



Student Regulations for Exams and Assessments 2024-25

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1 Types of assessment

1. The following definitions are used in these regulations:

Coursework	Assignments where students are typically given a few weeks to complete the assessment. Includes essays, reports, portfolios, artefacts, exhibitions, 7 day take-home papers etc. Where an assessment does not fit into one of the other categories, it nominally falls under the 'coursework' regulations.
Fixed Time Remote Activity	Normally split into two main types of assessment: <ul style="list-style-type: none">• Short Duration: Online, time-limited assessments which replicate, as far as possible, the strictly timed controlled conditions in an in-person exam hall. The duration accurately reflects the amount of time which a student should spend on the assessment, or• Take Home Paper: Open-book assignments with durations of 24 hours to 72 hours. 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.
Exams	Time-limited, invigilated, in-person exams at a UCL examination venue.
In-class activity	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.
Clinical, laboratory or practical activity	Practical assessments with a short, fixed duration such as clinical exams, lab tests, fieldwork etc.
Viva or oral presentation	Individual presentations or oral examinations, conducted in person or remotely.
Dissertations, extended projects, and projects	Extended, in-depth coursework assignments involving research, literature review and independent study.
Performances and exhibitions	Assignments where students are normally required to produce a creative output to be displayed or performed for a wider audience.
Group activity	Projects, presentations, or other assessed work completed in collaboration with one or more students, awarded either an individual or collective mark based on the assessment design.

2 Preparing for your assessments

2.1 Academic Integrity and Misconduct

1. You are responsible for familiarizing yourself with UCL's regulations on academic integrity and misconduct, which can be found in [Chapter 6, Section 9 of the Academic Manual](#).
2. Failure to follow these regulations may result in the application of penalties ranging from marks deductions to, in the most extreme cases, suspension or termination of studies.

2.2 Support when undertaking assessment

1. UCL has a range of support measures available to you should you need to access them during your assessments.
2. If you have a long term health condition for which you believe you should be receiving reasonable adjustments, you should explore the process for obtaining a Summary of Reasonable Adjustments.
3. If you are affected by sudden and unexpected circumstances, either health related or not, that significantly impact on your ability to complete assessments, you may be eligible for mitigation through the extenuating circumstances procedure.
4. Additionally, every taught student has the right to three Delayed Assessment Permits per year. These provide defined, short term mitigation, to enable you to better manage your workload, or for those moments when life gets in the way.

2.3 Module verification

1. You must ensure that you are registered on the correct modules, otherwise you will not be able to access your assessments. Your module registrations are viewable in Portico under 'My Studies'.
2. You must verify your modules on Portico by the deadlines published by UCL Student Records each year.
3. Being registered on the wrong module will not be considered valid grounds for Extenuating Circumstances or Technical Failure.

2.4 Candidate numbers

1. Unless you are advised otherwise, all assessments should be conducted anonymously, by Candidate Number.
2. The Exams and Assessment Services will email you a new Candidate Number at the start of each academic year, and it is also viewable in Portico under 'My Studies'.

2.5 Assessment periods

1. UCL has two main Central Assessment Periods:
 - The Main Summer Central Assessment Period in April/ May
 - The Late Summer Central Assessment Period in August/ September
2. The exact dates are published by Exams and Assessment Services each year. You are expected to be available to sit assessments during these periods.
3. All centrally-managed assessments take place during the Central Assessment Periods.
4. Departmentally-managed assessments may take place at any point in the year, including the Central Assessment Periods. The Department running the assessment is responsible for telling you the timetable and submission deadlines.

2.6 Assessment timetable

1. In order to protect the integrity of UCL's assessments, you must sit all assessments on the date and time scheduled in the timetable, and submit all work by the published deadlines.
2. You are responsible for ensuring that you are available to sit and submit all scheduled assessments.
3. The Central Assessment Timetable is published at the following points in the year:
 - Main Summer Central Assessment Period: By week 8 of term 2
 - Late Summer Central Assessment Period: By the end of July
4. Departments and non-UCL institutions who schedule their own assessments are responsible for notifying you of the local timetable. You must take careful note of any alternative arrangements that apply to you.
5. You must check your timetable carefully and notify Exams and Assessment Services, or the Department managing the assessment, of any timetabling questions or issues at the earliest possible time.

