

Student Regulations for Exams and Assessments 2022-23

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1 Types of assessment

1. The following definitions are used in these regulations:

Online Controlled Condition Exams	Online exams which replicate, as far as possible, the strictly timed controlled conditions in an in-person exam hall. The exam duration accurately reflects the amount of time which a student should spend on the assessment.
In-person Controlled Condition Exams	Time-limited, invigilated, in-person exams at a UCL examination venue.
Take-Home Papers	Open-book assignments with durations of 24 hours to 7 days. Students are expected to work on the assignment for a maximum of eight hours in any 24-hour period, before any SoRA or EC adjustments are applied.
Quizzes & In-class tests	Short tests and quizzes, which may be delivered in-person or via online platforms such as Moodle Quizzes, and which are typically worth no more than 10% of a module.
Practical Exams	Practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.
Dissertations/ Research Projects	Extended, in-depth coursework assignments involving research and independent study.
Coursework and other assessments	Assignments where students are typically given a few weeks to complete the assessment. Includes essays, reports, portfolios, artefacts, exhibitions etc. Where an assessment does not fit into one of the other categories, it nominally falls under the 'coursework' regulations.

2 Central and departmental assessments

1. Your assessment may take place via a digital assessment platform or at an in-person examination venue.
2. UCL's main digital assessment platform is [AssessmentUCL](#). Assessments may also take place in an alternative platform such as Moodle, Moodle Quizzes or Crowdmark.
3. UCL's Central Assessment Team manages the following types of assessment:
 - a) Online Controlled Condition Exams which are scheduled in the Central Assessment Timetable and taken via the AssessmentUCL platform.
 - b) In-Person Controlled Condition Exams which are scheduled in the Central Assessment Timetable and taken at an examination venue managed by the UCL Central Assessment Team.
4. Departments manage the following types of assessment:
 - a) Online Controlled Condition Exams which are not scheduled in the Central Assessment Timetable and which may be taken via AssessmentUCL or another digital platform.
 - b) In-Person Controlled Condition Exams which are not scheduled in the Central Assessment Timetable and which take place in a departmentally-managed examination venue.
 - c) All Take-Home Papers.
 - d) All Quizzes & In-class tests.
 - e) All Practical Exams.
 - f) All Dissertations/ Research Projects.
 - g) All Coursework and other assessments.
5. Departments running their own assessments must follow these regulations.
6. Where Departments use a different digital platform to AssessmentUCL, the Department is responsible for making equivalent and robust arrangements for timetabling, assessment preparation

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

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
 - b. You are able to provide evidence that you cannot extend your Student Visa to take a Resit or Deferral in the Late Summer Assessment Period (or equivalent).
- 3.

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

Standard Timetabled Duration	2 hours
Upload Window	20 minutes

No Technical Failure	75	70	65	PASS	No work marked. 0% given
No Technical Failure	49	44	PASS	PASS	No work marked. 0% given
Technical Failure Approval	75	75	75	75	Deferral to next normal occasion

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

SoRA extra time and/ or rest breaks

4. If you have SoRA extra time and/ or rest breaks your individual exam duration will be extended pro-rata (x minutes per hour, as indicated in your SoRA). For example:

Standard Timetabled Duration	2 hours
SoRA Extra Time/ Rest Breaks (example)	30 minutes
You individual exam duration	2 hours 30 minutes

5. If you have SoRA rest breaks you can take them at any point within your individual exam duration by alerting an invigilator.

Extenuating Circumstances

6. In order to protect the integrity of UCL's assessments, extra time and extensions on the grounds of Extenuating Circumstances are not possible for In-Person Controlled Condition Exams. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances regulations ([Section 5](#)).

Late starts

7. Please refer to [Section 9: Exam Hall Conditions](#) for further details on when you will be allowed to enter the exam hall. If you are permitted to enter late, you will be allowed to sit the exam but will forfeit any time already elapsed. You will not be given extra time or be able to submit late.
8. 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.

6.3 Take-Home Papers

1. Your Department must notify you of the date and start time of your Take-Home Paper.
2. You are permitted to start your Take-Home Paper at any point in the timetabled duration but you must submit

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 (Section 5), this will be based on a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard Reasonable Adjustments).

