detailed as possible to enable us to process and respond to your enquiry efficiently. Guidance on the contents of each box is included in the ❶ icon.

By clicking 'Next', you confirm, in passing any documents to us bearing the names and details of individuals, that you have secured the necessary permissions to share this personal data with us and for us to process this data, either through your usual application processes and/or enrolment processes, or by other means.

Subject ❶

[   ]

Type ❶

[Select Type   ⌄]

Country ❶

[Select Country   ⌄]

Enquiry ❶

[   ]

[Next]

You will be asked to attach your documents on the next page.

The subject should be the institution you are unable to verify or the qualification type and institution awarded from.

Once you have submitted you will be prompted to upload any documents relating to your enquiry. We advise that you upload all related documents to aid ENIC investigation. ENIC will firstly email you confirming the receipt of your enquiry and then again once a response has been added.

Please see the table below for a list of what to do with your ENIC response:

ENIC have verified the qualification/s and/or documents you queried	ENIC have verified the institution/s you queried...	ENIC are unable to verify...	Other
You can proceed with the verification of the application in preparation for offer. If the qualification is deemed lower than a degree then please consider mitigation of any shortfall in relation to the approved entry requirements.	You can proceed with the verification of the application in preparation for offer.	...the institution you queried (i.e. they cannot confirm it has degree awarding powers) ...the qualification you queried ...the documents you sent to ENIC – they have concerns about the documents Please send the ENIC response to the Taught Admissions Team at tp_enquiry@leeds.ac.uk so this can be investigated further.	If you are unsure what to do with, or the meaning of, the response you have received from ENIC, please send the ENIC response to the Taught Admissions Team at tp_enquiry@leeds.ac.uk who will look into this with you.

International grade comparisons and country specific information

([HOME>ADMISSIONS>ACADEMIC QUALIFICATIONS> International Qualifications Database](#))

The University receives a large number of applications from those holding non-UK qualifications, and also internal and external enquiries as to the acceptability of international qualifications. The International Qualifications Group (IQG) reviews international qualifications and grades for each country recorded on the international qualifications database, in line with our Russell Group competitors, and sets the University's equivalencies. For Taught Postgraduate applications these are the 2:1 and 2:2 equivalencies, and these can be found for each country in the International Qualifications database hyperlinked above.

For more information regarding IQG and for the roles and responsibilities please see the 'International Qualifications Group' page of the SES website ([ADMISSIONS>ADMISSIONS GROUPS>INTERNATIONAL](#) QUALIFICATIONS GROUP).

Please note, 1st class equivalencies have not all yet been approved – once approved these will be included on the website. Please see the section [First Class Equivalencies](#) for information on this process.

Any queries regarding, or changes to, international grade equivalencies must be submitted to Taught Admissions.

Country specific information

The International Qualifications Group also provides University approved country specific information and individual institution admissions requirements, for example China's different institution Tiers, (Tiers 1A, 1B, 2 and 3/Independent colleges). All this information can be located on the specific country page in the International Qualifications database.

Requesting first class equivalencies

The International Qualifications Group (IQG) is in the process of approving 1st class equivalencies as they are aware that these equivalencies are often required for scholarship purposes. To request a first class equivalency that isn't listed in the International Qualifications database, please contact the [Taught Admissions Team](#) – if the applicant has completed their degree attach all documents or make sure they are uploaded to the application. The Country's qualification and grading scales will then be analysed and a recommendation will be submitted to the IQG for review and approval. Once a first class equivalency has been formally approved by IQG this will be included on the relevant country page in the International Qualifications database.

What if an applicant doesn't meet standard entry requirements?

The University is committed to ensuring that the selection process is fair, equal and consistent for all applicants. Applicants who do not meet the University standard requirements would normally need to show how they can meet the entry requirement by other means, for example through work experience or additional assessments (e.g. a piece of work, interview etc.). Please note, to meet the English Language requirement applicants will need to show in date evidence of at least CEFR level B2.

What does the University need to hold on record for those applicants who have not met the approved entry requirement?

