



ACADEMIC REGULATIONS FOR STUDENTS: UNDERGRADUATE PROGRAMMES

Section 3: Academic Assessment 2010-2011

**UNDERGRADUATE 12 & 16 COURSE UNIT PROGRAMMES – SECTION 3
ACADEMIC ASSESSMENT**

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3.1 ENTRY TO UNDERGRADUATE SUMMATIVE ACADEMIC ASSESSMENT FOR STUDENTS REGISTERING FOR 12 AND 16 COURSE-UNIT DEGREE PROGRAMMES

Guidance for students and staff:

For the purposes of these regulations, 'Assessment' refers to the summative academic assessment of any course unit 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.

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 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 objectives for specified course units and 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 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 is set out in Appendix 21
- ii) UCL Learning and Teaching Strategy, available by following the link set out below.³

¹ Appendix 21

² Appendix 18

³ <http://www.ucl.ac.uk/academic-manual/part-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 course unit(s) to the satisfaction of the teaching Department/Division. The minimum requirement for 'satisfactory performance' is attendance of 70% of the course unit, unless a higher requirement has been specified by the Department/Division or Faculty.
- ii) Students who are clearly falling short of any Departmental/Divisional requirements in any particular course unit(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 course unit(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, programme 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'.](#)
- ii) [Course organisers and/or Departments/Divisions may stipulate a higher minimum requirement than attendance on 70% of the course unit if they wish to do so and set this out in the relevant literature for students.](#)
- iii) [Wherever it is practicable for them to do so, Departments/Divisions must have adequate mechanisms in place for regularly recording attendance at 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 Degree Programme Tutor \(as appropriate\), who are the designated Departmental/Divisional officers with overall responsibility for instigating the barring process.](#)
- iv) [Students who are falling short of any Departmental/Divisional requirements in any particular course unit\(s\) 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 course unit\(s\) in](#)

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

⁵ <http://www.qaa.ac.uk/AssuringStandardsAndQuality/Qualifications/Pages/theFHEQ-within-Europe.aspx>

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 course unit(s) in question).

- v) 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 course unit(s) in question.
- vi) 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/Divisions 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:

- vii) 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 Departments/Division's or Faculty's decision.
- viii) 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.
- ix) 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 another senior member of administrative or academic staff should there be any conflict of interest i.e. the appeal relates to the Faculty of the Dean of Students (Academic), within 5 working days of receipt of the written appeal.
- x) Advice regarding the avoidance of potential conflicts of interest can be obtained by contacting the Curricular Development and Examiners Section by emailing examiners@ucl.ac.uk.
- xi) 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.
- xii) Information about UCL's Student Grievance Procedure can be obtained by following the link set out below.⁷

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

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

3.1.2 Withdrawal from Academic Assessment on Academic Grounds

- i) Students may withdraw their entry to an examination or other format of assessment on academic grounds with the approval of the Departmental/Divisional and Faculty Tutors.
- ii) Students absenting themselves from an unseen written examination or other form of academic assessment without prior approval will be marked as absent and deemed to have made an attempt at the examination.

Guidance for students and staff:

- i) Students should complete the Notification of Withdrawal from Examination form and submit it, to their Departmental Tutor for onward transmission to the Examinations Section via the Faculty Tutor.
- ii) Faculty approval should be obtained and submitted to the Examinations Section 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 student's programme of study or likely to affect significantly the student's 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 Exceptional Withdrawal from Examinations below).
- vi) Re-entry to an examination, part of an examination or other form of academic assessment, must be made at the next following academic assessment opportunity for which the student is eligible. It is the responsibility of the student to find out if there have been any changes to the syllabus for postponed a module assessment.
- vii) 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 Section by the student's Departmental/Divisional Programme Tutor via the Faculty Office and accompanied with appropriate documentary evidence such as medical

certificate (if relevant).

- viii) Forms for the Withdrawal from Examination are available by following the link set out below.⁸

3.1.3 Exceptional Withdrawal from Academic Assessment

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.

Guidance for students and staff:

- 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 Tutor for onward transmission to the Examinations Section.
- ii) Students must take a withdrawn Course Unit academic assessment at the next following examination for which the student is eligible (normally the following year).
- iii) In exceptional circumstances, permission to take a withdrawn course unit in a subsequent year later than the next following year is at the discretion of UCL.
- iv) Applications to suspend this regulation should be made in writing to the Examinations Section by the student's Departmental/Programme Tutor via the Faculty Office and accompanied by appropriate documentary evidence such as a medical certificate (if relevant).
- v) A form for the Exceptional Withdrawal from Examinations is available by following the link set out below.⁹

3.1.4 Unauthorised Absence from Examinations Managed by UCL Registry and Academic Services

- i) Students absenting themselves from an unseen written examination or other form of academic assessment managed centrally by UCL without prior approval will be marked as absent and deemed to have made an attempt at the examination
- ii) In such cases students will not be deemed to have completed the module.