Standard Duration	Maximum Working Hours	EC Extension	Individual Assessment Duration
24 hours	8 hours	2 hours	26 hours

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 [AssessmentUCL Query Form](#).
 - b) For In-Person Controlled Condition Exams you should alert an invigilator and complete an Exam Paper Query Form.
 - c) If your assessment is in another digital assessment platform, your Department is responsible for letting you know how to submit an Exam Paper Query.
2. In all cases, your query will be passed to the markers for appropriate action.
3. Please note: You will not receive a response during your exam or assessment.

7.3 Anonymity

1. You must not include your name on your work. Anonymity is a core principle of the examination process which helps UCL ensure that all students are assessed fairly.

7.4 Illegible scripts

1. You must write clearly in English or the language specified for the assessment.
2. All work submitted for an assessment must be legible to the examiners. This means that all handwritten answers, typed answers, images, scans and any other documents that you submit must be clear and easy to read.
3. If the examiners are unable to read your work, they may refuse to mark your submission and award you a **mark of 0.00%/ Grade F for the assessment** ([Section 12](#)).

In-person assessments and handwritten online assessments

4. Where a script is illegible, you may be required to re-write or type out an exact copy of your answers under examination conditions in the Department.

7.5 Word count penalties

1. A minimum and/ or maximum word count may be specified as part of the assessment instructions or rubric. The instructions should tell you whether the word count includes footnotes, bibliographies, appendices, tables, figures etc.
2. Your Department may impose penalties for over- and/ or under-writing, such as a deduction in marks. Your Department is responsible for ensuring that you are aware of the local regulations.
3. UCL's regulations can be found in [Chapter 4, Part A, Section 3.13: Word Counts](#).

8 Maintaining Academic Integrity

1. UCL requires high academic standards in order to maintain trust and confidence in our world-leading research and teaching, as well as the individuals who work and study here. [UCL's Academic Integrity website](#) explains how you can maintain the highest standards in your work.
2. By submitting your assessment, you are confirming that all the work is your own unless collaboration has been specifically authorised by the Module Convenor.
3. UCL reserves the right to run all assessment submissions through Turnitin®. This is a sophisticated detection system which scans work for evidence of copying and plagiarism against billions of sources worldwide including websites and journals, as well as work previously submitted to UCL and other universities.
4. UCL takes a zero-tolerance approach to contract cheating and any students found engaging with essay-writing or 'homework help' websites will be subject to the highest possible sanctions. **UCL will not consider exam stress or any other form of Extenuating Circumstances as mitigating**

factors for cheating

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.
6. You must not speak to other candidates once you have entered the hall.

9.2 What to bring to the exam hall

1. You should leave all non-essential items at home as UCL cannot accept responsibility for the loss of property or guarantee its safety.
2. Each exam desk will have a clear plastic wallet underneath where you are permitted to store small personal valuables such as wallets and travel cards.
3. Bags, coats and all other items must be left at the back of the exam hall. Please follow the directions of the invigilation staff on the day.

Items permitted at your desk

4. You are permitted to have the following items on your exam desk or about your person:
 - a) ID card or other approved means of identification.
 - b) Candidate number card.
 - c) Question papers and examination stationery.
 - d) Other materials approved by the Examiners/
 - e) Calculators (approved models only – see below).
 - o Casio FX83GT+
 - o Casio FX83GTX
 - o Casio FX83MS (battery operated)
 - o Casio FX83ES (battery operated)
 - o Casio FX83WA (battery operated)
 - o Casio FX85GT+
 - o Casio FX85GTX
 - o Casio FX85MS (solar powered)
 - o Casio FX85ES (solar powered)
 - o Casio FX85WA (solar powered)
 - o Casio FX85GTCW
 - f)

- 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 a calculator in a particular exam.
14. At all other exams, the unauthorised use of electronic calculators, smartphone calculators, spreadsheet software or any other form of calculator is not permitted and will be treated as Academic Misconduct. Random checks will be made during exams to ensure that these regulations are complied with.
15. UCL has approved a standard calculator for use in exams. Use of the wrong model will be treated as Academic Misconduct.
16. Exceptionally, a Department may approve the use of non-standard calculators for one or more of its exams. In such circumstances, the Department will inform all students taking the exams concerned what type of calculators will be permitted in the exam hall. If you are in any doubt, you should consult your Department. You may still need a UCL-approved calculator if you are taking exams for modules taught by other Departments.
17. You must indicate the make and model of calculator used on the front of your exam envelope.
18. You must ensure that your calculator is in good working order. Spare calculators will not be available at the hall on the day, and you will not be able to share a calculator with another student.
19. Where credit may be given for using the correct method when a final answer is wrong, you must provide the examiner with sufficient information about the process of derivation. Further details are published each year on the [Exams and Assessments](#) website.
20. The use of material stored in the pre-programmable memory of a calculator will normally constitute Academic Misconduct.

