

10 December 2010

**To: Year 12 Parents**

Dear Parents

**COA CENTIGRADE PROGRAMME**

I am delighted that almost all members of Year 12 will be entering the COA Centigrade programme. This reduces the cost to £17.50 per pupil, which will be added to your Summer Term account. The programme is computer-based and matches the individual student's interests and academic abilities with current degree courses. Once results have been analysed, COA will produce a detailed report for each pupil. Pupils will also receive a copy of a book entitled *Degree Course Descriptions*. These will help with the increasingly difficult task of choosing between the many thousands of single and combined degree courses on offer throughout the country's universities and colleges.

Pupils can access the Centigrade questionnaire by going to <http://direct.coa.co.uk/pgc/portsmouth>. They have already been given a briefing and instructions and many pupils have already started to complete it. Others can do so over the Christmas break. The instructions are enclosed and also available on the school website.

If pupils choose to complete the questionnaire at home I would stress that they must not be influenced by outside sources when answering the questions. They must give sensible, truthful answers in order for the subsequent report to be of value. Too many 'Not sure' answers will also make the production of a meaningful report difficult. If pupils begin the questionnaire at home but experience difficulties they can save their responses and complete the questionnaire when they return to school in January.

All questionnaires must be completed by **Monday 10 January** in order for reports to be returned before the Careers and Gap Year Convention on Thursday 17 February.

Yours sincerely

**P W Galliver**  
**UCAS Co-ordinator**

# How to Complete the On-line Centigrade Questionnaire

Using any computer, at home or at School go to: <http://direct.coa.co.uk/pgc/portsmouth>

This will take you to the Portsmouth Grammar School version of the questionnaire. Occasionally the link takes you a page requiring a login. If this happens please use:  
login: **pgc** and password: **portsmouth**. Then continue as follows:

- Select your House/Form from the drop-down menu
- Select your name from a drop-down list of pupils in that tutor group
- Choose and confirm your password.

Norton High School - direct - Windows Internet Explorer

http://www.coa2.co.uk/online/?page=main/index

direct Norton High School

**Personal Details**

Please select your house/form, then name. If you have already started a questionnaire you will need to enter a password, otherwise choose and verify your password.

School/College: Norton High School

House/Form: Rufus

Name: Amy Nicholson

Gender:  Male  Female

Date of birth: Day 10 / Month 05 / Year 1989

Password: .....

Confirm password: .....

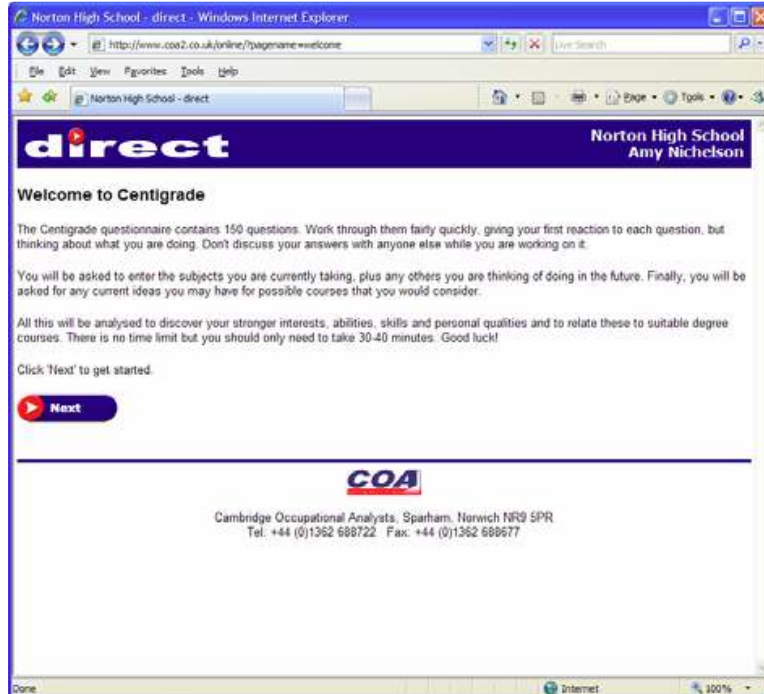
Next

**COA**

Cambridge Occupational Analysts, Sparham, Norwich NR9 5PR  
Tel: +44 (0)1362 688722 Fax: +44 (0)1362 688677

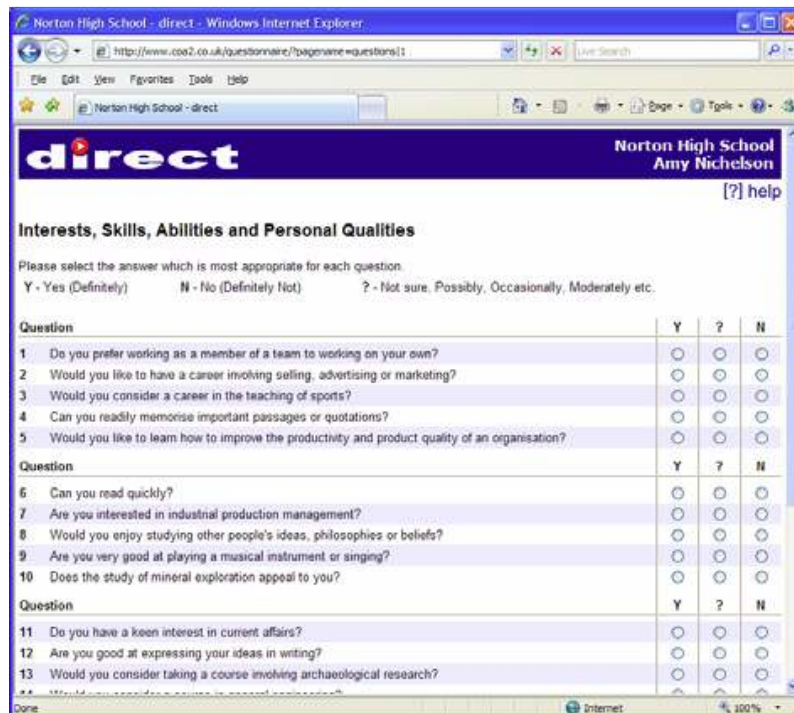
***If you forget your password please see  
Mrs Williams in the Careers Office.***

The Welcome screen briefly explains the questionnaire to you.



