Assessment Operating Model 2023-24   [Please read the Notes accompanying this matrix](#)

Category	Includes	Managed by	In Central Assessment Timetable	Format	Venue	Digital Platform (if applicable)	Assessment UCL set up (if applicable)	Invigilation & Proctoring	Duration	Expected Working Hours (if applicable)	SORA Extra Time and/or Rest Breaks (other SORA arrangements still available)	Recommended Self-Cert EC Mitigation	Upload Window	Late Submissions
"Online Controlled Condition Exams"	Online exams which replicate, as far as possible, the strictly controlled conditions in an in-person exam hall. The exam duration accurately reflects the amount of time which a student should spend on the assessment.	Central Assessment Team	Yes	Online	Remote	AssessmentUCL	"Exam"	No	2 or 3 hours as standard. Can extend up to 4 hours max if exam has complex upload requirements.	2 or 3 hours as standard. Can extend up to 4 hours max if exam has complex upload requirements.	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 Central Assessment Timetable)	up to 5 mins late = 5pp deduction / capped at pass 5:01 - 10 minutes late = 10pp deduction /capped at pass 10:01- 40 mins late = capped at pass > than 40 minutes late work not accepted = Mark of 0
		Department	No			AssessmentUCL or Moodle/other								
"In-person Controlled Condition Exams"	Time-limited, invigilated, in-person exams at a UCL examination venue.	Central Assessment Team	Yes	In-person	ExCel	n/a	n/a	Invigilated	2 or 3 hours	2 or 3 hours	As per SORA: Typically 5/10/15/20 mins/hr	Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period)	n/a	Not accepted
		Department	No		Department				2 or 3 hours as standard. Maximum of 4 hours.	2 or 3 hours as standard. Maximum of 4 hours.				
"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, before any SORA or EC adjustments are applied.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	24 hours	8 hours	Extension of 2 hours	Extension of 2 hours	n/a (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	Extension of 4 hours	Extension of 4 hours		<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, which may be delivered in-person or via online platforms such as Moodle Quizzes, and which are typically worth no more than 10% of a module - but may make higher than 10%	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Exam"	No	eg 1 hour Longer durations are accepted	n/a	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)	n/a	Not accepted
				In-person	Department	n/a	n/a	Yes						
"Practical Exams"	Practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	Varies	No	Typically up to 1 day	Varies	As per SORA: Individual arrangements	Deferral without Tuition (timing determined by department)	n/a	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
				In-person	Department	n/a	n/a	Yes						
"Dissertations/ Research Projects"	Extended, in-depth coursework assignments involving research and independent study.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	Typically 3 months or more	Varies	As per SORA: Typically 2 week extension	Extension of up to 2 weeks	n/a	<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.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	More than 7 days	Varies	As per SORA: Typically 1 week extension	Extension of up to 1 week	n/a	<2 working days late = 10pp deduction 2-5 working days late = capped at pass >5 working days late = Mark of 1.00%/ Grade E