6. Misreading the timetable will not be considered valid grounds for Extenuating Circumstances or Technical Failure.

2.7 Venues

1. You must sit in-person assessments at the venue designated in the timetable.
2. Exceptionally, you may be permitted to sit an assessment at another UCL-approved, educational institution if:
 - a. You are enrolled on a distance learning programme, or
 - b. You are able to provide evidence that you cannot extend your Student Visa to take a Resit or Deferral in the Late Summer Assessment Period (or equivalent).
 - c. You are an affiliate student granted exceptional permission to resit after completion of your period of study at UCL.
3. The alternative venue must be approved by Exams and Assessment Services. The institution must be able to put in place appropriate and robust invigilation and examination procedures that will uphold the integrity of UCL's assessments.
4. Applications to sit an assessment at another institution must be made to Exams and Assessment Services by the published deadlines.
5. Where an application for an alternative venue is approved, a fee will be charged by UCL and by the host institution.
6. It may not be possible to provide Exam Adjustments at alternative venues. Please speak to your Disability, Mental Health and Wellbeing Adviser about your SoRA options.

2.8 IT equipment and internet access

1. You must sit digital assessments in the approved digital assessment platform. You must not submit your work via email or any other channel.
2. You must ensure that you have a working computer or laptop with a good internet connection. UCL Libraries have a laptop loan scheme if you do not have your own equipment.
3. You must ensure that you can sit the assessment in a quiet location where you will not be disturbed. UCL study spaces are available across campus.
4. You must ensure that your UCL login details and password are up-to-date and not about to expire. Password expiry will not be considered valid grounds for Extenuating Circumstances or Technical Failure.

2.9 Demo flows

Online assessments

1. If you are taking an assessment in WiseFlow, demo flows are provided so that you can familiarise yourself with the platform.
2. Where Departments manage their own assessments in a different digital platform, they will provide measures to ensure that you will be prepared for your assessment, practice activity can take many forms and will not necessarily be a full practice exam.
3. You are strongly encouraged to make use of the demo flows to avoid mistakes in a live assessment.
4. You will gain the most benefit from the demo flows if you use the device and location that you intend to use for the live assessment.

In-person assessments

5. For Exams, your Department should provide guidance to help you prepare for exam hall conditions, they will provide measures to ensure that you will be prepared for your assessment, noting that practice activity can take many forms and will not necessarily be a full practice exam.
6. You must familiarise yourself with the regulations for Exams. You cannot use ignorance of these regulations as justification for Extenuating Circumstances or Technical Failure.

3 Durations and deadlines

3.1 Fixed Time Remote Activity – Short Duration

1. You must start the assessment at the time indicated in the timetable.

Standard duration

2. The timetable will indicate the standard duration of your assessment e.g. two or three hours.

Upload Window (for Short Duration Fixed Time Remote Activity only)

3. Your assessment will also have an additional, visible **Upload Window of 20 minutes** on top of the standard timetabled duration to complete all the necessary tasks and correct any minor mistakes that you might make. For example:

Standard Timetabled Duration	2 hours
Upload Window	20 minutes
Duration shown in WiseFlow	2 hours 20 minutes

4. **The Upload Window is not additional writing time.** You must use the full 20-minute Upload Window for uploading files, completing the Cover Sheet (if applicable) and correcting any minor mistakes such as uploading the wrong file or clicking the wrong button. **Do not assume that this will not happen to you.**
5. The amount of time required for uploading files will vary by assessment. For the majority of these, 20 minutes will give you plenty of time to complete this activity. However, if your assessment has particularly extensive upload requirements (e.g. you have to take and upload multiple large-format photos, or you have to convert hand-written answers into PDF) the Department setting the assessment should add an additional collation time to the duration. **The collation time is not additional writing time.** You will also have the standard Upload Window applied to your individual duration. For example:

Equivalent In-Person Exam Duration	2 hours 30 minutes
Collation Time where applicable	10 minutes
Online Duration	2 hours 40 minutes
Upload Window	20 minutes
Duration shown in WiseFlow	3 hours

Late Submissions (for Short Duration Fixed Time Remote Activity Only)

6. In order to protect the integrity of UCL's Short Duration Fixed Time Remote Activity any submissions that are up to 40 minutes late will be penalised. The late submission period will only allow submissions up to 40 minutes, after which no submissions will be accepted under any circumstances.
7. The following late submission penalties will apply unless you submit a valid claim for Technical Failures ([Section 6](#)):
 - i. Up to 5 minutes late: A deduction of 5 percentage points (but no lower than the pass mark).
 - ii. Up to 10 minutes late: A deduction of 10 percentage points (but no lower than the pass mark).
 - iii. More than 10 minutes late but within the 40-minute late submission window: Work will be marked and capped at the pass mark.
 - iv. More than 40 minutes late: Your work will not be accepted and will not be marked. A mark of 0 will be given.
 - v. If you submit a Technical Failure claim for work that is submitted within the late submission window and your technical failure claim is approved your submission will not be penalised.
 - vi. If you submit a Technical Failure Claim for work that is NOT submitted within the late submission window the only mitigation that can be provided is a Deferral to the next normal occasion.

- vii. The Late Submission window will not be visible to you, but you will be able to submit your work.

