



APPLICAA GUIDE



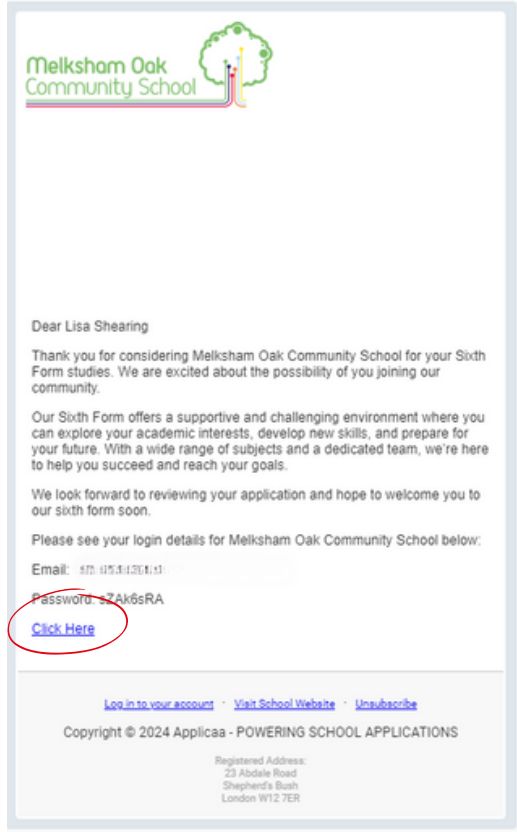
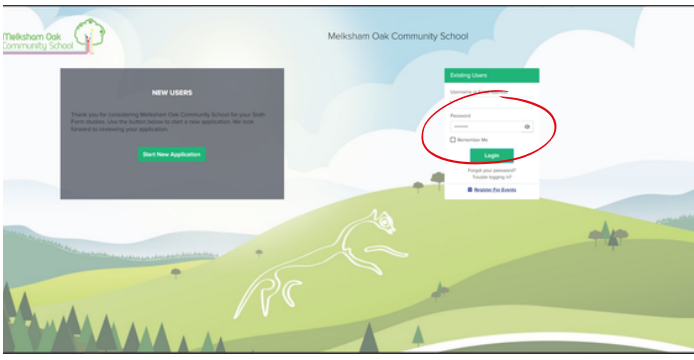
HOW TO APPLY IN APPLICAA

If you are currently a student at Melksham Oak community school, you will receive an email from Applicaa (admin@applicaa.com) with your login details to apply to our Sixth Form. Please check your junk email folder if you haven't received your welcome email.

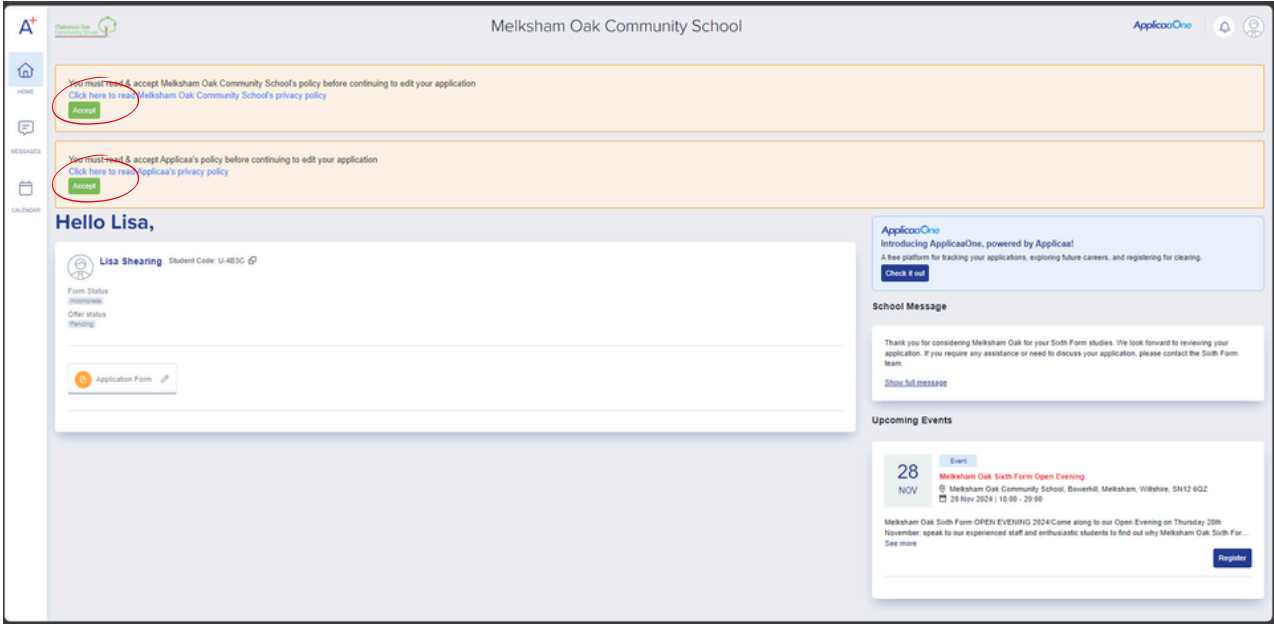
If you are external applicant, please visit: ApplicaaOne or the direct link at: <http://melkshamoak.applicaa.com/year12> and create a profile.