If an applicant does not meet the approved entry requirement please ensure relevant evidence is held on record to mitigate any shortfall – this ensures fair and consistent admission in adherence with the Taught Admissions Policy and entry requirement approval process.

For applicants applying for a Student visa, the University <u>must</u> have in-date evidence showing at least attainment at CEFR level B2 to be compliant for UKVI purposes – IELTS for CEFR level B2 is currently set at 5.5 in each component (correct as of 05/05/2021). The documentation accepted by the University must formally show that CEFR level B2 has been achieved (for example, via a certificate), it <u>cannot</u> be deemed by an individual that due to the competency of the applicant's English, they are considered to have attained at least CEFR level B2. The CEFR scale goes from A1 (lowest level) to C2 (highest level).

Which section of the Policy relates to the admission of applicants who have not met the approved entry requirement?

Section **'Entry requirements'** of the [Taught Admission Policy](#) details the selection principles and general entrance requirements in relation to both the approved academic and English language requirements.

What evidence should the University hold on record?

In many cases schools will already hold relevant information or evidence collected through the admissions selection process to reach an informed decision to offer.

Please find below a list of some examples schools may wish to request/ consider using:
- Career/work experience
- CPD (continual professional development)
- Published work
- Ask applicants to complete written work, an interview, etc.

For academic shortfall it is important to assess an applicant for both knowledge and academic competency to ensure the applicant has a suitable understanding of content, as well as the ability to perform well at Masters level.

Please note that only those entry requirements that have been formally approved can be stipulated as a condition, therefore if a school deem that an applicant should submit an essay to mitigate their academic shortfall, then this must be done as part of a school's decision making processes rather than stated in the offer contract.

Who should schools contact if they would like advice on an applicant who has not met the approved entry requirement?

The Taught Admissions office will continue to support and advise colleagues on this process, so please do not hesitate to contact us with any questions you might have (tp_enquiry@leeds.ac.uk or Extn 33920).

Guide to checking final certificates and transcripts

As more institutions move towards electronic systems it means applicants are able to print off confirmation of their results via their student portal. In some cases however, this does not constitute confirmation of their final award. With this in mind a guide has been put together to try and help staff involved with processing academic documents from other countries and institutions, to confirm whether it can be used to meet the conditions of an offer.

Information needed

The final academic documents must include the following information for an unconditional offer to be made;

- *Date conferred or awarded*
- *Qualification level*
- *Subject studied*
- *Final grade OR list of Modules with individual grades*

For universities that are not in a majority English speaking country we can expect to see original language documents and official translations. Sometimes this can be in the form of two versions of each document; sometimes the documents are bilingual.

Markers for official documents

- *Has the document been issued by the registrar's office, stamped and signed by the academic registrar?*
- *Are there watermark, stamps or holograms which suggest the document is official?*

Markers for unofficial documents

- *When was the transcript dated? If it is prior to (usual) graduation time e.g. most graduations take place from July onwards then there is a greater probability that the document is not official confirmation of the final grade and qualification*
- *Does the transcript or certificate state unofficial or student copy?*
- *Is the result only a recommendation from the exam board?*
- *Does the document look like it has been printed from the internet? (i.e. may include a weblink, reference to portal or 'for student purposes')*
- *Is the document issued by a department, school or faculty?*
- *Are there phrases such as 'subject to confirmation by X (e.g. senate)' in the wording?*

Official Translations

Official translations can be from either the awarding Institution or a third party translator. We require the following information for a translation from a third-party to be classed as official:

- Declaration that it is an accurate translation of the original document
- The date of the translation
- The translator's full name and signature
- The translator's contact details and credentials

This information must be provided in English. Sometimes the translator's credentials will be provided in the original language as well.

Other points to consider…

- *Is the confirmation of results in the format of a letter? Official transcripts and certificates are not usually in letter format. A letter is normally produced by exam boards or schools and faculties as notification of a result that has been recommended which is still subject to confirmation before graduation – if you have any doubts or questions, please contact the Taught Admissions Office*

- *No signature may indicate that the document is an unofficial print-out*

Documents vary from institution to institution, the points above are designed to provide a guide to help staff make a decision on whether a document is official. We are not disputing the grade achieved by the applicant. Our aim is consistency and fairness to all applicants by asking for an official transcript or certificate for all our offer holders.

