Candidate Numbers

Wherever Possible, UCL operates a policy of anonymous marking of assessments in order to ensure fairness. For each year of your programme of study you will be allocated a personal Candidate Number composed of four letters plus a check digit (e.g. ABCD1). You should use this number in place of your name in all written examinations (except MCQ examinations) and where you have been instructed by your department to submit your coursework anonymously.

Candidate Numbers are generated early in the Autumn Term and are valid for one calendar year. Students joining UCL later in the year will have their first Candidate Number generated shortly after registration but all subsequent Candidate Numbers will be generated in the Autumn Term.

You will have been sent an email to the contact email address that you have registered on PORTICO, the email will have your printable Candidate Card that you can bring into the examination venue with you. If you are unable to locate the email you are able to print this from MyStudies in PORTICO.

Please note if on the day you forget to bring this print out, your candidate number can be viewed on the seating lists outside the examination venue. A member of invigilation staff will also be able to confirm your candidate number on the day of your exam.
EXAMPLE CANDIDATE CARD

YOU MUST NOT ANNOTATE THIS DOCUMENT ON EITHER SIDE IN ANY WAY AS THIS WILL BE AN EXAM IRREGULARITY

CANDIDATE NUMBER CARD

SESSION 2016/2017

Candidate Number:
123446

Student Number:
XXXXX

Your student Number should be used on Multiple Choice (MCQ) cards only. THIS IS TO BE PLACED ON YOUR DESK WITH YOUR ID CARD AVAILABLE FOR INSPECTION BY INVIGILATORS

This page is to be printed out and brought into the examination venue and placed on your desk. This document must not have any writing or any form of annotation on either side, to do so would be a breach of examination regulations and will be treated as an exam irregularity.