

Q. What is the deadline for submitting the reference?

A. The deadline to submit all references is 23.59 on 18 March 2020.

Q. I have received a reference request but I am not the right person to complete it, what should I do?

A. Please forward the email you have received that contains the link to the reference form to the appropriate person and they can complete it. They will be asked to confirm their details on the form and they can replace your details with theirs.

Q. Do I have to complete the reference?

A. All student applications have to have an accompanying teacher reference to be considered. If you are not able to complete the reference, please forward the request to a colleague who will be able to.

Q. What information do I need to know to complete the reference?

- You will be asked the student's date of birth as a security verification to access the reference request.
- You will also need to know whether the student is eligible for free school meals and/or Pupil Premium, is currently or has ever been in care or a young carer.
- You will also need to confirm the student's predicted or actual exam grades.
- There will also be an opportunity to give us any information on extenuating circumstances regarding the student or the school.

Q. Can I write part of the reference and come back to it later?

A. No, your answers won't be saved until you hit submit at the end. Please note, your session will time-out after 20minutes of inactivity and you will have to start again.

Q. Can I find out which students from my school have applied to your summer schools?

A. Yes. Please email us with your school name and contact details.

Q. I have filled in the reference but I am still receiving reminders. Why is this?

A. You may have been named as a reference for more than one student which means you will receive a separate email and link for each student. You may also have completed the form but not hit submit. If neither of these is correct then please email us.

Q. I have spotted a mistake on a student's application form, what should I do?

A. You will have a chance to correct some information regarding the student's application on your reference. If you are unable to correct the information, please ask the student to email us with any corrections.

Please note, if you have any further questions or need to inform us about your individual circumstances, please contact us on outreach.scienceactivities@imperial.ac.uk