



**ACADEMIC REGULATIONS FOR
STUDENTS: POSTGRADUATE
(MASTERS LEVEL)
TAUGHT PROGRAMMES**

**Section 3: Academic Assessment
2010-2011**

SUMMARY OF RECENT CHANGES AND/OR ADDITIONS TO THE PUBLISHED REGULATIONS IN THIS SECTION.

ITEM NO		PAGE
3.1.6	Penalties for Late Submission of Coursework: The prescribed penalties for late submission of coursework are fully set out in Item 3.1.6 .	12
3.1.7	Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports: Assessed work should not be more than 10% longer than the prescribed word count. The prescribed penalties for over-length coursework are fully set out in item 3.1.7 .	12

UCL Assessment Strategy: The permitted forms of assessment are set out in Appendix 21.

Summative E-assessment: The regulations for the conduct of summative E-assessment are set out in Appendix 18

For Implementation with Effect from the 2011-2012 Academic Session:

Programme Regulations and Syllabus for Re-entered Examinations or Other Form of Assessment: Students who re-enter for any part of academic assessment shall be subject to the programme regulations and syllabus current at their first attempt. Students must re-enter for examination within a maximum period of two years of being in attendance for the first attempt.

Re-sit Opportunities for Students on Masters Level Programmes who have Medical or Extenuating Circumstances: Students on Masters level programmes should be allowed to resit examinations until the beginning of the following academic session where medical or extenuating circumstances had prevented them from sitting the initial examination.

The Management of Failure to Pass the Taught Element of a Programme: If a student has failed the taught elements to the extent that condoned passes would be insufficient to obtain their qualification the following will apply:

- i) The failed elements must be re-taken at the next possible opportunity.
- ii) Boards of Examiners may employ Chair's Action to decide upon which students were deemed to have fallen below the threshold for progression.
- iii) The Faculty Graduate Tutor will decide whether the Dissertation could be completed in the academic session or whether a student should interrupt and re-register in the following session to do so.

- iv) Faculties will report any such cases to the Chair of UCLBE via the Curricular Development and Examiners Section, Registry and Academic Services Division.
- v) Departments will inform Registry about any changes in a student's enrolment status as a consequence of a failure to progress.

CONTENTS

ITEM	ITEM HEADING	PAGE
	SUMMARY OF RECENT CHANGES AND/OR ADDITIONS TO THE PUBLISHED REGULATIONS	2
3.	ACADEMIC ASSESSMENT	6
3.1	FORMS OF ACADEMIC ASSESSMENT	6
3.1.1	Eligibility for Summative Academic Assessment Criteria	7
3.1.2	Withdrawal from Examination	9
3.1.3	Deferral of One or More Elements of an Examination or Other Form of Assessment	9
3.1.4	Authorised Absence from Examination or Other Form of Assessment	10
3.1.5	Unauthorised Absence from Examinations or Other Form of Academic Assessment	11
3.1.6	Penalties for Late Submission of Coursework	12
3.1.7	Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports	12
3.1.8	No Attempt or Minimal Attempt of a Paper or Other Form of Summative Assessment	13
3.2	Re-entry to Examinations or to Other Forms of Academic Assessment	13
3.2.1	Number of Permitted Attempts	13
3.2.2	Students who have been Awarded a Degree	14
3.2.3	Repeating a Passed Module	14
3.2.4	Re-Sit Marks	14
3.2.5	Format of the Reassessment	14
3.2.6	Programme Regulations and Syllabus for Re-entered Examinations or Other Form of Assessment	14
3.2.7	Timing of Re-Entered Formal Written Examinations	15

3.2.8	The Substitution of Failed Module(s)	15
3.3	Appeal Against the Decision of a Board of Examiners	16
3.4	Approved Format for Summative Academic Assessment	16
3.5	Assessment in a Language Other than English	17
3.6	The Conduct of Examinations and Other Forms of Assessment Managed by the Registry and Academic Services Division	17
3.7	Examination Timetable	17
3.8	Student Conduct Whilst Under Examination Conditions	18
3.9	Students Arriving Late for an Examination or Other Form of Academic Assessment	18
3.10	The Production of Valid Identification to Enter Examination Halls	19
3.11	In the Event of An Emergency During Examinations	19
3.12	Ownership of Examination or Other Form of Academic Assessment Materials Provided by UCL	19
3.13	Special Examination Provision on Grounds of Specific Learning Difficulty (such as Dyslexia), Disability or Ill-Health	19
3.14	The Publication of Examination Results	20
3.15	Date of a Degree Award	21
3.16	Provision of a Degree Certificate	21
3.17	Students with an Outstanding Debt to UCL	21
3.18	Award of Degrees, Diplomas and Certificates	22
3.19	Revocation of Degrees, Diplomas and Certificates	22

