# 1 Types of assessment

1. The following definitions are used in these regulations:

**Online Controlled Condition Exams**

and readiness for students, submissions and Technical Failures. The Department is also responsible for providing you with clear information about these local arrangements.

**Intercollegiate assessments**

7. These regulations apply if you are a student from another institution who is taking assessments at UCL.
8. If you are a UCL student taking assessments at another institution, you will be subject to that institution's regulations for those assessments.

# 3 Preparing for your assessments

## 3.1 Module verification

1. You must ensure that you are registered on the correct modules, otherwise you will not be able to access your assessments. Your module registrations are viewable in Portico under 'My Studies'.
2. You must verify your modules on Portico by the

6. Mis-reading the timetable will not be considered valid grounds for Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7).

## 3.5 Venues

1. You must sit in-person assessments at the venue designated in the timetable.
2. Exceptionally, you may be permitted to sit an assessment at another UCL-approved, educational institution if:
    a. You are enrolled on a distance learning programme, or

# 4 Reasonable Adjustments and Exam Adjustments

1. If you have a disability, medical condition or mental health condition, you may be eligible for additional support as part of your Summary of Reasonable Adjustments (SoRA).
2. Further details about the support available can be found in Chapter 2: Student Support Framework.
3. The Disability, Mental Health and Wellbeing team can talk you through the options and advise you on the support available for your particular circumstances, help you complete your application and advise you on gathering any documentary evidence that you might need.

### Deadlines for Exam Adjustments

4. Exam Adjustments are a type of Reasonable Adjustment which apply to short-duration written assessments such as Online Controlled Condition Exams, In-Person Controlled Condition Exams, Take-Home Papers, Quizzes & In-Class Tests.
5.

| | |
|---|---|
| Standard Timetabled Duration | 2 hours |
| Upload Window | 20 minutes |
| Duration shown in AssessmentUCL | 2 hours 20 minutes |

4. **The Upload Window is not additional writing time**. You must use the full 20-minute Upload Window for uploading files, completing the Cover Sheet (if applicable) and correcting any minor mistakes such as uploading the wrong file or clicking the wrong button. **Do not assume that this will not happen to you**.
5. The amount of time required for uploading files will vary by assessment. For the majority of exams, 20 minutes will give you plenty of time to complete this activity. However, if your exam has particularly extensive upload requirements (e.g. you have to take and upload multiple large-format photos, or you have to convert hand-written answers into PDF) the Department setting the exam should add an additional collation time to the duration of

a) Centrally-managed exams must be a minimum of two hours and a maximum of three hours duration.
b)

| | | | |
|---|---|---|---|
| 48 hours | 16 hours | 4 hours | 52 hours |
| 72 hours | 24 hours | 6 hours | 78 hours |
| 7 days | 56 hours | 14 hours | 7 days and 14 hours |

8. The above adjustments are designed to support the majority of UCL students with additional needs, at a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard adjustments for Controlled Condition Exams). However if you have more complex needs which mean that the standard amount of extra time is not suitable, you can contact the Disability, Mental Health and Wellbeing team who can liaise with your Department about alternative arrangements as appropriate.

## Extenuating Circumstances

9. If you have been granted an extension via Extenuating Circumstances

### Late starts

6. If you start your Practical Exam late but within the timetabled duration, you will be allowed to take the assessment but will forfeit any time already elapsed.
7. If the late start is due to valid Extenuating Circumstances, the examiners may use their discretion to allow you extra time in a live assessment. This may not always be possible, for example if it will have a negative impact on other students, or if access to laboratories and other specialist rooms and equipment is restricted. If a late start cannot be accommodated you will need to apply for Extenuating Circumstances (Section 5) to access a Deferral without Tuition to the next normal occasion.

## 6.6 Coursework, Dissertations/ Research Projects and other assessments

### Submission deadline

1. Your Department must notify you of the standard submission deadline for your assessment.
2. There is no additional 'Upload Window' because extra time is already built into the nature of the assessment.

### SoRA extensions

3. The standard SoRA extension for coursework is **one week**. The standard SoRA extension for Dissertations and Research Projects is **two weeks**. However, if you have more complex needs which mean that the standard amount of extra time is not suitable, the Disability, Mental Health and Wellbeing team may recommend alternative arrangements.
4. If you have SoRA extensions, your Department will automatically apply these to your submission due dates. You can choose whether to submit work by the original deadlines or the extended ones. We encourage you to consider your decision holistically, taking into account all deadlines you are working towards. Please refer to Chapter 2, Section 3: Reasonable Adjustments for Disabilities and Long-term Conditions for further details.

