

Examination Guide for Candidates 2013-14

This guidance document has been sourced from the UCL document [Examination Guide for Candidates 2013-2014](#) and adapted to the UCL Australia context.

All students must read this guide carefully before undertaking any UCL examinations

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Introduction

General regulations

You must ensure you are aware of the regulations detailed in this guide which govern UCL examinations.

UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations as detailed in this guide.

Course-unit degree examinations

Students entering an examination for a course-unit degree must be examined in all parts of the assessment prescribed for that course.

Postgraduate and non-course-unit degree examinations

Students are required to complete all the assessments prescribed for the degree for which they are entering and must show a competent knowledge in the examination as a whole.

Examination entry criteria

UCL Australia's minimum attendance requirement is 80%. Students whose attendance falls below the attendance requirements may be ineligible for examination entry.

Completion of examinations

Unless prevented by illness or other adequate cause for which certification must be provided, you must take each prescribed examination and submit sufficient work to enable your attempt to be examined.

If you are absent from an examination without permission, or make an attempt that cannot be academically assessed, it will count as an attempt, you will be awarded a mark of zero, but you will not have completed the assessment. In these circumstances, you will need to re-enter the examination at the next normal occasion in order to complete the assessment.

Practical and oral examinations

These forms of assessment will normally be held in departmental accommodation. You should contact the teaching department for information about the date, time and location of such examinations.

Reports, projects, coursework, etc.

All work completed in your own time must be submitted to the examiners as instructed by them. The work must be expressed in your own words and incorporate your own ideas and judgements.

Preparing for your examinations

Special assessment arrangements

If you have a disability, dyslexia or health issue, you may be entitled to extra time, rest breaks and/or to sit in one of the special examination facilities. To find out if you are eligible for special assessment arrangements you must either undergo a UCL diagnostic assessment (for dyslexia) or submit an application form with supporting medical evidence (for all other medical conditions) at least six weeks before your first examination.

Candidates sitting in main examination halls will not be given additional time for taking prescribed medication, toilet visits or any other purpose. If additional time is required, an application for special assessment arrangements must be made.

For further information about special assessment arrangements contact the Examinations Section or Student Disability Services.

Your examination timetable

You will be sent by email a notification for each examination. If any of the details are incorrect you must contact the SRS office immediately.

If you bring the notification into the examination hall, it must be placed under your desk in the plastic wallet provided.

Your candidate number

All UCL written examinations will be examined anonymously by candidate number instead of name. You will be allocated a unique candidate number each year which will consist of four letters plus a check digit (e.g. ABCD1).

Your candidate number is indicated on the notification of examination.

You must enter your candidate number in the space provided on all examination answer books.

Your candidate number can also be viewed on Portico.

Please note that your candidate number changes annually, usually in August each year. You can obtain your candidate number directly from Portico. Alternatively contact Student and Registry Services directly.

Dates, locations and start times

Examination dates

You must ensure you are available to sit all examinations scheduled on the Academic Calendar.

Examination halls

Detailed information about the venue, including location codes and maps, will be sent to students.

Examination start times

Examinations at UCL Australia usually start at **9:00am** unless otherwise indicated on your timetable; please take care to note any exceptions.

You should arrive at the hall between five and fifteen minutes before the start of your examination. If you arrive early, please try to avoid congregating in front of entrances as this can cause inconvenience to other users of the building. Please make sure you use the toilet facilities before you arrive to avoid missing the start of the examination.

You must be in your assigned seat by 8.55am to hear the announcements made by the hall supervisor. An instruction sheet will be placed on your desk for you to read before the start of the examination.

You are NOT allowed to leave once you have entered the examination hall. All students are not allowed to leave the examination hall until 30 minutes after commencement.

It is your responsibility to ensure you know the date, location and start time of all your examinations and arrive at the correct venue on time.

Items permitted in examinations

General information

You are strongly advised to leave all non-essential items at home as UCL cannot accept responsibility for the loss of your property or guarantee its safety.

If you bring a bag, coat, revision notes or other similar items with you on the day, the invigilation staff will tell you where to put them before the start of the examination. All timetables and valuables, including wallets, mobile phones and travel cards, must be placed under your desk in the plastic wallet provided.

It is an examination offence to have unauthorised items on or under your desk or about your person and you will be deemed to have used any items found. All unauthorised items will be confiscated for the duration of the examination.