3. ACADEMIC ASSESSMENT

Guidance for students and staff:

- i) These are the UCL over-arching regulations for the examination of students on modularised Masters Level degree programmes. Students registered on non-modularised Masters Level Programmes and LLM, MFA, MArch, MCLinDent and MPA programmes should also consult the regulations for their programme of study.
- ii) For the purposes of these regulations, 'Assessment' refers to the summative academic assessment of any module whether by written examination and/or by coursework, or other means of academic assessment such as on-line tests, exhibitions, oral presentations or oral examinations, etc.

3.1 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 be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a programme's summative assessment.
- ii) **Summative assessment** provides a clear statement of achievement or failure that can be made in respect of an individual student's performance. The outcome of summative assessment is used to classify a degree award and is recorded on student transcripts.
- iii) **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning outcomes for specified modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.
- iv) Permitted forms of summative academic assessment are set out in UCL's Assessment Strategy.¹
- vi) Permitted forms of summative e-assessment are set out in

¹ Appendix 21

UCL's E-assessment regulations.²

Guidance for students and staff:

These regulations should be read together with the following documents and programme specific regulations:

- i) UCL Assessment Strategy as set out in Appendix 21.
- ii) UCL Learning and Teaching Strategy, available by following the link set out below.³
- iii) UK Quality Assurance Agency Benchmark Statements, available from the link set out below.⁴
- iv) The framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ), available from the link set out below.⁵

3.1.1 Eligibility for Summative Academic Assessment Criteria

- i) Students will be eligible for summative assessment if they have attended and pursued the module(s) to the satisfaction of the teaching Department. The minimum requirement for 'satisfactory performance' is attendance on 70% of the module, unless a higher requirement has been specified by the Department or Faculty.
- ii) Students who are clearly falling short of any Departmental/Divisional requirements in any particular module(s) will be informed in writing that their performance is currently less than satisfactory, and that if the situation continues, they may be barred from the assessment of the module(s) in question.
- iii) Students have the right to appeal against the decision to bar them from being academically assessed.

Guidance for students and staff:

- i) Departmental/Divisional, course and module literature given to students at the start of the session must set out the policy on satisfactory performance, together with clear definitions of what will constitute 'unsatisfactory performance'. Course organisers and/or Departments/Divisions may stipulate a

² Appendix 18

³ <http://www.ucl.ac.uk/academic-manual/part-3>

⁴ <http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx>

⁵ <http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf>

- higher minimum requirement than attendance on 70% of the module if they wish to do so, as long as this is communicated to the students.
- ii) Wherever it is practicable for them to do so, Departments/Divisions must have adequate mechanisms in place for regularly recording attendance at lectures, seminars, classes and tutorials and the submission of required coursework and any other work, and for the reporting by individual teachers of any serious deficiencies to the Departmental/Divisional Graduate Tutor (as appropriate), who is the designated Departmental/Divisional officer with overall responsibility for instigating the barring process.
 - iii) Students who are falling short of any Departmental/Divisional requirements in any particular module(s) must be informed in writing that their performance is currently less than satisfactory, and that if the situation continues, they may be barred from the assessment of the module(s) in question, together with the consequences that this may bring with it. A copy of this letter/e-mail should be sent to the relevant Faculty Tutor for information (and to the student's home Department/Division if that is not the Department/Division responsible for teaching the module(s) in question).
 - iv) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session, i.e. no later than half-way through the module(s) in question. The Faculty Tutor (and, where relevant, the student's home Department/Division) may also decide at this point to interview the student concerned. Details of the procedures Departments need to follow are available by following the link set out below.⁶

Right of appeal against a decision to bar a student from being academically assessed:

- v) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home Faculty Tutor or the Dean of Students (Academic), as appropriate (see below), within seven days of the date of notification of the Department/Division's or Faculty's decision.
- vi) The home Faculty Tutor will deal with any appeal there may be against a Departmental/Divisional decision where progression is not at stake within five working days of receipt of the written appeal.