Please note, some universities have secure portals where an applicant can create access for institutions, such as Leeds, to verify their results provided by the awarding institution. In these cases this verification acts as official confirmation and the applicant will not be required to provide an original for registration (COVID flexibility has been applied in the recent past to waive the requirement for original paper academic documents to be seen prior to Registration. Senior colleagues are currently considering whether this flexibility will be extended further).

There will be cases where it may be difficult to verify whether a document is official, these should be considered on a case-by-case basis, and if requiring further support please email tp_enquiry@leeds.ac.uk.

Fraudulent Documents – what to look for and what to do

Please make sure you are checking the following points when checking all Academic and English Language documents –

Format: Logo, scanned signatures, varying fonts

Alignment: Misaligned logo, text not in line

Language: Informal, varying language, grammar, terminology

Spelling: Incorrect spelling of name or institution

Errors: DOB, grade, qualification

If, as a result of this validation procedure, there is suspicion regarding the authenticity of the documentation provided please contact Taught Admissions.

English Language requirements

The English Language Group (ELG) reviews, assesses, discusses and decides upon the acceptability of English language courses and qualifications for entry onto our programmes. ELG focuses on UKVI compliance as well as the academic acceptability of qualifications/tests. The group analyse the efficacy of a qualification through research of the supplied syllabi and learning outcomes presented for each qualification.

ELG decides which English Language qualifications the University can accept and the required levels – these are then stipulated in the Taught Admissions Policy which is reviewed and agreed on annually.

For more information regarding ELG and for the roles and responsibilities please see the 'English Language Group' page of the SES website (ADMISSIONS>ADMISSIONS GROUPS>ENGLISH LANGUAGE GROUP

Any queries regarding, or changes to, English Language tests/qualifications must be submitted to Taught Admissions.

Please see Section **'Entry requirements'** of the Taught Admissions Policy for the University approved approach to English language requirements.

For non-standard entry please see the 'What if an applicant doesn't meet standard entry requirements' section of this document.

When applying for a programme that is at degree level or higher, the UKVI (UK Visas and Immigration) requires us to prove the applicant's English language ability in one of two ways:

- The applicant is a national of a country which the UKVI deems as 'majority English speaking'.
- As a higher education institution, we have made an assessment through other means.

As an institution, for Taught Postgraduate studies, we only consider the first option if the applicant also holds a degree from a relevant country. This is in order to assure ourselves that the applicant has attained a sufficient level of English language to successfully study at Masters level.

Please refer to the Taught Admissions policy and the relevant page on the Taught Postgraduate English Requirements section of the SES admissions website for the details of the qualifications accepted, including the University standard entry requirements, as well as steps to identify what selection to make in order to list the appropriate evidence on the applicant's CAS (Confirmation of Acceptance for Studies) under the correct category.

Verifying English

The four main test providers for English language tests are:

- **IELTS**
- **TOEFL**
- **Pearson**
- **LanguageCert**

In addition to these four main tests, there are also **specific exemptions** and **alternative English language qualifications** that are accepted by the University, details of which can be found in the Taught Admissions Policy, and on the SES website (ADMISSIONS>ENGLISH LANGUAGE REQUIREMENTS>TAUGHT POSTGRADUATE ENGLISH REQUIREMENTS).

IELTS, TOEFL, Pearson and LanguageCert tests can be verified online by following the processes outlined below - if you require access to these services (not required for LanguageCert) please email admissionstraining@leeds.ac.uk.

When verifying English scores online, if you come across a situation where the scores on the certificate are different to those online, please contact Taught Admissions via email to tp_enquiry@leeds.ac.uk.

IELTS

IELTS scores can be verified online, click here to access the IELTS verification website (you will need to be registered to use this facility).
To log-in (on the left-hand side of the screen) you will need to enter your (IELTS specific) email address and password.

The following screen will now appear:

This shows the personal details of the user. To begin the verification procedure click on the **TRF Query** icon on the left-hand side of the screen.

