



Academic Regulations for Students

Undergraduate Programmes, Section 3: Academic Assessment

2014-

Back to: [table of contents](#)

Published September 2014

Links to Recent Changes and/or Additions to The Published Regulations In this section

3.1.1 [Submission of Summative Assessed Work and Anonymity](#)

Back to: [table of contents](#)

Published September 2014

3.1 Entry to Undergraduate Summative Assessment for Students Registering for 12 and 16 course-unit degree programmes

assessment of any course unit whether by written examination and/or by coursework, or other means of assessment such as on-line tests, project and laboratory work, exhibitions, oral presentations or oral examinations, etc.

Forms of Academic Assessment

- i) Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may

- iii) The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

(See relevant links at the end of this section.)

3.1.1 Submission of Summative Assessed Work and Anonymity

- i) Unseen summative written examinations must be assessed anonymously against candidate number.
- ii) A summative element of a component, or a component that does not break down into elements, must be submitted and assessed on an anonymous basis where possible, if it constitutes more than 40% of the module assessment.
- iii)

- iv) Since students benefit from feedback on their coursework, anonymity is not required when the coursework element constitutes 40% or less of the assessment for a module.
- v) Anonymity is required when a coursework element constitutes more than 40% of a module and SRN or candidate numbers may be used as appropriate. However, anonymity may be relaxed once marks have been agreed to facilitate feedback to students. (See 3.1.1.)
- vi) Candidate numbers should be used for all unseen written examinations and at meetings of Boards of Examiners.

3.1.2 Attendance Requirements and the Eligibility for Summative Assessment Criteria, Learning Agreements, Barring Students from Assessment, and Suspensions and Terminations of Studies on Grounds of Academic Insufficiency or Non-Attendance at Mandatory Faculty Interviews

- i)

Further guidance on withdrawal from summative assessment on academic grounds

- i) Students should complete the Notification of Withdrawal from Examination form and submit it, to their departmental/divisional tutor for onward transmission to the Examinations Office, via the Faculty Tutor. (See link at the end of this section.)
- ii) Faculty approval should be obtained and submitted to the Examinations Office by the end of the first week of the term in which they will be examined. Once approval has been granted, the student will not be regarded as having made an entry or re-entry.
- iii) Academic grounds are grounds which are considered by the department/division and faculty to affect significantly the coherence of the academic performance, for example, where a student is registered on a course for which they are completely unsuited, or where the student is clearly overburdened.
- iv) The criterion for assessing whether grounds are acceptable should be that such withdrawal would not advantage the student concerned over other students on the programme. It should also be considered whether to refuse such withdrawal would disadvantage the student in comparison with other students on the programme.
- v) Any student wishing to withdraw from the examination(s) after the deadline may only do so in exceptional circumstances (see 3.1.4 below).
- vi) Re-entry to an examination, part of an examination or other form of academic assessment, must be made at the next normal occasion.
- vii) Permission to re-enter an examination, or part of an examination later than the next

3.1.4 Withdrawal from Summative Assessment on Exceptional Grounds

Students wishing to withdraw from examinations or any other form of academic assessment after the end of the first week of the term in which they will be assessed can only do so on the grounds of serious ill health or following bereavement on the death of a near relative. However, students cannot withdraw from an assessment after it has taken place.

Further guidance on withdrawing from summative assessment on exceptional grounds

- i) Students should complete the Exceptional Withdrawal from Examinations Form and submit it, along with documentary evidence such as a letter or certificate from a medical practitioner, to their departmental/divisional tutor for onward transmission to the Examinations Office. (See links at the end of this section.)
- ii) Entry to an examination, part of an examination or other form of assessment, must be made at the next normal occasion.
- iii) Permission to re-enter an examination, or part of an examination later than the next following examination for which the student is eligible is at the discretion of UCL. Applications to suspend this regulation should be made in writing to the Examinations Office by the programme tutor, via the faculty office, accoms Officl 0 1 437.26 482.47 Tm[)]TJ 12(t)-3(2)]TJ 12(t6(ich)-3(th)-5n8 577

3.1.6 Late Submission of Coursework

Where coursework is not submitted by a published deadline, the following penalties will apply:

- i) A penalty of 5 percentage marks should be applied to coursework submitted the calendar day after the deadline (calendar day 1).
- ii) A penalty of 15 percentage marks should be applied to coursework

3.1.9 Late Assessment of a Course Unit

A student who, through illness, or other cause acceptable to UCL, is prevented from attending any examination may apply to UCL for late assessment under the following conditions:

- i) The student must have been prevented from taking the assessment for the
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UCL Student and Registry Services Division

- ii) Students who were absent or incomplete at their first attempt must resit in order to be eligible for a classified degree, unless they have extenuating circumstances that could be considered under the Special and Aegrotat Provisions Procedures for Undergraduate Degree Examinations. (See link at the end of this section.)
- iii) For a resit, if the mark is in the referral band, then a non-finalist student may be offered a referral provided all the other requirements for referral are satisfied. If the referral is unsuccessful, then the higher of the two failed marks will apply.
- iii) For students on an integrated BSc programme, the marks gained at the first attempt are those that count towards the classification of the award, because there is no opportunity to resit failed course units.