⁶ <http://www.ucl.ac.uk/academic-manual/part-3>

- vii) Appeals against a decision by the Faculty Tutor which results in non-progression or classification difficulties for the student will be dealt with by the Dean of Students (Academic) (or a Deputy Senior Tutor for students from the Dean of Students (Academic)'s own Faculty) within 5 working days of receipt of the written appeal. Should a student be dissatisfied with the outcome of their appeal, they may then go through UCL's Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question. Information about UCL's Student Grievance Procedure can be obtained by following the link set out below.⁷

3.1.2 Withdrawal from Examination

- i) Postgraduate students may withdraw from the entire examination (i.e. all modules) by notifying the Examinations Section in the Registry and Academic Services Division in writing not less than seven days before the date of their first examination. They will not then be regarded as having made an attempt at the examination.
- ii) Notification of an intention to withdraw will only be accepted after the seven day deadline in the case of ill-health or bereavement.

Guidance for students and staff::

- i) Students are advised to seek guidance on any visa implications that may affect eligibility to stay in the UK before requesting withdrawal.
- ii) Students wishing to postpone examinations in one or more modules of the examination, but not all modules, should refer to the regulation on deferral below.

3.1.3 Deferral of One or More Elements of an Examination or Other Form of Assessment

- i) Students wishing to defer the examination or other assessment of one or more modules, but not all of the modules they are registered for, must make an application to do so.
- ii) Students must give satisfactory reasons for wishing to defer elements for examination, providing either medical certification or a letter of support from their home Department

⁷ <http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure>

with the application form, which can be found by following the link below.⁸

- iii) Students must submit the application to the Examinations Section in the Registry and Academic Services Division via their home Department/Division.

Guidance for students and staff:

- i) Satisfactory grounds for deferral include: medical, bereavement (of a close relative), academic grounds and financial hardship. Any other grounds will be referred by the Examinations Section to the Dean of Students (Academic) for approval.
- ii) Application for deferment of one or more written examinations(s) must be made at least one month prior to the commencement of the first examination.
- iii) Application for deferment of a Report/Dissertation/Extended Essay must be made well in advance of the final date for submission as given in the regulations for the postgraduate degree concerned. Please note that should an application be refused, the student will be expected to submit by the due date in the programme regulations. If the student fails to submit then the Board of Examiners may award a mark of zero and the student will be treated as a re-entry candidate at the next occasion (for which a fee will be payable).
- iv) Students wishing to defer the Project Report or Dissertation, who apply in the summer term or early in the summer vacation, should apply for an interruption of study rather than for a deferral of examination.
- v) The Deferral Application Form may be found by following the link below.⁹

3.1.4 Authorised Absence from Examination or Other Form of Assessment

Students who are prevented owing to illness or the death of a near relative, or other cause judged sufficient by UCL, from completing an examination at the normal time, may at the discretion of the examiners either:

- i) Enter the examination in those elements in which they were not examined on the next occasion when the examination is

⁸ http://www.ucl.ac.uk/current-students/exams_and_awards/GI/deferral_exam

⁹ IBID

held in order to complete the examination.

Or

- ii) Be set a special examination in those elements of the examinations missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned.

Guidance for students and staff:

- i) The special examination shall be in the same format as specified in the programme regulation(s) for the elements missed.
- ii) A written application by the student, countersigned by an appropriate academic from their home Department, or an application from the home Department on the student's behalf, should be forwarded to the Examinations Section for consideration by the Dean of Students (Academic).
- iii) The application must be submitted within seven days of the last day of the written examinations or of the submission date of the essay/report/dissertation concerned, and be accompanied by a medical certificate or other statement of the grounds on which the application is made.
- iv) Students should seek guidance as to any visa implications before making their application.

3.1.5 Unauthorised Absence from Examinations or Other Form of Academic Assessment

Students absent from unseen written examinations or other form of academic assessment without permission will be awarded a mark of zero and will be deemed to have made an attempt at the examination.

Guidance for students and staff:

Where students are absent from an examination or other form of assessment without permission or, although present at an examination, either do not attempt the paper or attempt so little that it cannot be assessed, and provide no evidence of extenuating circumstances, the normal procedure should be that the student is awarded a mark of zero for the missed/non-attempted examination (i.e. a mark of zero would be counted in any average and it would be treated as an attempt; the overall result for the module would be recorded by the Registry as absent or incomplete, as appropriate).