You will need to enter the Test Report Form (TRF) Number in the relevant field (the TRF number can be found on the bottom right-hand side of the IELTS test score sheet). Once you have entered this click on the **Verify** icon.

The results will now be shown as follows:

TRF Results Details:

Match Found

Institutions themselves are responsible for determining the IELTS Band Scores appropriate to their particular courses or requirements. Institutions should note that IELTS Band Scores reflect English language proficiency alone which is one of the many factors relevant to academic success or failure. It is standard practice for the scores reported on an IELTS Test Report Form to be accepted by institutions as evidence of a candidate's English language ability for a two-year period from the date of the test.

Centre Number:	LB001
Centre Name:	BRITISH COUNCIL BEIRUT
Candidate Number:	
Candidate ID:	
Family Name:	
First Name:	
Date of Birth:	
Sex (M/F):	M
Repeating IELTS:	N
Previous Test Date:	
Previous Test Centre:	

Candidate Photo

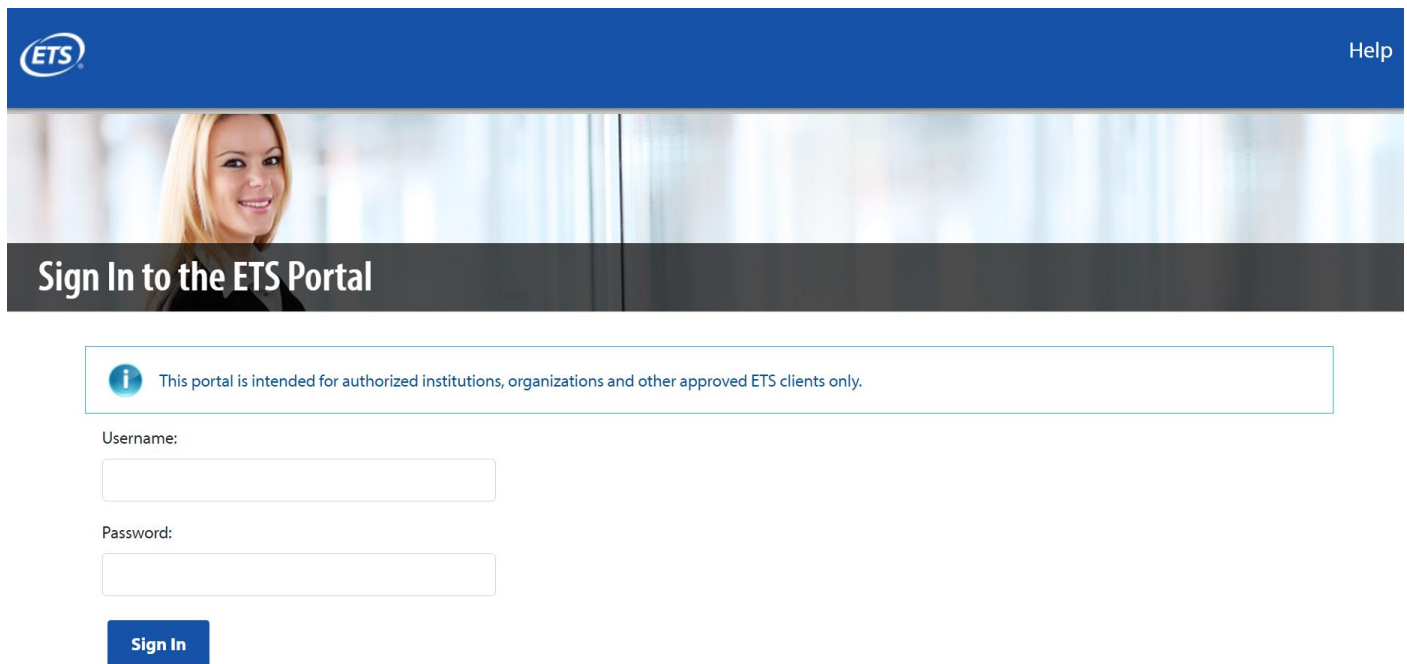| **Test Results**	**Overall Band 6.5** Band Scores Explained
Date of Examination:	2015-10-10
TRF Number:	
Listening	Band 7.0
Reading	Band 7.0
Writing	Band 6.5
Speaking	Band 6.0

New Query

Ensure that the results on the certificate exactly match those given on screen and that the personal details match those provided in the application.