Click the link and enter the details provided on the landing page. Click Login.

You will be prompted to change your password. Select a password more than 8 characters long, containing a number and symbol.

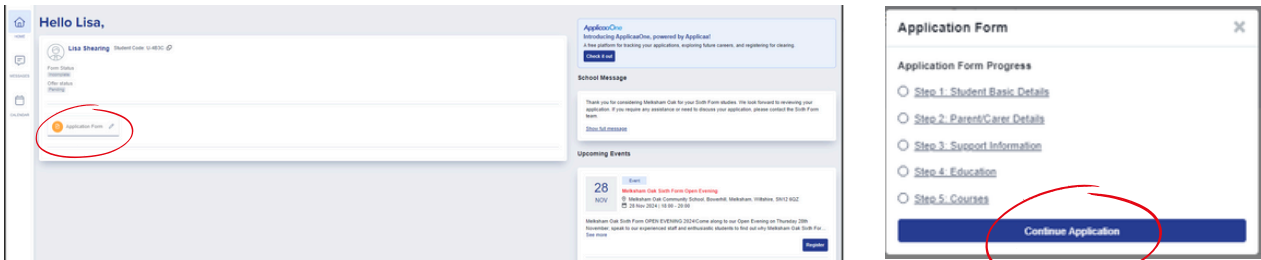


Once you have changed your password, you will have to accept the School and Applicaa privacy policies, before you start your application. To accept the policies, click the blue link to the policy to open and read - then you can click the green accept button.



HOW TO APPLY IN APPLICAA (CONT.)

To apply - click **Application Form**. You will get a pop-up box showing you the 5 stages of the application form, click **Continue Application**.



There are 5 stages to the application form. Work through the form, ensuring that anything marked with a red asterisk* is answered (these are mandatory fields). Some of the entries have drop down menus, you can start typing your reply and the list of options will decrease. Once you finish a section, you can either **Save Progress and Close** or **Save & Next**

On the parental page please provide the details for at **least 2 Parent/Carers**. You can provide more, but 2 contacts **must** be provided to move onto the next stage.

Click the blue button to add your parent/carer details.
Click the grey button to add additional contacts.

HOW TO APPLY IN APPLICAA (CONT.)

Take your time to find the right school, when completing current school details. Start typing the letters in the box and the list of schools should appear. In this section you will be able to enter your predicted GCSE grades.

Student Basic Details

Parent/Carer Details

Support Information

Education

Courses

School History

School Name*

Devizes School - Devizes SN10 3AG

I can't find the school

Start Date*

01/09/2007

Current

Remove

+ Add School or College

Student Education Information

home_schooled

school_outside_UK

Please specify school detail

Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

Type *	Title *	Grade *	Status *	Qualification Level *	Received date
GCSE	Art and Design (Fine Art, Photography, Graphics, Craft)	5	Predicted	Fine Art	0
GCSE	English Language	5	Predicted		0
GCSE	English Literature	5	Predicted		0

+ Add grade

Please enter any additional information about your grades here

Click the grey button to add your predicted grades.

Once you have entered all your predicted grades, click **Save & Next**. You must add at least 5 grades to progress to the next stage.

Finally, select the courses of interest to you. You need to choose a minimum of 3 and a maximum of 5.

Melksham Oak Community School

Select Language

APPLICAA One

Step 1 Student Basic Details

Step 2 Parent/Carer Details

Step 3 Support Information

Step 4 Education

Step 5 Courses

Previous

Your selection

ART & DESIGN

CREATIVE MEDIA BTEC

FRENCH

PHOTOGRAPHY

PRODUCT DESIGN

Submit

Maximum subjects to be selected: 5

Minimum subjects to be selected: 3

Select the course you are interested in:

Search subjects here

ART & DESIGN	EPQ (AS Level - Optional)	PHOTOGRAPHY
BIOLOGY	FOOD AND NUTRITION	PHYSICS
BUSINESS STUDIES LEVEL 3 BTEC	FRENCH	POLITICS
CHEMISTRY	FURTHER MATHEMATICS	PRODUCT DESIGN
COMPUTER SCIENCE	GEOGRAPHY	PSYCHOLOGY
CORE MATHS	HEALTH & SOCIAL CARE LEVEL 3 CAMBRIDGE TECH	RELIGIOUS STUDIES
CREATIVE MEDIA BTEC	HISTORY	SOCIOLOGY
CRIMINOLOGY	MATHEMATICS	SPANISH

Once you've chosen your courses, click submit and submit again on the pop-up box and you should return to the landing page.

You are now submitting your application.

Submit

Once you've chosen your courses, click submit and submit again on the pop-up box and you should return to the landing page.

The sixth form team will be in touch, regarding your interview date.



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