3.2.4 Referred Assessment

- i) Students in their final year, including those registered on Integrated BSc programmes, are not eligible for referred assessment

- vi) The referred assessment will take place over the summer in order to give the Board of Examiners the information needed to make a pass/fail performance in that course unit before the start of the next academic session.
- vii) The method of referred assessment can either be oral, formal written examination or essay.
- viii) Students who subsequently fail the referred assessment, retain the original mark and may re-enter that examination at the next normal occasion, unless all resit attempts have been exhausted.
- ix) Students may elect not to take up the offer of referred assessment but to re-enter at the next normal occasion instead, unless all resit attempts have been exhausted.
- i) Referred assessment can be made available to students making their second attempt at a module if the mark achieved is within the specified referral range.

3.2.6 Format of the Reassessment

Students will only

- ii) Applications for a suspension of the regulations should be made in writing by the departmental/divisional programme tutor via the faculty office and submitted to the Examinations Office. (See link at the end of this section.)

3.2.9 The Substitution of Failed Course Unit(s)

- i) Subject to faculty approval, course units up to the value of one course unit, can be substituted for the course units that have been failed, or from which the students have withdrawn, provided the student has repeat registration of all or part of a year, or has progressed to the subsequent year of their programme of study.
- ii) Where a course unit is substituted for a course unit previously failed, the assessment for the new course unit shall be treated as second attempt and no further entry will be permitted, if it is subsequently failed.
- iii) Where a course unit is substituted for a course unit not previously examined, i.e. a course unit from which the student has withdrawn, entry to

3.3 Assessment in a language other than English

All assessed work, whether written papers or course unit work or oral examination, shall be assessed in the English language unless:

- i) The purpose of the assessment is to test the ability of students in a language other than English.
- ii) The programme has been specifically designed for academic reasons to include the possibility of completing a major part of the assessment in the language of study, but at least 25% of the whole assessment of the programme must be assessed in the English language.

3.4 The conduct in examinations and other forms of assessment centrally managed by UCL

The regulations for the management of examinations are published annually by UCL in the Examination Guide for Candidates. UCL expects students to follow the protocols set out in this guide.

Further guidance on conduct of assessment managed by UCL

- i) Students should note the guidance provided regarding examination misconduct, including misconduct relating to coursework or other forms of assessment, as well as for formal written examinations.
- ii) The Examination Guide for Candidates. (See link below.)

Link for Section 3.4

3.6 The publication of examination results

- i) Boards of Examiners are permitted to release unconfirmed provisional marks to students, prior to the formal publication of results by UCL.
- ii) Students will be informed of the date when their examination results will be published.
- ii) All graduating students will be sent an official transcript, detailing their marks and award.

Further guidance on the publication of examination results

- i) Students will be informed by email when the notification of their official results will be made. Once the marks have been released students will be able to access their results on the student records database, Portico, using their UCL username and password. (See link at the end of this section.)
- ii) Graduating students will be sent an official transcript with their degree certificate within three months of the date of their award. (Students can request additional copies of their transcripts from the Examinations Office, for which a fee will be charged).
- iii) Students should ensure that their contact addresses are kept up to date, via Portico, as this address will be used for the despatch of transcripts and degree certificates.
- iv) Students first enrolled in September 2011 will receive a Higher Education Achievement Report (HEAR). (See link at the end of this section.)

Links for Section 3.6

All links go to the UCL website, unless stated otherwise:

[Portico . the UCL Student Information Service](#)

[UCL Higher Education Achievement Report](#)

3.7 Date of a degree award

The date of the award of a degree to successful students is 1 August.

Back to: [table of contents](#)

3.8 Provision of a degree certificate

Degree Certificate will be sent to each successful student awarded a degree.

Students are responsible for keeping their address details up to date via Portico.

3.9 Regulations for the award of degrees under the Special and Aegrotat provisions

An application under the Special and Aegrotat Provisions may be made when a candidate has completed their full period of study and (a) is absent through illness or other causes judged sufficient by UCL, such as the death of a near relative, from the whole or part of the assessment during their final year, or (b) though present for the assessment, UCL considers that their performance has been adversely affected by any of the above circumstances.

Further guidance on awarding degrees under the special and aegrotat provisions

- i) The application must be accompanied by a medical certification or other statement of the grounds on which it is made and must be submitted to the Examinations Office no later than four weeks after the end of session. (See link at the end of this section.)
- ii) The requirements and procedures for the award of degrees