Note: IELTS qualifications expire 2 years after the date the test was taken and must be valid at the start of the course.

If your result brings back the screen below you will need to contact IELTS directly, via the online enquiry form, for more information.

TRF Results Details:

No Match Found

No match was found for the Test Report Form (TRF) number which you entered. Please enter the TRF Number again. Be very careful to make sure that you enter the correct details from the TRF.

If you are certain that you have entered the TRF number correctly and there is still no match, then currently the system is unable to provide verification for this TRF. Please contact us by using the online enquiry form and selecting Cambridge English Language Assessment from the list of IELTS organisations.

Please provide the following information in the email: Test Report Form Number, centre number, name of candidate, date of birth, candidate number, ID/passport number, test scores and date of test.

Please note, we will be unable to verify a result that you cannot find on the site that is more than two years old. More information regarding this can be found in the Information for Candidates Booklet located on www.ielts.org
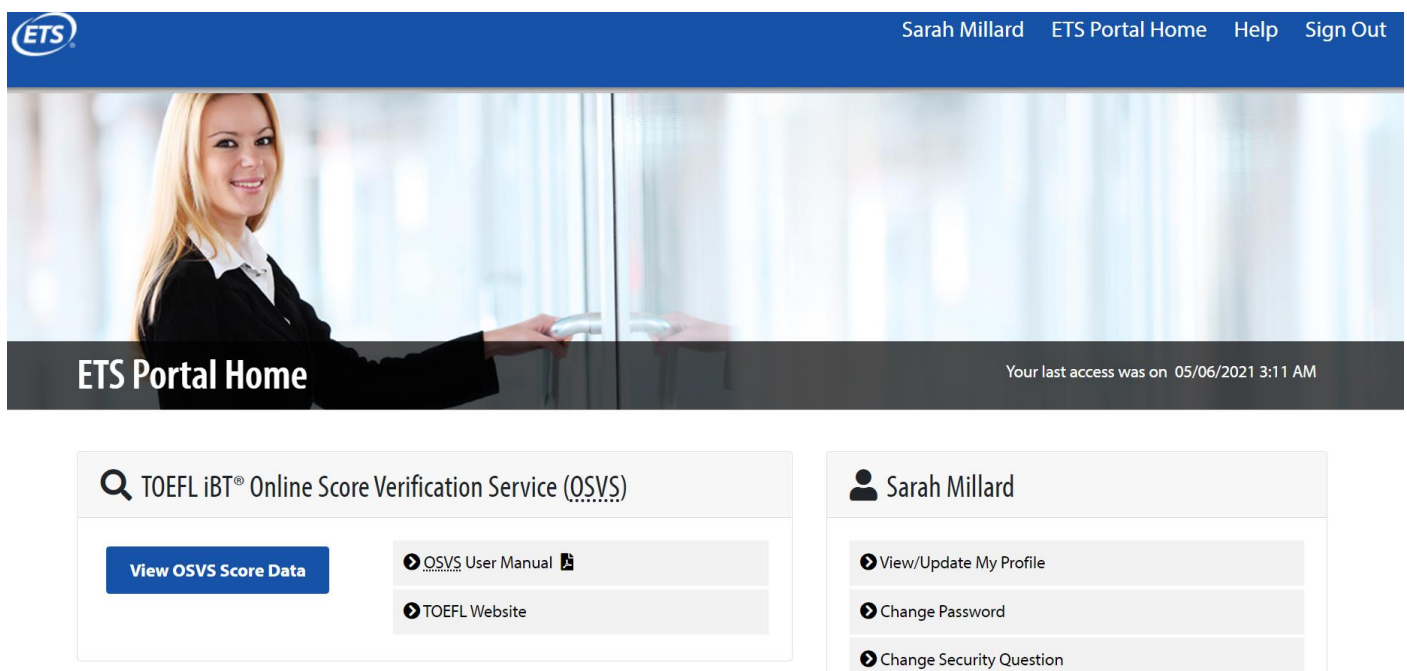
TOEFL

The TOEFL online test scores can be verified online, click here to access the TOEFL verification website (you will need to be registered to use this facility).