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

⁹ IBID

Guidance for students and staff:

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, 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 course unit would be recorded by the Registry as absent or incomplete, as appropriate).

3.1.5 Late Submission of Coursework

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

- i) The full allocated mark should be reduced by 5 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 10 percentage points if the coursework is submitted during the following six days.
- iii) Providing the coursework is submitted before the end of the first week of term three 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:

Students should formally notify tutors of any extenuating circumstances which may have affected their performance in examinations or other academic assessment and the extenuating circumstances procedures are set out in Appendix 13. In some circumstances tutors may formally notify the Board of Examiners of extenuating circumstances when the task cannot be carried out by the student.

- i) The form for student notification of extenuating circumstances is available from Appendix 14.
- ii) The form for tutor notification of extenuating circumstances is available from Appendix 15.

3.1.6 Over-length Coursework, including Research Projects, Dissertations and Final Reports

For submitted coursework, where a published word count has been specified, the following penalties will apply when the word count has been exceeded:

- 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 are 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.

3.1.7 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 academic assessment, or who make an attempt that is un-assessable, will be awarded a mark of zero, will be deemed to have made an attempt but will not be deemed to have completed the module.

3.1.8 Deferred Assessment of a Course Unit Assessment

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

- i) The student must have been prevented from taking the academic assessment for the Course Unit in question in a year other than the final

year of their degree programme (for these purposes students pursuing an intercalated degree are regarded as final year students).

- ii) The application must be made within one week of the end of the examination period in question.
- iii) The deferred assessment shall be in the same format as the missed examination.
- iv) Where it would not be possible to assess the student in question in the same format as the missed examination, a request for assessment by an alternative method must be made under the same conditions as at iii) above and shall be accompanied with a statement of the reason for the request, signed by the Departmental/Divisional Programme Tutor.
- v) A maximum of three Course Units may be assessed by deferred assessment in any one academic session.
- vi) For a 12 course-unit programme, a maximum of four course units may be deferred over the length of the programme.
- vii) For a 16 course-unit programme that does not include a language requirement or a year abroad, a maximum of six course units may be deferred over the length of the programme.

Guidance for students and staff:

- i) Final year students, including MSci/MEng students being examined for Masters Level Course Units are not eligible for deferred assessment.
- ii) Applications for the deferment of assessment of a course unit examination must be made to the Departmental/Divisional Programme Tutor and approved by the Faculty Tutor before being forwarded to the Examinations Section, Registry.
- iii) Applications on non-medical grounds will be referred by the Examinations Section, Registry to the Dean of Students (Academic) for consideration.
- iv) Guidance notes and forms can be found by following the link set out below.¹⁰

3.2 Re-Entry to Examinations or Other Method of Summative Assessment

- i) Students who fail summative academic assessment at a first attempt are expected to re-enter the examination at the next available occasion.
- ii) If a continuing student opts to retain a failed mark rather than re-enter for an examination or other assessment, this will be treated as a fail.

¹⁰ http://www.ucl.ac.uk/current-students/exams_and_awards

Guidance for students and staff:

Students can only fail up to two half course units or one whole course unit in total in order not to jeopardise their final classification.

3.2.2 Number of Permitted Attempts

- i) A student who, at their first entry, does not successfully complete an academic assessment and who is not eligible for referred assessment (see 3.2.4 below), may re-enter for assessment on one more occasion only.
- ii) This does not apply if they have been awarded a degree, are eligible for the award of a degree or have been excluded from UCL on the grounds of academic insufficiency, or as a result of assessment misconduct. In these cases students will not be permitted to re-enter.
- iii) Students who are eligible for referred assessment, i.e. students enrolled on UCL's Harmonised Scheme of Award programmes, can decide whether to take the referred assessment or may opt to re-sit the Course Unit at the next available opportunity (normally the following year).

3.2.3 Re-sit Marks

- i) The mark achieved for the re-sit attempt will apply even if this mark is lower than the original mark.
- ii) Marks of re-taken or substitute course units will be included in the calculation for the average mark of the weighting year from which they were originally taken rather than in the year that they were re-sat.