Approved means of identification

To gain admission to the hall, you will need to present your UCL ID card or one of the following approved means of identification:

- Student ID card
- Passport
- Driving licence with photograph

If you fail to produce an approved means of identification on the day, you will be required to sign a declaration of identity form and a label will be attached to your examination answer book to notify the examiner.

Reference materials

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

Checklists

Check the lists below to make sure you know what items are allowed in any written, practical, oral or similar examination:

What's allowed:

- ID card or other approved means of identification
- Question papers and examination stationery
- Materials approved by the examiner
- Calculators (approved models only)²
- Mathematical instruments
- Pencil cases, pens, pencils³ and small bottles of ink
- Pencil erasers and sharpeners
- Water and non-carbonated drinks⁴

What's not allowed:

- Revision or course notes
- Books, statutes or dictionaries⁵
- Paper for rough work
- Laptops, audio players, or devices with internet or data storage capabilities
- Staplers, ink erasers or correction fluid/tape
- Food or carbonated drinks⁶
- E-cigarettes
- Ear plugs⁶
- Wearing of headgear⁷

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2. You will be informed by course organisers, in advance of an examination, if (i) calculators will not be permitted or (ii) non-standard calculators will be permitted.
 3. For MCQ examinations and diagrams only.
 4. In capped bottles or cartons with straws only. You will be responsible for any spillages.
 5. Except where approved by the examiner.
 6. Except on medical grounds (prior approval required).
 7. Except on religious or medical grounds (prior approval required for the latter).

Calculators and dictionaries

General information

The unspecified use of electronic calculators and dictionaries is banned and will be treated as an examination offence. Random checks will be made during examinations to ensure that these regulations are being complied with.

Electronic calculators

Boards of Examiners are authorised to determine at which examinations you are permitted to take in and use your own electronic calculator. However, UCL has approved a standard calculator for use in examinations and you will be committing an examination offence if you are found using the wrong model.

The two current models of approved calculator at UCL Australia are:

Casio FX100AU Scientific **Casio FX82AU Scientific Plus**

If you already own one of the following older, discontinued models of the same calculator, you are still permitted to use it.

If you are in any doubt, please consult your Course Leader.

You will be required to indicate the make and model of calculator you have used on the front of your examination answer book.

You are responsible for ensuring that your calculator is in good working order for your examinations and for providing yourself with an alternative means of calculating should your calculator fail during an examination. Spare calculators will not be available at the hall on the day.

Where credit will be given for using the correct method when a final answer is wrong, it is essential you provide the examiner with sufficient information about your process of derivation. You should include numerical values at interim steps in your written answer, even where your calculator has sufficient memory to make the recording of such interim values strictly unnecessary.

The use of material stored in the pre-programmable memory of a calculator would normally constitute an examination offence.

Dictionaries

The use of paper or electronic dictionaries is not permitted for the purpose of helping you overcome any deficiency in your command of the English language. Dictionaries will only be permitted for other purposes where the examiner has notified the Examinations Section in writing before the examination.

Examination hall regulations

You must observe all of the following regulations and any other instructions given to you on the day by invigilation staff, examiners or other staff responsible for the conduct of examinations.

- **DO NOT speak to other candidates once you have entered the hall**

Examination conditions apply as soon as you enter the hall. If you have any queries, raise your hand and speak to a member of invigilation staff only.

- **DO put your ID card and candidate number card on your desk**

Remove your ID and candidate number cards from their holders so that they can be viewed easily by invigilation staff. Ensure neither card has any additional notes or markings to avoid being suspected of an examination irregularity.

- **DO NOT keep unauthorised items about your person or put them on or under your desk**

If you are found with unauthorised materials on or under your desk, or about your person, you will be deemed to have used them. It will not be a defence to say they were not used. Random checks will be made by staff during the course of each examination.

If you find that you have inadvertently brought unauthorised items into an examination you must raise your hand and inform a member of invigilation staff immediately.

- **DO switch off your mobile phone before you place it the plastic wallet under your desk together with your timetable and any other valuables.**

All mobile phones and other communication devices must be switched off before you enter the examination hall. If you are found with a communication device on your desk or about your person it will be treated as an examination offence. It is also an offence to send or receive calls or messages during an examination, or allow ringtones or pre-set alarms to cause a disturbance.

- **DO NOT read the question paper until told to do so but check you have the correct paper**

It is an examination offence to begin reading the question paper before the start of the examination. However, you should check the examination code and title on the front cover of your question paper are correct. Alert a member of invigilation staff immediately if you have been given the wrong paper.