3.1.6 Penalties for Late Submission of Coursework

- i) The full allocated mark should be reduced by five percentage points for the first working day after the deadline for the submission of the coursework.
- ii) The mark will be reduced by a further ten percentage points if the coursework is submitted during the following six days.
- iii) Providing the coursework is submitted by a date during term three defined in advance by the relevant Master's Board of Examiners, but had not been submitted within seven days of the deadline for the submission of the coursework, it will be recorded as achieving a pass mark, assuming that the submitted work merits a pass.
- iv) In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as achieving a pass mark, assuming that the submitted work merits a pass.
- v) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Guidance for students and staff:

- i) The extenuating circumstances procedures are set out in Appendix 13.
- ii) The form for student notification of extenuating circumstances is available from Appendix 14.
- iii) The form for tutor notification of extenuating circumstances is available from Appendix 15.

3.1.7 Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports

- i) Assessed work should not be more than 10% longer than the prescribed word count.
- ii) Assessed work with a stated word count above this maximum should not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted and penalties for late submission may apply.

- iii) If submitted work is subsequently found to have an inaccurately stated word count, and to exceed the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks, subject to a minimum mark of a minimum pass assuming that the work merited a pass.
- iv) For work which exceeds the upper word limit by 20% or more, a mark of zero will be recorded.
- v) For discipline specific practices such as tables, pictures and graphs, Departments should specify in writing to students whether these are recorded as part of the upper word limit and how this will be counted.

Guidance for students and staff:

The 'penalties for the submission of over-length coursework policy' is being implemented with effect from the 2010-2011 academic session. However some Departments/Divisions have been granted exceptional permission to derogate from implementing this policy until the 2011-2012 academic session when the policy must be implemented UCL wide.

3.1.8 No Attempt or Minimal Attempt of a Paper or Other Form of Summative Assessment

Students who do not attempt a paper or other form of assessment, or who make an attempt that is un-assessable, will be academically awarded a mark of zero and will be deemed to have made an attempt at the assessment.

3.2 Re-entry to Examinations or to Other Forms of Academic Assessment

- i) Students who obtain a mark below the condoned mark range will be required to re-enter that examination at the next normal occasion.
- ii) The mark achieved in the latest attempt will apply even if this is lower than the original mark.

3.2.1 Number of Permitted Attempts

- i) 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.
- ii) This does not apply if they have been awarded a degree or been excluded from UCL on the grounds of academic insufficiency, or as a results of misconduct.

3.2.2 Students who have been Awarded a Degree

Students who have been awarded a degree will not be permitted to re-enter any failed module.

3.2.3 Repeating a Passed Module

Students who have passed a module cannot repeat the assessment for the module nor can they enter for the same assessment for another module which is deemed to overlap with the module examination which they have already taken and passed.

3.2.4 Re-Sit Marks

The mark achieved for the re-sit attempt will apply even if this mark is lower than the original mark.

3.2.5 Format of the Reassessment

Students will only resit the failed assessment elements unless the regulations for their programme require that students must retake all assessed elements of a module.

Guidance for students and staff:

- i) If a student passes assessed coursework elements but fails an examination, the normal expectation is that the student would only re-sit the examination. However, following consultation between the student and their Department a recommendation may be made that a student can resit the entire module, including any passed assessed elements.
- ii) The recommendation should be submitted by the Departmental/Divisional Programme Tutor, via the Faculty Office and approved by the Faculty Tutor, to the Examinations Section, Registry and Academic Services Division.

3.2.6 Programme Regulations and Syllabus for Re-entered Examinations or Other Form of Assessment

Students who re-enter for any part of academic assessment shall be subject to the current programme regulations and syllabus.

Guidance for students and staff:

- i) It is the responsibility of the student to obtain up-to-date details of the syllabus from the programme or module organiser.
- ii) Students shall be notified by the Departmental/Divisional

Programme Tutor in writing to this effect.

3.2.7 Timing of Re-Entered Formal Written Examinations

- i) Re-entry to an examination, part of an examination or any other form of academic assessment, must be made at the next following assessment period for which the student is eligible.
- ii) In exceptional circumstances a student may defer re-entry until a subsequent assessment period if prescribed by the relevant programme or with an approved suspension of regulations.
- iii) The timing of re-entered other forms of academic assessment is at the discretion of the Department/Division, with Faculty approval.

Guidance for students and staff:

- i) The assessment for a deferred module must be completed within two years of attending that module.

This period of two years may be extended at the discretion of UCL by way of an approved suspension of regulations.
- ii) Applications for a suspension of regulations should be made in writing by the Departmental/Divisional Programme Tutor via the Faculty Office and submitted to the Examinations Section, Registry and Academic Services Division, for consideration by the Dean of Students (Academic).