3.2.4 Referred Assessment

- i) Students on UCL's Harmonised Scheme of Award programmes in any year other than the final year, who obtain a mark in the 35%-39% range, will be offered referred assessment by the relevant teaching Department/Division.
- ii) For some Course Units in the Faculty of Mathematical and Physical Sciences the referred range is 30%-39%.
- iii) Non-standard referral ranges must be specified in the relevant Course Unit or programme literature.
- iv) The referred assessment will take place over the summer in order to give the Board of Examiners the information it needs to make a pass/fail judgement on the student's overall performance in that course unit before the start of the following academic year.
- v) The method of referred assessment can be either oral, formal written examination or essay.

- vi) Students who are successful in the referred assessment will be given the pass mark of 40 irrespective of the actual mark gained. Students who are unsuccessful in the referred assessment will retain the original fail mark for that course unit.
- vii) Students who obtain a mark below the referral range, or who subsequently fail referred assessment, may re-enter that examination at the next normal occasion (unless they opt to retain the fail mark, see vi) above).
- viii) Students may elect not to take up the offer of referred assessment but to re-enter at the next normal occasion instead.
- ix) Referred assessment is not available to final year students including students registered on an Intercolated BSc.
- x) 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.
- xi) If they are unsuccessful, the fail mark will be recorded and they will not be entitled to a further attempt.

Guidance for students and staff:

- i) Referred assessment will not, in any circumstances, be made available to a student with a mark that falls below the referral range (students with an 'incomplete' result will be regarded as falling below the referral range).
- ii) The referred assessment should be assessed and the result communicated to the students and the Examinations Section by the given deadline prior to the start of the next session.
- iii) The above does not apply to final year students who are not eligible for referred assessment. If they are eligible for an award of a degree they will not be able to re-sit a failed Course Unit.
- iv) Students are not obligated to re-sit assessment for which they have been awarded a fail mark, but are advised to seek academic advice before withdrawing from the re-sit examination.
- v) Students who were absent or incomplete at their first attempt must re-sit in order to be eligible for a classified degree, unless they have extenuating circumstances that could be considered under the Special Provisions Procedures.
- vi) Departments/Divisions seeking consideration for students who were absent or incomplete at their first attempt under the Special Provisions Procedures. Should contact the Examinations Section, Registry and Academic Services, in the first instance.

3.2.5 Repeating a Passed Course Unit

- i) Students who have passed a Course Unit assessment cannot re-register for that Course Unit nor repeat the academic assessment.
- ii) Students cannot enrol on an intercollegiate Course Unit where the academic assessment is deemed to overlap with any Course Unit academic assessment which they have already taken and passed.

3.2.6 Format of the Reassessment

Students will only re-sit the failed assessment elements unless the regulations for their programme require that students must retake all assessed elements of a course unit.

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 academic advice, a recommendation may be made that a student can re-sit the entire course unit, including any passed assessed elements.
- ii) The recommendation should be submitted by the Departmental/Divisional Programme Tutor, together with evidence of support by the Faculty Tutor, and sent to the Examinations Section, Registry and Academic Services.

3.2.7 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 course unit organiser and students re-entering for academic assessment
- ii) Students shall be notified by the Departmental/Divisional Tutor in writing to this effect.

3.2.8 Timing of Re-Entered Formal Written Examinations

- i) Re-entry to a formal written 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. This is normally in the following academic session.
- 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 (see 3.2.8 i) above).

Guidance for students and staff:

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

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 the regulations should be made in writing by the Departmental/Divisional Programme Tutor via the Faculty Office and submitted to the Examinations Section, Registry.
- iii) Guidance relating to the suspension of Academic Regulations is available from the link set out below.¹¹

3.2.9 The Substitution of Failed Course Unit(s)

- i) Where a student is permitted repeat registration for all or part of a year, up to a maximum of two half Course Units or one whole Course Unit can be substituted for failed or withdrawn academic assessment, subject to Faculty approval.
- ii) A student who has progressed to the subsequent year but who wishes to substitute a Course Unit or Units for failed or withdrawn academic assessment may substitute a maximum of two new half course units or one whole course unit, subject to Faculty approval.
- iii) 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.
- iv) 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 examination for the new course unit shall be treated as a first attempt and one further entry will be permitted.

