



## UCL Academic Manual

examination separate from other examinees, or such other adjustments as are reasonable in the circumstances.

- 4 A student may request special arrangements for written papers, or for any other elements of their formal assessment in accordance with UCL procedures on Reasonable Adjustments.

## 1.3 Boards of Examiners

- 1 A single Board may act for full and part-time awards at the same time.
- 2 External Examiners must attend meetings of Boards of Examiners. In exceptional circumstances where the External Examiner is unable to attend, the Chair of the Board of Examiners must ensure that evidence is available to demonstrate that External Examiners have been consulted and have made their views known.
- 3 The Purpose, Terms of Reference, and Constitution and guidance notes for the operation of Boards of Examiners can be found in the *UCL Academic Manual, Chapter 4*. Each Board of Examiners must ensure that it is properly constituted. This is to be carried out before any academic decisions concerning students are made.

## 1.4 External Examiners

- 1 The regulations governing the nomination, appointment, responsibilities and entitlements of External Examiners are defined in the *UCL Academic Manual, Chapter 6: Quality Review Framework*.

## 1.5 The Assessment Process

- 1 Each coursework assignment/report/dissertation shall be marked in accordance with the methods indicated in the relevant award or programme regulations. Summative assessment will be marked anonymously, as defined in the *UCL Academic Manual, Chapter 4*.
- 2 Members of the Board of Examiners shall have the right to see the formally assessable work of any candidate.
- 3 Feedback and provisional grades and/or marks assigned to assignments will normally be provided to students in advance of the final examination board meeting, and within one calendar month of the deadline (including weekends and vacations), as defined in the *UCL Academic Manual, Chapter 4*. Grades and/or marks will not be approved until the final examination board meeting.

- 4 Grades and/or marks for written examinations scripts shall not be provided until after the Board of Examiners has approved them.
- 5 Formally assessed coursework shall be retained for access by the External Examiners, but may be reclaimed by the student after the meeting of the Board of Examiners at which that work is considered for final assessment. Reclaim may be requested within three months of the final meeting of the Board of Examiners. Coursework which is not reclaimed within this timeframe may then be destroyed

## 1.7 Extenuating Circumstances

- 1 In exceptional circumstances students may be granted special consideration due to extenuating circumstances as defined in the *UCL Academic Manual*.

## 1.8 Reassessment

- 1 A student who has been assigned a pass mark or grade is not permitted to be reassessed for a different mark or grade unless the award or programme regulations so permit.
- 2 Where the award or programme regulations permit reassessment, it will normally be allowed on one occasion only and within the year following the failure.

## 1.9 Examination Irregularities and Plagiarism

- 1 Any allegation of breach of rules of behaviour, including cheating or other irregularities, whether or not proscribed by the Regulations or instructions governing formal assessment or in connection with which it occurs, will be governed by the *UCL Academic Manual, Chapter 4, Section 9: Examination Irregularities and Plagiarism*.

## 1.10 UCL Student Complaints Procedure

- 1 The procedures governing student complaints, including appeals against the decision of a Board of Examiners, are defined in the *UCL Academic Manual, Chapter 1, Section 12: Student Complaints Procedures*.

## 1.11 Revocation of an Award

- 1 The procedures governing revocation of an award are defined in the *UCL Academic Manual, Chapter 4*.