To log-in (on the left-hand side of the screen) you will need to enter your (TOEFL specific) username and password.

Once you have logged in, to start the verification procedure click on the **View OSVS Score Data** link in the middle of the screen.

The following screen will appear:

ETS. TOEFL iBT.
Online Score Verification Service (OSVS)

Sarah Millard   ETS Portal Home   SIGN OUT

For *TOEFL® iBT* Test:

Enter Test Taker information   Help

Enter search criteria below

Search criteria:		▲
Appointment No.:		
Date of Birth:	MM/DD/YYYY	
MyBest® Scores as of date:	MM/DD/YYYY 🗓	
	View Result	

To verify a TOEFL score, enter the **Appointment Number** from the Test Taker Score Report. Next, enter the applicant's date of birth in MM/DD/YYYY format and select **View Result.**

The results will be shown as follows:

Security Identification		
ID Type	ID No. (Last 4 digits)	Issuing Country
PASSPORT		PALESTINIAN TERRITORIES, THE

TOEFL iBT® Scaled Scores

Test Date (MM/DD/YYYY)	Total Score (0 - 120)	Reading (0 - 30)	Listening (0 - 30)	Speaking (0 - 30)	Writing (0 - 30)	Voice Sample	Essay Sample
03/10/2021	118	28	30	30	30	◀	☰ Essay

MyBest® Scores

As of Date (MM/DD/YYYY)	Sum of Scores (0 - 120)	Reading (0 - 30)	Listening (0 - 30)	Speaking (0 - 30)	Writing (0 - 30)	Voice Sample	Essay Sample
03/12/2021	118	28	30	30	30	◀	☰ Essay
		03/10/2021	03/10/2021	03/10/2021	03/10/2021	03/10/2021	03/10/2021

View Your Most Recent MyBest® Scores

Information about TOEFL iBT Test Scores

Ensure that the results on the certificate exactly match those given on screen and that the personal details match those provided in the application.

Note: TOEFL qualifications expire 2 years after the date the test was taken and must be valid at the start of the course.

If the results can't be verified, you will need to contact ETS directly, via email OSVS@ets.org, for more information. You will need to include your contact information, the scanned score results or test taker information and any additional information.

Pearson

The Pearson test scores can be verified online using either a Score Report Code (SRC) or a Registration ID (if the applicant has instructed Pearson through their PTE Academic portal that their results should be shared with the University). Click here to access the Pearson verification website (you will need to be registered to use this facility). To log-in you will need to enter your (Pearson specific) username and password.

Score Reports
PTE Academic

Sign in

Username*

🔒 Password*   👁

☐ Remember me   Forgot password?

LOGIN

First visit to the site?