Guidance for students and staff:

- i) Only one whole course unit or two half course units may be substituted in this way over the entire duration of the programme, and, except with the special permission of the Faculty Tutor and the Dean of Students (Academic), no course unit shall be taken in advance from the year following the year which is being repeated or partly repeated.
- ii) All applications for the substitution of new course units are to be made by

¹¹ <http://www.ucl.ac.uk/academic-manual/>

the Faculty to the Examinations Section, Registry and Academic Services

- iii) The case for a course unit to be taken in advance of a year which is being repeated or partly repeated should be made by the Faculty to the Dean of Students (Academic) through the Examinations Section, Registry and Academic Services

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 result on specific grounds as set out in the grievance procedures.
- ii) The Student Grievance procedure is available by following the link set out below.¹²

3.4 Assessment in a Language Other than English

All assessed work, whether written papers or course unit 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.
- ii) In the case of specially approved programmes in UCL which teach extant 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.¹³
- iii) Where a 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 where at least 25% of the whole assessment of the programme shall be written in the English Language.

3.5 The Conduct of Examinations and other Forms of Assessment Managed by Registry

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

¹² <http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure>

¹³ An extant language is a language currently in common use.

Guidance for students and staff:

The Examination Guide for Candidates can be found by following the link set out below.¹⁴ Students should take note of entry requirements including the need to provide identification.

3.6 Timetables For Formal Written Examination

It is the responsibility of Students to ensure that they know the date, time and location of each examination 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/Divisions, or by other institutions, are responsible for checking the examination timetable details, including times and locations.

3.7 Student Conduct Whilst Under Examination Conditions

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

Guidance for students and staff:

- i) Students should note the guidance provided regarding examination misconduct, including misconduct relating to course work 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.¹⁵

3.8 Students Arriving Late for an Examination or Other forms Of Academic Assessment

- i) Students who arrive 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 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.

¹⁴ http://www.ucl.ac.uk/current-students/exams_and_awards/Regulations/candidate_guide.pdf

¹⁵ IBID

- iii) Students arriving after the first half-hour will not be allowed into the examination hall and will be directed to their home Department/Division.
- 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/Divisions 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) A Departmental/Divisional decision is final and the Examinations Section cannot accommodate any student not permitted to sit by their Department.
- vii) Students arriving at a home Department/Division after the time for the normal end of an examination will not be allowed to sit a paper.

3.9 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.

3.10 In the Event of An Emergency During Examinations

In an emergency, students should be aware that 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.

3.11 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.

3.12 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 to the Examinations Section and forms are available from Student Disability Services in the UCL Registry and Academic Services Division.
- 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.¹⁶

3.13 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
- lii) 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 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.
- 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 Section, 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) Further information can be found at by following the link below.¹⁷

¹⁶ www.ucl.ac.uk/academic-manual/part-3/exam-arrangements-students-with-disabilities

¹⁷ http://www.ucl.ac.uk/current-students/exams_and_awards/Qualifications/transcripts

3.14 Date of a Degree Award

- i) Apart for the award of a MBBS degree, the date of the award of a degree to successful students is 1 August, but where a student completes the degree at a time other than the summer vacation, the date of award is 1 November, 31 December or 1 March, as appropriate.
- ii) The Award of a MBBS degree is 15 July. The award date for final year re-sit students is 7 January.

3.15 Provision of a Degree Certificate

A UCL or University of London 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 this address will be used for the despatch of certificates.

3.16 Students with an outstanding debt to UCL

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 Tuition¹⁸ and Examination Fees¹⁹, Fees for UCL Residential Accommodation and Fees to the UCL Library²⁰.
- ii) No report will be made on the student's result's record until the debt has been settled in full and attendance at a Graduation Ceremony²¹ 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.

3.17 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 student has completed a full period of study and either of the following circumstances apply:

- i) Absence through illness or other causes judged sufficient by UCL, such as

¹⁸ <http://www.ucl.ac.uk/current-students/money/>

¹⁹ http://www.ucl.ac.uk/current-students/exams_and_awards

²⁰ <http://www.ucl.ac.uk/library/>

²¹ <http://www.ucl.ac.uk/graduation/>

death of a near relative, from the whole or part of examinations during their final year

Or

- ii) Though present at the examinations, the student considers that their performance was adversely affected by the death of a near relative.

Guidance for students and staff:

- i) The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Examinations Section as soon as possible after the last date of the examination(s) to which the application refers.
- ii) The requirements and procedures for the award of degrees under the special and aegrotat provisions are available by following the link set out below.²²

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

UCL may revoke any degree, diploma or certificate awarded, if the following circumstances discovered at any time and proved to the satisfaction of UCL:

- i) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
- ii) 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.
- iii) The award has been cancelled owing to examination misconduct.

²² <http://www.ucl.ac.uk/academic-manual/part-3/ug-degree-examinations>