- **DO fill in the front cover of your answer book and listen to the supervisor's announcements**

You may enter the following information on the front cover of your answer book prior to the start of the examination:

- Your candidate number
- Your seat number
- The examination title and code
- The date and venue
- The make and model of your calculator (if applicable)

Examination hall regulations (continued)

Listen carefully to the supervisor's announcements to ensure you are aware of all instructions relevant to your examination and the operation of the examination hall.

- **DO NOT write anything else on your answer book or question paper before the start of the examination unless told to do so by the supervisor (for computer users, this includes typing)**

It is an examination offence to write or type any notes, formulae, etc. on any of the materials present on your desk before the start of the examination.

- **DO write clearly in English (or the language specified for the examination) using blue or black ink only**

All written examinations must be completed using blue or black ink, with the exception of Multiple Choice Questions (MCQ) examinations where pencil must be used.

Pencils may also be used, if preferred, for the drawing of diagrams, charts, graphs or other illustrations.

It is an examination offence to use ink eraser pens or correction fluid/tape. If you make a mistake just cross it through.

Examiners may refuse to mark any answer books which are illegible.

- **DO NOT leave your seat without permission once the examination has started**

Except in cases of illness or emergency, it may constitute an examination offence to leave your seat unless accompanied by a member of invigilation staff.

- **DO raise your hand if you: have a query; feel unwell; need more stationery; need to use the toilet, or want to leave the hall permanently after the first 30 minutes or before the last 15 minutes of the examination**

The examiner(s) who set the question paper will normally be present at the start of the examination to answer any queries. If s/he is not present you may seek advice from a member of invigilation staff.

You should only request a supplementary answer book when your main answer book is full.

Visits to the toilet are not normally permitted during the first 30 minutes of the examination. All candidates will be accompanied on toilet visits and each visit will be recorded on the attendance sheet.

You may not leave the hall during the first 30 minutes or the last 15 minutes of the examination.

If you wish to leave the hall permanently after the first 30 minutes but before the designated finish time for your examination, you must raise your hand and remain in your seat until your answer books have been collected. Once the final 15 minute warning has been announced, you must remain in your seat until the answer books for all candidates have been collected and you are told you may leave.

- **DO NOT use scrap paper for rough work; just cross through any work you do not want marked**

All rough work should be done in your answer book and crossed through. You should also cross through any questions answered over and above the number required or any other work you do not wish to be marked.

Examination hall regulations (continued)

- **DO indicate the number of answer books used and the question numbers attempted on the front of your main answer book, and make sure all answer books are tied together, ready for collection, by the end of the examination**

You must enter the question numbers answered in the order you attempted them in the boxes provided on the cover of your main answer book.

You must ensure that all used answer books are numbered and all supplementary books and any other materials to be submitted for marking are tied securely behind your main answer book using the tag provided, and are ready for collection when the end of the examination is announced.

- **DO NOT write your name on any answer books**

To ensure your anonymity is maintained you must not write your name on any of your answer books or materials you submit for marking under any circumstances. The hall supervisor will be able to assist you if you forget your candidate number on the day.

- **DO take note of the 15 and 5 minute warning announcements and stop writing as soon as time is called, remaining silent in your seat until all answer books have been collected**

When the end of the examination is announced you must stop writing immediately. It is an examination offence to continue writing after the time permitted for the examination has passed.

You must ensure your answer books are ready for collection when time is called by completing the front cover of each answer book and securing them with the tag or string provided during the time allocated for the examination.

- **DO NOT take out of the hall any used or unused answer books or restricted question papers**

It is an examination offence to remove from the examination hall any used or unused answer books or other items of examination stationery. With the exception of those papers clearly marked not to be removed from the hall, you may take away your copy of the question paper. If you remove your completed answer books from the examination hall this will constitute an examination offence and your work will not be marked.

- **DO leave the hall quickly and quietly when told to do so by the supervisor**

Remember to collect your valuables from the plastic wallet under your desk and place the empty wallet on your desk before leaving the hall. Also remember to retrieve your bag, coat and any other items left in the designated storage area.

There may be longer duration examinations taking place in the same hall or in neighbouring rooms so please exit the hall quickly and quietly and do not loiter outside the room or in other areas of the building.

Emergency evacuation procedure

In the event of an emergency, the hall supervisor will require you leave all materials on your desk and direct you to the nearest exit. Examination conditions will still apply so you must not speak to any of the other candidates.

