Student Regulations for Exams and Assessments 2023-24

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. 181.37 579.

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 deadlines published by UCL Student Records each year.
3. Being registered on the wrong module will not be considered valid grounds for Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7).

3.2 Candidate numbers

1. Controlled Condition Exams, Take-Home Papers, Quizzes and In-Class Tests should be assessed by Candidate Number.
2. The Central Assessment Team will email you a new Candidate Number at the start of each academic year, and it is also viewable in Portico under 'My Studies'.

3.3 Assessment periods

1. UCL has two main Central Assessment Periods:

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

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 <u>Chapter 2: Student Support Framework</u>.
3. The <u>Disability, Mental Health and Wellbeing team</u> 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. Please note: If you require Exam Adjustments in the Main Summer Assessment Period or the Late Summer Assessment Period, you must apply by the published deadlines so that the Central Assessment Team has time to set up your adjustments. The deadlines for each assessment period are published by the <u>Disability, Mental Health and Wellbeing team</u> each year. After the deadline UCL will not be able to make Exam Adjustments for In-Person Exams. However you may still be eligible for support via Extenuating Circumstances (<u>Section 5</u>).

5 Short-term illness and other Extenuating Circumstances

1. If you are ill or you experience something **sudden, unexpected, significantly disruptive and beyond your control** which will have a severe impact on your ability to sit or submit an assessment, you may be eligible for Extenuating Circumstances (often known as 'ECs').
2. Please refer to <u>Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances</u> for details on how to apply, including evidence requirements and the deadlines for applications.
3. EC claims submitted before the exam has started are eligible for Self-Certification.
4. Once the exam has started you will not be eligible for Self-Certification and your claim must be supported by a doctor's note or appropriate evidence.
5. You will not receive a response to an EC application during a live assessment.
6. Falsification of Extenuating Circumstances is an Academic Misconduct offence. This includes false Self-Certification claims and false evidence. If you make an EC claim which appears to be fraudulent, you will be investigated under UCL's <u>Student Academic Misconduct Procedures</u>.

Technical issues

7. If you experience technical issues please refer to <u>Section 10.7: Technical Failures Policy</u>. Technical problems **must not** be considered under the Extenuating Circumstances Procedure.

6 Durations and deadlines

6.1 Online Controlled Condition Exams

1. You must start the exam at the time indicated in the timetable.

Standard duration

2. The timetable will indicate the standard duration of your exam e.g. two or three hours.

Upload Window (for Online Controlled Condition Exams only)

3. **For Online Controlled Condition Exams only**, your exam will also have an additional, visible **Upload Window of 20 minutes** on top of the standard timetabled duration to complete all the necessary tasks and correct any minor mistakes that you might make. For example:

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 the individual exam. **The collation time is not additional writing time.** You will also have the standard Upload Window applied to your individual duration. For example:

Equivalent In-Person Exam Duration	2 hours 30 minutes
Collation Time where applicable	10 minutes
Online Exam Duration	2 hours 40 minutes
Upload Window	20 minutes
Duration shown in AssessmentUCL	3

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

SoRA extra time and/ or rest breaks

9.   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) and you will also have the 20-minute Upload Window added to your individual duration. For example:

a)

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
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

Alternatively, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances Regulations. Please refer to Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances

12. The Late Submission window will close one week after the Take Home Paper closes. Late Submissions are not possible after this point.

6.4 Quizzes & In-Class Tests

1. Your Department must notify you of the date and start time of the quiz/ test.

Late starts

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   e án   Ã   M   p

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 Academic Misconduct include, but are not limited to, a **mark of 0.00%/ Grade F** for the component or module concerned (Section 12) and, for the most serious offences, **exclusion from UCL**.

6. Online Assessment Offences include but are not limited to:

    i. Any use of unauthorised material.
    ii. Any unauthorised communication or attempted communication with other students or third parties in relation to the assessment.
    iii. Discussion or sharing of assessment content with other students or third parties.
    iv. Unauthorised collaboration with other students or third parties.
    v. Copying or attempting to copy from another student's work.
    vi. Any attempt to confer with or gain access to the script of any other candidate during the period

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

21. For some exams, reference materials may be provided by the examiner. There may also be occasions when you are instructed, in advance of the exam, to bring specific documents with you to the hall. Such documents must be unmarked unless the examiner has indicated otherwise.

Dictionaries

22. The use of any form of dictionary is not permitted for the purpose of helping students overcome any

8.

2. You may need to upload handwritten answers for some questions e.g. equations, drawings, figures, graphs etc. You will need to photograph your answers, convert files into PDF (Portable Document Format) and upload them into AssessmentUCL. See <u>Section 9.4 Uploading Files</u> for further details.
3. FLOWmulti assessments do not include a Cover Sheet.
4. You must not click the 'Submit Blank' button.
5. In FLOWmulti you can only submit once (you cannot withdraw your submission and resubmit) so please make sure that you check your answers thoroughly before you click 'Submit'.
6. You will need to click 'Submit' and receive the confirmation message before the submission window

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 considered under the Extenuating Circumstances Procedure (Section 5).

Supporting evidence

11. All Technical Failure claims must be supported by evidence which clearly demonstrates that the problem is **substantial and beyond your control**:

   a) UCL recognises that it can be difficult to provide evidence of Technical Failure, but you should still do your best to provide documentation that supports your application as this helps us to ensure that all claims are genuine.

   b) UCL may exercise its discretion to suspend the need for formal evidence in exceptional circumstances, but you should not rely

Technical failure mitigations

13.

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, scans or any other documents that you upload are illegible.

2. If you receive a mark of 0.00%/ Grade F for the exam:

a) If your module includes multiple components, you may be eligible for Component-level Condonement.
b) If your overall module mark is at least 1.00%/ Grade E, you may be eligible for Module-level Condonement.
c) If you are not eligible for Condonement, and you have a remaining assessment attempt, you will be required to Resit or Repeat the assessment. The mark for any modules successfully