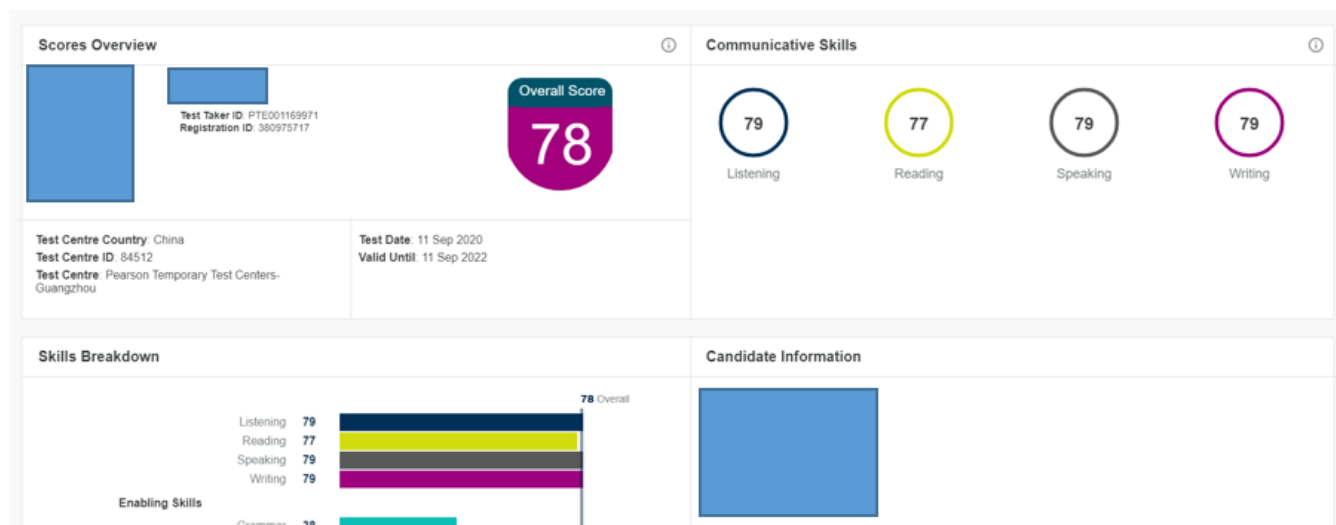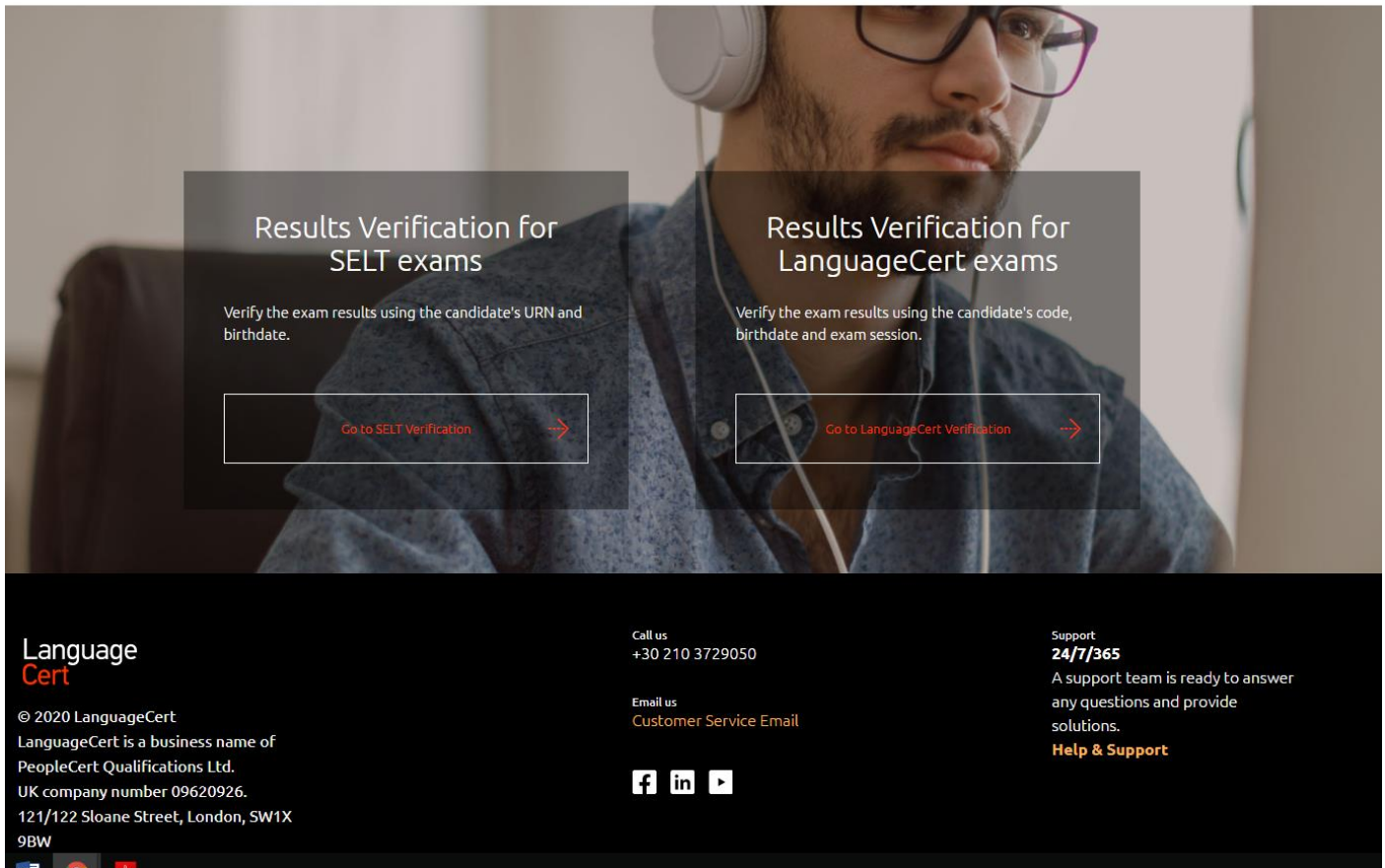Once you have logged in, the following screen appears:

If the applicant has provided their SRC, enter it in the box and select **'Find Candidate Scores'**. Otherwise, click on **'I do not have the Score Report Code'**.

If the applicant has provided a Registration ID, enter it into the box and select **'Find Candidate Scores'**.

Regardless of which code you entered, you will be taken to the applicant's test summary screen.

Note: Pearson qualifications expire 2 years after the date the test was taken and must be valid at the start of the course.

If your search doesn't find the test you were looking for please contact the applicant to make sure they have sent their scores to the University through the Pearson portal.

LanguageCert

LanguageCert scores can be verified on the LanguageCert website using the **Statement of Results** (**not** the certificate). There is no requirement to log in to use this service.

Select **Go to LanguageCert Verification** then enter the Candidate Number, Exam Session and Date of birth, followed by **Search**.

A new Window will pop-up that displays the results.

Ensure that the results on the certificate exactly match those provided on screen and that the personal details match those provided in the application.

Students will have two exam sessions (one for their reading, writing and listening test and another for their speaking test), so you will need to repeat the process with the second exam session number.

Academic Progression

It is paramount that upon reviewing an application and supporting documents, **any reference to the UK** is considered under the UKVI regulations relating to 'academic progression' and investigated as appropriate prior to issuing an unconditional offer.

If an applicant has declared study in the UK through any of the information they have provided to us during the admission process, the University is responsible for ensuring UKVI compliance in relation to academic progression.

Academic progression can be identified through a number of sources, please make sure you review all of the following documentation –

- CV (e.g. 'honours' section)
- Transcripts (applicants may have studied in the UK as part of a degree awarded overseas)
- Certificates (including any qualifications taken that would not be considered for academic purposes)
- Email correspondence
- Personal statement
- IELTS/English tests – check if taken in UK
- Previous CAS mentions previous UK study
- Uploaded Visas
- Other relevant information on the application
- UK address
- References

The University could be audited by UKVI at any time and is required to keep a detailed audit trail of all instances of academic progression. To consider making an offer when academic progression has been identified, we need the following information –

- Copies of all visas/CAS/BRPs and any relevant UKVI communications
- NQF/SQF (also referred to as RQF) level
- Qualification level sponsored for (found on CAS)
- Qualification achieved

For more information on, and a detailed overview of, academic progression please see the Academic Progression section on the SES website (HOME>ADMISSIONS>UKVI TIER 4 STUDENT REGULATIONS>ACADEMIC PROGRESSION).

PLEASE NOTE: If an applicant fails to complete the award they were sponsored for you will need to contact the Taught Admissions Team.

For example, applicants who were sponsored for;
- **An integrated Masters and Bachelor's degree but were only awarded a Bachelor (e.g. MENG/BENG)**
- **A Master's degree but were awarded a PGDip or PGCert**
- **Any other qualification but failed to complete, therefore not gaining a qualification**

The following gov.uk website https://www.gov.uk/government/publications/student-sponsor-guidance details the sponsorship duties regarding Student route compliance.

For information on NQF (RQF), SQF and CEFR levels, please see the following documents:

- NQF levels see here
- SQF levels see here
- NQF (in pink)/SQF (in blue) comparison table see here
- CEFR levels see here and here