3.2.8 The Substitution of Failed Module(s)

- i) Where a student is permitted repeat registration for all or part of a year, up to a maximum of thirty credits can be substituted for the original module(s) failed or not assessed, subject to Faculty approval.
- ii) Where a module is substituted for a module previously failed, the assessment for the new module shall be treated as second attempt and no further entry will be permitted, if it is subsequently failed.
- iii) Where a module is substituted for a module not previously examined, i.e. a module from which the student has withdrawn, entry to examination for the new module shall be treated as a first attempt and one further entry will be permitted

Guidance for students and staff:

All applications for the substitution of new modules are to be made by the Faculty to the Examinations Section, Registry and Academic Services Division.

3.3 Appeal Against the Decision of a Board of Examiners

Students cannot contest the decision of a Board of Examiners on academic grounds.

Guidance for students and staff:

- i) Students can only contest the decision of a Board of Examiners on specific grounds as set out in the grievance procedures.
- ii) The Student Grievance procedure is available by following the link set out below.¹⁰

3.4 Approved Format for Summative Academic Assessment

- i) The permitted formats of summative academic assessment are set out in UCL's Assessment Strategy.¹¹
- ii) All Masters programmes academically assessed without an element of unseen written examination or other form of unseen assessment must include an oral examination for all students.
- iii) The regulations, format and procedures for summative e-assessment are set out in Appendix 18.

Guidance for students and staff:

- i) UCL's Assessment Strategy is set out in Appendix 21.
- ii) Guidelines for the conduct of oral examinations are set out in Appendix 20. **NB** Oral examination should not be used to judge borderline cases. The procedure for the consideration of borderline cases is set out in Appendix 19.

3.5 Assessment in a Language Other than English

All assessed work, whether written papers or module work, shall be written in the English Language unless:

- i) The purpose of the assessment is to test the ability of students in a language other than English.

¹⁰ <http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure>

¹¹ See Appendix 21

- ii) In the case of specially approved programmes in UCL which teach modern languages, the programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study.
- iii) Where a programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study, at least 25% of the whole assessment of the programme shall be written in the English Language.

3.6 The Conduct of Examinations and Other Forms of Assessment Managed by the Registry and Academic Services Division

The regulations for the management of examinations are published in the Examination Guide for Candidates annually by UCL.

Guidance for students and staff:

The Examination Guide for Candidates can be found by following the link set out below.¹² Students should take note of entry requirements including the need to provide identification.

3.7 Examination Timetable

It is the responsibility of a student to ensure that they know the date, time and location of each paper they are registered to take as set out in their individual examination timetable, and to note particularly the location of any intercollegiate examinations.

Guidance for students and staff:

- i) All students sitting centrally organised examinations will have access to a personalised timetable through Portico, detailing the date, time, duration, location and desk number for each of their examinations.
- ii) Students sitting for examinations arranged by Departments, or by other institutions, are responsible for checking the examination timetable details with the party administering the examination.

3.8 Student Conduct Whilst Under Examination Conditions

UCL expects students to follow the protocols set out in the Examination Guide for Candidates.

¹² http://www.ucl.ac.uk/current-students/exams_and_awards/Regulations/candidate_guide.pdf

Guidance for students and staff:

- i) Students should note the guidance provided regarding examination misconduct, including misconduct relating to coursework or other forms of academic assessment, as well as for formal written examinations.
- ii) The Examination Guide for Candidates is published annually and is available by following the link set out below.¹³

3.9 Students Arriving Late for an Examination or Other Form of Academic Assessment

- i) Students arriving at the examination hall after an examination has started and within the first half-hour must report to an invigilator to ensure that the time of arrival is noted and any instructions provided.
- ii) Students arriving within the first half-hour will be admitted to the examination hall and allowed to sit the examination but they will not be given any additional time and must finish at the same time as the other students.
- iii) Students arriving after the first half-hour will not be allowed into the examination hall and will be directed to their home Department.
- iv) Students who arrive late and are granted the opportunity to sit the examination in their home Department will be required to make a written statement of explanation for their late arrival and to confirm that they have not discussed the paper with anyone during the journey from the examination hall to the Department.
- v) Departments have a discretionary right on a case by case basis to allow students to sit the paper at that time, and will deduct thirty minutes from the total time allowed for the examination.
- vi) The decision of the home Department is final and the Examinations Section cannot accommodate any student not permitted to sit by their Department.
- vii) Students arriving at a home Department after the time for the normal end of an examination will not be allowed to sit the paper.