Then complete the questions; there are 15 questions per screen. You are not able to move on until you have completed all questions on a screen, but you can go back and change your answers at any time. Do not select too many 'Not Sure' as this will make the production of a useful report difficult.

**Note** that most pages have a help button at the top-right which provides more details on completing the information on the page.



Then select the academic subjects you have taken or are currently studying.

Please **only** put a tick in the box in the first column if you took the subject at GCSE.

The screenshot shows a web browser window titled 'Norton High School - direct - Windows Internet Explorer'. The address bar shows 'http://www.coa2.co.uk/guestonline/direct/pageName=subjects'. The page header includes the 'direct' logo and 'Norton High School Amy Nicholson'. The main heading is 'GCSE and AS/A level Subjects'. Below this, there are instructions: 'Select which subjects you are taking, plan to take or have already taken in column 1. You can then enter which exams are appropriate using columns 2, 3, 4 and 5.' and 'Any vocational subjects such as vocational GCSEs, vocational AS/A levels etc should be entered on the next page.' The table below has the following structure:

| 1 Subjects                      | 2 GCSE/GCSE                         |                          |                          |                          |                          | 3 AS/A level                        |                                     | 4 AS                     |                          | 5 Other                  |
|---------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
|                                 | A*                                  | A                        | B                        | C                        | D                        | AS                                  | A                                   | SL                       | HL                       |                          |
| Ancient History/Class. Civin.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Drama/Theatre Studies           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English Literature              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| French                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| German                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| History                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mathematics:Pure Maths          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Science (double award)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sociology/Social Science/Policy | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - No Subject -                  |                                     |                          |                          |                          |                          |                                     |                                     |                          |                          |                          |
| - No Subject -                  |                                     |                          |                          |                          |                          |                                     |                                     |                          |                          |                          |
| - No Subject -                  |                                     |                          |                          |                          |                          |                                     |                                     |                          |                          |                          |
| - No Subject -                  |                                     |                          |                          |                          |                          |                                     |                                     |                          |                          |                          |

**Pay particular attention to:**

English GCSE

Select: **English** and **English Literature**

Mathematics GCSE/IGCSE

Select: **Mathematics**  
and **Mathematics – Additional** if you also took that

Mathematics AS/A2

Select: **Mathematics** and  
**Mathematics – Further/Advanced** if you are taking this

Sciences at GCSE

Select: **Biology**, **Chemistry** and **Physics** if you took them as separate subjects

or Science and **Additional Science**,

or Double Science.

Please check your GCSE certificates if in doubt.

Vocational subjects are covered on the next screen (not shown here)

Complete the geographical information, choosing both your home location and any preferred areas.

**Geographical Information**

1 Please indicate where in the British Isles you currently live, or select Overseas if you don't live in the British Isles.  
2 If you want, you can tick any of the areas listed to indicate them as your preferred areas. All areas are listed in your report and this selection is only used to order them in your report.

| Area                   | Home                  | Preferred                           |
|------------------------|-----------------------|-------------------------------------|
| EA East Anglia         | <input type="radio"/> | <input type="checkbox"/>            |
| WM West Midlands       | <input type="radio"/> | <input type="checkbox"/>            |
| EM East Midlands       | <input type="radio"/> | <input checked="" type="checkbox"/> |
| NW North West          | <input type="radio"/> | <input type="checkbox"/>            |
| SE South/East          | <input type="radio"/> | <input checked="" type="checkbox"/> |
| SW South/West          | <input type="radio"/> | <input type="checkbox"/>            |
| SC Scotland            | <input type="radio"/> | <input type="checkbox"/>            |
| W Wales                | <input type="radio"/> | <input type="checkbox"/>            |
| L London               | <input type="radio"/> | <input checked="" type="checkbox"/> |
| NE North East          | <input type="radio"/> | <input type="checkbox"/>            |
| NI Northern Ireland    | <input type="radio"/> | <input type="checkbox"/>            |
| RI Republic of Ireland | <input type="radio"/> | <input type="checkbox"/>            |
| Overseas               | <input type="radio"/> | <input type="checkbox"/>            |
| No preference          |                       | <input type="checkbox"/>            |

On the next series of screens select preferred languages, teacher training age groups, Key Skills (select *not applicable*) and health/personal factors.

Then indicate up to three of your present career or course ideas

**Languages**

Please select any languages you would prefer to study as part of a higher education course. You can select up to three languages with any your first choice.

French  
 German  
 No Preference

If you have no interest in studying a language, you don't have to specify any preference.

save until later

**Course Preferences**

Please indicate from the lists provided any course areas which you are already considering or have thought you may study.

No Preference

save until later

Finally, the 'Thank You' screen (not shown here) indicates that you have completed the questionnaire.