### Extenuating Circumstances extensions

5. If you are given an Extenuating Circumstances extension, your Department will apply this to your submission due date. However you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances procedures. Please refer to Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances for further details.

### Late submissions

6. Any late submissions will be subject to the regulations in Chapter 4, Part A, Section 3.12: Deadlines and Late Submissions.

# 7 Starting the assessment

## 7.1 Assessment instructions ("Rubric")

1. You must follow the instructions given to you, including:

    a) Which/ how many questions to answer
    b) Word counts or page counts
    c) Diagrams, tables and figures
    d) How to submit handwritten answers
    e) How to submit artefacts
    f) File format (the default is PDF unless otherwise specified)
    g) Upload requirements (if applicable)
    h) Presentation format
    i) Presentation duration
    j) Laboratory instructions

## 7.2 Queries about the question paper or instructions

1. If you have a query about the question paper, instructions or rubric, you should contact the assessment organisers, noting any assumptions you had to make to enable you to continue with the question.

    a) If your assessment is in AssessmentUCL, you should complete an

**factors for cheating**. If you are experiencing difficulties you are expected to engage with UCL's Extenuating Circumstances (Section 5) procedures to apply for support to complete your assessment.

5. **All forms of Academic Misconduct are prohibited**. Academic Misconduct is defined as any action or attempted action that may result in a student obtaining an unfair academic advantage. Penalties for

# 9 Exam Hall Conditions

## 9.1 Entry to the Exam Hall

1. To enter the exam hall, you must present one of the following:
    a) UCL ID card
    b) Home college ID card (intercollegiate students)
    c) Passport
    d) Driving licence with photograph
2. If you cannot produce an approved means of identification on the day, you must sign a declaration of identity form and a label will be included in the examination envelope to notify the examiner.
3. You should arrive at the hall between 10 and 20 minutes before the start of the exam.
4. You must observe any instructions given on the day by invigilation staff, examiners or other staff responsible for the conduct of exams.
5. You must sit in your allocated seat. Seat numbers will be used to verify attendance and to ensure that marks are awarded to the correct candidate.

e) Paper for rough work.
f) Headphones, speakers or microphones (except on pre-approved medical grounds).
g) Opaque pencil cases.
h) Food or hot drinks (except on pre-approved medical grounds).
i) Alcoholic drinks or carbonated drinks.
j) E-cigarettes or vaping devices.
k) Hats or other headwear (unless worn on religious or pre-approved medical grounds.

6. If you require any of these items for medical reasons, please speak to your Student Support and Wellbeing Advisor when you discuss your Reasonable Adjustments (Section 4).
7. If you must bring unauthorised items with you on the day, they must be placed in your bag at the back of the hall, or in the small plastic wallet under your desk.
8. If you find that you have an unauthorised item on your desk or about your person you must inform a member of invigilation staff immediately.
9. If you do have any unauthorised items on your desk or about your person they will be confiscated for the duration of the exam.

## Smartphones and other electronic devices

10. With the exception of approved calculators (see below), you must not use electronic devices during an exam. This includes smartphones, mobile phones, smart watches, smart wearables, laptops, tablets, e-readers, audio-players or any other communication or internet-enabled devices.
11. If you do have to bring electronic devices into the exam hall:

    a) You must switch off all electronic devices before you enter the exam hall.
    b) You must not have electronic devices on your desk or about your person. You must place electronic devices in your bag at the back of the hall or under your exam desk in the plastic wallet provided.
    c) You must put all electronic devices on silent and not allow ringtones, pre-set alarms or other device sounds to cause a disturbance.
    d) You must not send or receive calls, videos or messages during an exam.
    e) You must not use calculator apps, dictionary apps, translation apps or any other software during an exam.

12. If you require a device for medical reasons, please speak to your Student Support and Wellbeing Advisor when you discuss your Reasonable Adjustments (Section 4).

## Calculators

13. The Examiners will determine whether you are permitted to use a13.



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21. For some exams, reference materials may be provided by the examiner. There may also be

8. You must ensure that all answer books, supplementary books and any other materials to be submitted for marking (except MCQ cards) are secured in their examination envelope. MCQ cards should be handed in separately.
9. When the time permitted for the exam has passed, you will be given one extra minute to prepare your exam envelopes and answer books for collection. When the end of the one minute allowance is announced you must stop writing immediately. It is Academic Misconduct to continue writing after the one minute allowance has passed.
10. You should remain silent and in your seat until all exam envelopes have been collected.
11. You may take away your copy of the question paper unless specified on the paper. However you must not take out of the hall any used or unused exam envelopes, answer books, restricted question papers, or other items of exam stationery.
12. Removal of a completed exam envelope or answer book from the exam hall will constitute Academic Misconduct and the work will not be marked.