¹³ http://www.ucl.ac.uk/current-students/exams_and_awards/Regulations/candidate_guide.pdf

3.10 The Production of Valid Identification to Enter Examination Halls

- i) Students must produce valid identification when entering examination halls.
- ii) Any student who fails to produce a valid UCL student identity card or cannot produce a passport or driving licence with a photograph will be required to sign a declaration form and a label will be attached to their script, advising the examiner that personal identification was not provided.

3.11 In the Event of An Emergency During Examinations

In an emergency, students should be aware that examination conditions still apply and if requested to vacate the examination hall students must not communicate with any other student on any topic and must follow the instructions of examiners, supervisors, invigilators or other officers responsible for the conduct of examinations in full.

3.12 Ownership of Examination or Other Form of Academic Assessment Materials Provided by UCL

All answer books and all other material provided by UCL must be submitted to the examination supervisors. Students may, however, take away the question paper unless the paper indicates that this is prohibited.

3.13 Special Examination Provision on Grounds of Specific Learning Difficulty (such as Dyslexia), Disability or Ill-Health

Students with a specific learning difficulty, disability or ill-health can apply for special assessment arrangements in their examinations.

Guidance for students and staff:

- i) Application for special examination provision on grounds of disability or ill-health should be made by completing an application form and submitting it, with suitable medical evidence, to the Examinations Section via Student Disability Services in UCL Registry.
- ii) Students who require special examination arrangements as a result of dyslexia or other specific learning difficulty must register with Student Disability Services and are required to arrange an assessment appointment with the UCL Dyslexia Co-ordinator as soon as possible and no later than the end of the second term for the main summer term examination period, or six weeks before any examinations or tests, for which special arrangements are sought, outside of that period.

- iii) Further information about special examination provision is available by following the link set out below.¹⁴

3.14 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 when their examination results have been published on Portico.
- iii) All graduating students will be sent an official transcript, detailing their marks and award.

Guidance for students and staff:

- i) Students will be informed by email to their UCL email address when their examination results have been published on Portico.
- ii) This will occur on a programme by programme basis as results are received and checked by the Examinations Section.
- iii) 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.
- iv) Graduating students will be sent an official transcript with their certificate within three months of their date of award. (Students can request additional copies of their transcripts for which a fee will be charged. Full details can be found by following the link below.¹⁵)
- v) Students should ensure that their contact addresses are kept up to date, via Portico, as the contact address will be used for the despatch of transcripts and degree certificates.

3.15 Date of a Degree Award

The date of award for Masters level programmes is the first of the following dates to fall after the last element of student assessment has been completed:

- i) 1 August
- ii) 1 November

¹⁴ www.ucl.ac.uk/academic-manual/part-3/exam-arrangements-students-with-disabilities

¹⁵ http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts

- iii) 31 December
- iv) 1 March

3.16 Provision of a Degree Certificate

A UCL Degree Certificate will be sent to each successful student who is awarded a degree.

Guidance for students and staff:

Students are responsible for ensuring that their contact addresses are kept up-to-date, via Portico, as the contact address will be used for the despatch of certificates.

3.17 Students with an Outstanding Debt to UCL

All students who will, if successful in their examinations, qualify for the award of a degree, should note that UCL will withhold the award in the case of any student who is in debt to UCL.

Guidance for students and staff:

- i) Students should note that debt to UCL includes any payment due, including Tuition and Examination Fees, Fees for UCL Residential Accommodation and Fees to the UCL Library.
- ii) No report will be made on the student's results' record until the debt has been settled in full and attendance at a Graduation Ceremony will not be permitted unless the whole debt has been cleared by the due date.
- iii) All other students who are in debt to UCL will have their official results withheld and/or not be permitted to enrol at any future session until the debt has been settled in full.

3.18 Award of Degrees, Diplomas and Certificates

The Academic Committee of UCL is authorised to award degrees.

3.19 Revocation of Degrees, Diplomas and Certificates

- i) UCL may revoke any degree, diploma or certificate awarded, if the following circumstances discovered at any time and proved to the satisfaction of UCL:
- ii) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
- iii) Subsequent to award, a Board of Examiners, having taken

into account information which was unavailable at the time its decision was made determines that a student's or students' classification should be altered