Examination offences

Examination irregularities

UCL takes matters of examination misconduct very seriously. The following are examples of actions that constitute examination offences:

- Cheating, attempting to cheat or assisting someone else to cheat
- Having unauthorised items on or under your desk or about your person
- Writing before the start or after the end of the examination
- Writing notes on hands, arms or other parts of the body
- Leaving the hall unaccompanied or without permission
- Tampering with answer books, question papers or other examination stationery
- Committing plagiarism or self-plagiarism
- Causing a disturbance or disrupting the examination process

Anyone suspected of an examination offence will be reported to the UCL authorities and may be called to appear before an Examination Irregularities Panel. Penalties for examination offences include, but are not limited to, formal reprimand, disqualification from one or all examinations for the session, and exclusion from UCL on a temporary or permanent basis.

Plagiarism

Plagiarism is defined as the presentation of another person's thoughts, words, artefacts or software as though they were your own.

Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and you should identify your sources as accurately and fully as possible.

A series of short quotations from several different sources, if not clearly identified as

such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas, judgements, figures, diagrams or software, a reference to that person in the text must be made and the work referred to must be included in the bibliography.

Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer 'correction or improvement of English' is strictly forbidden, and if you make use of the services of such agencies you render yourself liable for an academic penalty.

Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

Where part of an examination consists of 'take away' papers, essays or other work written in your own time, or a coursework assessment, the work submitted must be your own.

For some assessments it is also illicit to reproduce material which you have used in other work/assessment for your programme. You should make yourself aware of your department's rules on 'self-plagiarism'. If in doubt, you should consult your personal tutor.

UCL uses Turnitin[®], a sophisticated detection system, to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals, etc.) as well as work previously submitted to UCL and other universities.

Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence. Visit the UCL plagiarism website at www.ucl.ac.uk/current-students/guidelines/plagiarism for further information.

What should I do if...?

I lose my UCL ID card?

You must report the loss of your card immediately to SRS office and they will issue a replacement. Your passport or driving licence with photograph can be used as an alternative means of identification for your examinations if necessary. If you cannot provide an approved means of ID on the day you may be required to sign an ID declaration form and the examiner will be notified.

It is your responsibility to look after your student card and you may be charged a fee for replacement.

I arrive late for an examination?

If you are **less than 30 minutes late** you will be allowed into the hall to sit the examination but you will forfeit any time already elapsed. You should report to an invigilator so that the time of your arrival can be recorded and any instructions provided.

If you are **more than 30 minutes late** you will not be allowed into the hall but will be directed to your parent department (intercollegiate candidates should go to the appropriate teaching department). If the department agrees and the normal end time for the examination has not yet passed, you may sit the examination but 30 minutes will be deducted from the time allowed. You must complete a declaration form indicating why you arrived late and confirming that you have neither seen the question paper nor been in contact with any candidates who have already seen the paper.

If you arrive **after the normal end time** for the examination you will not be permitted to sit the examination

I'm unable to sit an examination?

If you are unable to sit an examination due to illness or some other cause, let Student and Registry Services know as soon as possible. They will advise you of your options if you have not made an attempt at the examination and have not entered the examination hall. A medical note should be obtained where appropriate.

If you are absent from an examination without permission, or make an attempt that cannot be academically assessed, it will count as an attempt, you will be awarded a mark of zero, but you will not have completed the assessment.

My examination performance is adversely affected?

Details and evidence of extenuating circumstances that have affected your examination performance must be submitted to the designated member of staff in your parent department within seven days of the date of the examination concerned. Information submitted after this deadline will not be taken into account and grievances on the grounds of failure to observe this deadline will not be accepted. If you have any queries you should refer to your departmental handbook or contact your departmental tutor or programmer organiser for guidance.

Circumstances for which allowance has already been made (e.g. extra time allowed for special assessment arrangements, or extension of a coursework deadline) should not be notified in this way. Any circumstances which may have affected your performance can only be taken into account once for each diet of examinations.

Postgraduate general regulations

Students should read these general regulations together with the regulations for their programme of study as detailed in their departmental handbooks.

Withdrawal on academic grounds

Postgraduate students may withdraw from the entire examination (i.e. all courses) by notifying the Student and Registry Services Office in writing before the programme census date. Once withdrawn it will not be regarded as having made an attempt at the examination.

Students seeking late examinations or other assessment of one or more courses, but not all of the courses they are registered for, must make an application to do so.

Students must give satisfactory reasons for seeking late assessment of elements for examination by providing either medical certification or a letter of support from their home department with an application form.

