

Assessment Operating Matrix 2021-22

Please note: This is a summary, not the regulations themselves. Please read the regulations for full details:

[Student Regulations for Exams and Assessments 2021-22](#)

Category	Includes	Duration	Expected Working Hours (if applicable)	Managed by	In central exam timetable	Digital Platform (if applicable)	Assessment UCL set up (if applicable)	Invigilation & Proctoring	SORA Extra Time and/or Rest Breaks (other SORA arrangements still available)	Recommended Self-Cert EC Mitigation	Upload Window	Late Submissions
"Controlled Condition Exams"	Online exams which replicate, as far as possible, the strictly controlled conditions in a face-to-face exam hall. The exam duration accurately reflects the amount of time which a student should spend on the assessment.	2 or 3 hours as standard. Maximum of 4 hours.	2 or 3 hours as standard. Maximum of 4 hours.	Central Exams	Yes	AssessmentUCL	"Exam"	By exception only	As per SORA: Typically 5/10/15/20 mins/hr	Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period)	20-Minute Upload Window added to all exam durations in AssessmentUCL (Upload Window will not be visible in Exams Timetable)	Not accepted (covered by Upload Window)
				Departmentally Managed	No	AssessmentUCL or Moodle/other	"Exam"	By exception only	As per SORA: Typically 5/10/15/20 mins/hr	Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period)	20-Minute Upload Window added to all exam durations in AssessmentUCL (Upload Window will not be visible in Exams Timetable)	Not accepted (covered by Upload Window)
"Take-Home Papers"	Open-book assignments with durations of 24 hours to 7 days. Students are expected to work on the assignment for a maximum of eight hours in any 24-hour period.	24 hours	8 hours	Central Exams	Yes	AssessmentUCL	"Coursework"	No	Extension of 2 hours	Extension of 2 hours	Not applicable (built in)	<1 hour late = 10pp deduction 1-2 hours late = capped at pass >2 hours late = Mark of 1.00%
		48 hours	16 hours	Department	No	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	Extension of 4 hours	Extension of 4 hours	Not applicable (built in)	<2 hours late = 10pp deduction 2-4 hours late = capped at pass >4 hours late = Mark of 1.00%
		72 hours	24 hours						Extension of 6 hours	Extension of 6 hours		<3 hours late = 10pp deduction 3-6 hours late = capped at pass >6 hours late = Mark of 1.00%
		7 days	56 hours	Extension of 14 hours	Extension of 14 hours	<7 hours late = 10pp deduction 7-14 hours late = capped at pass >14 hours late = Mark of 1.00%						
"Quizzes & In-class tests"	Short tests and quizzes, often delivered via an online platform such as Moodle Quizzes, and typically worth no more than 10% of a module.	Up to 1 hour	n/a	Department	No	Moodle or can be on-boarded to AssessmentUCL	"Exam"	No	As per SORA: Typically 5/10/15/20 mins/hr. Rest breaks not applicable for assessments of 1 hour or less	Deferral without Tuition (timing determined by department)		Not applicable
"Practical Exams"	Practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.	Typically up to 1 day	n/a	Department	No	n/a	n/a	No	As per SORA: Individual arrangements	Deferral without Tuition (timing determined by department)	Not applicable	Not accepted for the Practical Exam. If students are required to submit supporting documents: <2 working days late = 10pp deduction 2-5 working days late = capped at pass >5 working days late = Mark of 1.00%/Grade E
"Dissertations/ Research Projects"	Extended, in-depth coursework assignments involving research and independent study.	Typically 3 months or more	n/a	Department	No	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	As per SORA: Typically 2 week extension	Extension of up to 2 weeks	Not applicable	<2 working days late = 10pp deduction 2-5 working days late = capped at pass >5 working days late = Mark of 1.00%/Grade E
"Coursework and other assessments"	Assignments where students are typically given a few weeks to complete the assessment. Includes essays, reports, portfolios, artefacts, exhibitions etc. Where an assessment does not fit into one of the other categories, it nominally falls under the 'coursework' regulations.	More than 7 days	n/a	Department	No	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	As per SORA: Typically 1 week extension	Extension of up to 1 week	Not applicable	<2 working days late = 10pp deduction 2-5 working days late = capped at pass >5 working days late = Mark of 1.00%/Grade E