## 9.6 If you become ill during an exam

1. If you become ill during an exam you must alert the invigilators for help as soon as possible. Where appropriate, the invigilators will file a report of the your condition and the impact on the exam (e.g. lost time, terminated attempt) which can be used as evidence towards an Extenuating Circumstances claim (Section 5).

## 9.7 Late arrivals

1. If you arrive less than 45 minutes late, you will be allowed into the hall to sit the exam but will forfeit any time already elapsed. You must report to an invigilator so that your time of arrival can be recorded and any instructions provided.
2. If you arrive more than 45 minutes late, you will not be allowed into the exam hall.
3. If the late start is due to valid Extenuating Circumstances (Section 5), you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.
4. If there are no Extenuating Circumstances you will receive a **mark of 0.00%/ Grade F** and will be considered to have made an attempt (Section 12).

## 9.8 Leaving the hall during an exam

1. You must not leave the hall during the first 45 minutes or the last 15 minutes of the exam. Toilet visits are not normally permitted during these times.
2. At all other times, you must not leave your seat without first seeking permission, except in cases of illness or emergency. You must notify the invigilators by raising your hand if you have a query, feel unwell, need more stationery or the toilet, or want to leave the hall permanently after the first 45 minutes or before the last 15 minutes of the exam.
3. In case of illness or emergency, you must only leave your seat if accompanied by a member of invigilation staff.
4. All candidates will be accompanied on toilet visits and each visit will be recorded on the attendance sheet.
5. If you wish to leave the hall permanently after the first 45 minutes but before the designated finish time, you must raise your hand and remain in your seat until your exam envelope has been collected.

## 9.9 At the end of the exam

1. Each exam will include 15 and 5 minute warning announcements.
2. Once the final 15 minute warning has been announced, you must remain in your seat until the exam envelopes for all candidates have been collected and you are told you may leave.
3. You should leave the exam hall quickly and quietly when told to do so by t

2. You may need to upload

b) If your assessment is another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for establishing equivalent and

### Technical failure mitigations

13. In order to protect the integrity of UCL's assessments and to promote fairness for students across different departments and faculties, there are standard recommended mitigations for each type of assessment:

| | |
|---|---|
| **Online Controlled Condition Exam** | • Where work has not been submitted within the 40 minutes late submission window: Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period) or<br>• Where work has been submitted within the 40 minute late submission window: Suspension of the Late Submission Penalties |
| **Take-home paper** | • Suspension of the Late Submission Penalties |
| **Quizzes & In-class tests** | • Deferral without Tuition (timing determined by the department) or<br>• Exclude component from module calculation: Maximum 10% weighting |
| **Practical exams** | • The examiners may use their discretion to allow you extra time in a live assessment or to move the assessment by a few hours or days. This may not always be possible, for example if it will have a negative impact on other students, or if access to laboratories and other specialist rooms and equipment is restricted, or<br>• If a late start cannot be accommodated, a Deferral without Tuition (timing determined by the Department). |
| **Coursework, Dissertations, Research Projects and other assessments** | • Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all UCL graduates. As students have a number of weeks or months to complete coursework, technical issues will **not** be considered as valid grounds for missing the deadline |

# 11 Deferring an assessment

1. If your Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7) claim is accepted and 892 re

a) If you defer your first attempt at an assessment, your module mark will be 'uncapped' i.e. you will receive the full mark for your work.
b) If you defer your second attempt at an assessment (i.e. you defer a Resit or Repeat), your module mark will continue to be 'capped' at the Pass Mark (i.e. the existing cap will not be removed but you will receive no further penalty).

4. 'Without Tuition' means that you will not attend any further classes or receive any further instruction; you will just retake the assessment. If you have particularly severe circumstances you may be offered the opportunity to take a Deferral with Tuition which means returning next year to re-attend classes.
5. Full details of the regulations for Deferrals can be found in Chapter 4, Part A, Section 8: Deferred Assessment.

# 12 If you do not make an assessable attempt

1. If you do not make an "Assessable Attempt", and you do not have valid grounds for making an Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7) claim, **you will receive a mark of 0.00%/ Grade F for the assessment**. This includes:

a) If you do not start the assessment.
b) If you start the assessment but do not attempt the paper.
c) If you start the assessment but attempt so little of the paper that it cannot be assessed.
d) If you start the assessment but do not upload and submit in your work by the deadline.
e) If your handwritten answers, typed answers, images, scansd0 G[( )] TJ(sw)5(ers,)32 841.95.32 841.92