Unauthorised absence from assessment

If a student is absent from an examination or other form of assessment without permission, or although present at an examination, either does not attempt the paper or attempts so little that it cannot be assessed, and provides no evidence of extenuating circumstances, then the normal procedure is that the student is awarded a mark of zero for the missed/non-attempted examination. In such cases students will not be deemed to have completed the course.

Re-entry to examinations

Students who fail an examination with a mark that cannot be condoned will be required to re-enter that examination at the next normal occasion.

Number of permitted attempts

Students who, at their first entry, do not successfully pass an examination may re-enter for the examination or other forms of assessment on one more occasion. This does not apply if they have been awarded a degree or have been excluded from UCL on the grounds of academic insufficiency, or as a result of misconduct.

Re-sit marks

The higher of the marks achieved at the first attempt and the re-sit will apply.

Results and official documentation

Release of examination results

Your official examination results will be made available for you to view via Portico. Please note that any information you receive from your department about your results will be strictly provisional. Results are not confirmed until they have been ratified by the UCL Australia Board of Examiners.

The release of official postgraduate examination results will depend upon when each Board of Examiners' meeting is held and how soon after this the signed Board of Examiners' Report Form is submitted to the Examinations Section. It is expected that the majority of Semester 1 results will be made available in July/August and Semester 2 results in December.

Students with an outstanding debt to UCL

Students are deemed to be debtors when there is an overdue balance on any of their student accounts. These debts can relate to tuition fees, residence fees, examination re-entry fees, late submission fees, dean of students loan/fine, emergency loan or library fine.

All students in debt have a flag applied to their Portico account that prevents the release of any official documentation e.g. council tax certificates, transcripts, official examination results. A Portico default flag also prevents a student in debt enrolling for a future session and from being awarded a degree. Once a student has settled their debt, the flag and any sanctions are usually removed within 1-2 working days.

A further sanction applied to students in debt is the withholding of their graduation tickets. Any student wishing to attend a graduation ceremony must settle all debts in full to enable tickets to be released to them.

Degree certificates

All successful final year students will receive a degree certificate approximately 10-16 weeks after the awards have been ratified by the UCL authorities.

If you are a final year student, you must update your **contact address details** via the SRS office (srs.australia@ucl.ac.uk) before leaving UCL Australia to ensure your official documents are sent to the correct address.

Degree certificates are official documents and UCL takes the issue and verification of these documents very seriously. You will only be issued with one degree certificate so it should be retained in a safe place. UCL will not provide you with duplicates of your degree certificate and will not automatically issue you with a replacement should you lose the original.

Obtaining a statement of award

If you require official confirmation of your award, prior to receipt of your certificate, you can submit a request for a statement of award, free of charge, by writing to srs.australia@ucl.ac.uk and providing your full name, student number, date of birth, programme of study and the address to which the statement should be sent.

Results and official documentation (continued)

Australian Higher Education Graduation Statement (AHEGS) – UCL Australia only

The Australian Higher Education Graduate Statement (AHEGS) is an Australian Commonwealth initiative which aims to provide a more uniform pattern of information across all Australian universities regarding the learning and achievements of individuals in higher education.

The AHEGS is provided to all higher education graduates without cost and is issued in addition to the existing degree certificate and academic transcript.

To ensure national consistency graduation statements are presented in a uniform format by all Higher Education Institutions in Australia.

The AHEGS provides descriptions of the nature, level, context and status of the studies that were pursued and completed by graduates, as well as information about the education system to which the qualification belongs.

The AHEGS, which provides enhanced documentation to graduates, is designed to improve the transparency and portability of qualifications and facilitate international mobility. In doing so, it assists both domestic and international graduates from Australian higher education providers seeking employment or further study opportunities overseas as well as enhances the information available to Australian employers and professional associations.

Academic Transcripts

A transcript is an official document containing a full record of your confirmed academic performance.

You will be sent a final academic transcript with your degree certificate and the AHEGS following successful completion of your degree programme.

If you are an affiliate student on an exchange programme, your transcript will be sent to your home institution as soon as your course results have been entered and confirmed on Portico. If you are a non-exchange affiliate student, your transcript will be sent to you directly at your contact address as recorded on Portico.

You may obtain additional final transcripts or interim transcripts by submitting a written request with your signature to the Examinations Section. For further information, visit the UCL website (www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts) or email transcripts@ucl.ac.uk. Please note that there is a charge for this service.

Contact

Student and Registry Services

UCL Australia

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