Reference materials

21. For some exams

9.10 Emergency evacuation procedure

1. In the event of an emergency, the hall supervisor will direct you to the nearest exit. Exam conditions will still apply and you must not speak to any other candidates on any topic.

10 Online assessments

10.1 Digital assessment platforms

1. The regulations in this section focus on the AssessmentUCL digital platform. If your assessment is in another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for establishing equivalent and robust alternative arrangements, and for communicating these to all students taking the assessment.
2. If you need to submit artefacts or other physical items, your Department is responsible for letting you know about the requirements for submitting these.
3. You may also be asked to submit a hard-copy as well as a digital submission, e.g. for a Dissertation or Research Project. Your Department is responsible for letting you know about the requirements for submitting these.

10.2 Protecting the integrity of UCL's assessments

1. UCL requires high academic standards in order to maintain trust and confidence in our world-leading research and teaching, as well as the individuals who work and study here. Your assessments test many important academic skills that you will need after you graduate, whether you are going into employment, a research post or further study. This includes your ability to follow instructions and meet deadlines.
2. In order to protect the integrity of UCL's assessments:
 - a) You must only submit via the approved assessment platform. If you try to submit via email or any other channel your work will not count as a submission and will not be marked.
 - b) Your submission will not count as an Assessable Attempt unless it is fully downloaded to the UCL server i.e. you receive an email confirmation of your successful submission to your UCL email address.
3. **All forms of Academic Misconduct are prohibited.** Section 8

4. All documents must be submitted as a PDF (Portable Document Format) unless you are instructed otherwise.
5. Some assessments require multiple and/ or large-format files. You may also be required to take photographs of handwritten answers and you will need to convert your files to PDF before you can upload them. In such instances your department will have provided an additional collation time for this activity.
6. **You must leave yourself the full collation and upload time to complete this activity and correct any mistakes. Do not leave this until the last few minutes.**
7. You should name your files clearly and store them in an easily accessible location.
8. You cannot change any files once the submission window has closed.
9. Uploading the wrong files will not be considered valid grounds for Extenuating Circumstances ([Section 5](#)) or Technical Failure ([Section 10.7](#)).

If you upload but do not click submit

10. If you upload your files but do not press the "Submit" button in time, or you do not receive the confirmation message, the Central Assessment Team should be able to submit your uploaded files on your behalf. If you do not receive a confirmation message, the Central Assessment Team should be able to submit your uploaded files on your behalf.

5. If you do not receive notification of a more widespread issue, and you experience difficulties which meet the above criteria for a Technical Failure, you should contact the assessment organisers as soon as possible:
 - a) If your assessment is in AssessmentUCL, you should complete an [AssessmentUCL Query Form](#).
 - 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 robust alternative arrangements, and for communicating these to all students taking the assessment.
6. You must submit your request as soon as possible and no more than one week after the assessment deadline/ end time.
7. Please note: You will not receive a reply during your assessment. You should therefore do your best to finish and submit your work.

Consideration of claims

8. UCL's Central Assessment Team will review all Technical Failures reported through AssessmentUCL.
9. If your assessment is in another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for assessing claims using the requirements and criteria set out in these regulations.
10. Technical Failures can only be considered through this procedure and must not be submitted or

- a) Whether you have attempted a practice assessment
- b) When you opened the assessment

- c) Deferrals for Taught Postgraduate Masters Dissertations and Research Projects will need to be submitted by 31 January (for September-start programmes) or by 30 April (for January-start programmes).
 - d) For Practical Exams, it may be possible for the department to move your assessment by a few days, subject to local timetables. 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.
3. 'Without penalty' means that:
- 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