Examples:

8. The examples below show the application of penalties to an Undergraduate programme using a 40% pass mark. Taught Postgraduate programmes have a pass mark of 50% and penalties will be applied as appropriate.

	Original Mark	Up to and including 5:00 minutes late	Between 5:01 and 10:00 minutes late	Between 10:01 and 40 minutes late	40:01 or more minutes late
No Technical Failure Approval	75	70	65	PASS	No work marked. 0% given
No Technical Failure Approval	49	44	PASS	PASS	No work marked. 0% given
Technical Failure Approval	75	75	75	75	Deferral to next normal occasion

SoRA extra time and/ or rest breaks

9. If you have SoRA extra time and/ or rest breaks your individual duration will be extended pro-rata (x minutes per hour, as indicated in your SoRA) and you will also have the 20-minute Upload Window added to your individual duration. For example:

Standard Timetabled Duration	2 hours
SoRA Extra Time/ Rest Breaks (example)	30 minutes
Upload Window	20 minutes
Duration shown in WiseFlow	2 hours 50 minutes

10. If you have a Short Duration Fixed Time Remote Activity that requires additional collation time e.g. to convert handwritten notes into a PDF, SoRA extra time and/ or rest breaks will be applied pro-rata to both the standard timetabled duration and the additional collation time (x minutes per hour, as indicated in your SoRA). You will also have the 20-minute Upload Window added to your individual duration. For example:

Standard Timetabled Duration	2 hours
Additional Collation Time	10 minutes
SoRA Extra Time/ Rest Breaks (example)	33 minutes
Upload Window	20 minutes
Duration shown in WiseFlow	2 hours 53 minutes

Extenuating Circumstances

11. In order to protect the integrity of UCL's assessments, extra time and extensions on the grounds of Extenuating Circumstances are not possible in Short Duration Fixed Time Remote Activity. However, you may be eligible for a suspension of the Late Submission penalties, a Deferral or another form of mitigation under the Extenuating Circumstances regulations. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#) for further details.

Delayed Assessment

- As noted above, extra time and extensions cannot be applied to Short Duration Fixed-Time Remote Activity. However, you may obtain a Deferral through the Delayed Assessment Scheme.

Late starts

- If you start your exam late but within the timetabled duration, you will be allowed to sit the exam but will forfeit any time already elapsed. You will not be given extra time or be able to submit late.
- If the late start is due to valid Extenuating Circumstances, you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.

3.2 Fixed-Time Remote Activity – Take-Home Papers

- Your Department must notify you of the date and start time of your Take-Home Paper.
- You are permitted to start your Take-Home Paper at any point in the timetabled duration, but you must submit before the Take-Home Paper closes.

Standard duration

- Your Department must notify you of the standard duration of your Take-Home Paper e.g. 24 hours, 48 hours or 72 hours.
- There is no additional ‘Upload Window’ for Take-Home Papers** because extra time is already built into the nature of the assessment.
- Take-Home Papers are not exams. They are short assignments designed to replicate the types of real-world task that you might encounter after you graduate. You will be given a number of calendar days to complete your assignment, but you are only expected to work on your paper for the equivalent of ‘working days’ i.e. six to eight hours in each 24-hour period.
- It is essential that you set yourself a workplan which includes time for rest breaks, screen breaks, staying hydrated, exercising, getting some sleep and any other activities that are central to your wellbeing. **You must not work for excessive hours. This can be extremely detrimental to your physical and mental health and is unlikely to improve your final mark.**

SoRA extra time and/ or rest breaks

- If you are eligible for SoRA extra time and/ or rest breaks these will be rolled into a single adjustment and your individual assessment duration will be extended as follows:

Standard Duration	Maximum Working Hours	Extra Time and/or Rest Breaks	Individual Assessment Duration
24 hours	8 hours	2 hours	26 hours
48 hours	16 hours	4 hours	52 hours
72 hours	24 hours	6 hours	78 hours

- The above adjustments are designed to support the majority of UCL students with additional needs, at a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard adjustments for In-Person Exams). However if you have more complex needs which mean that the standard amount of extra time is not suitable, you can contact the [Disability, Mental Health and Wellbeing team](#) who can liaise with your Department about alternative arrangements as appropriate.

Extenuating Circumstances

- If you have been granted an extension via Extenuating Circumstances, this will be based on a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard Reasonable Adjustments).

Standard Duration	Maximum Working Hours	EC Extension	Individual Assessment Duration
24 hours	8 hours	2 hours	26 hours

48 hours	16 hours	4 hours	52 hours
72 hours	24 hours	6 hours	78 hours

Alternatively, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances Regulations. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#).

Delayed Assessment

- Under the Delayed Assessment Scheme, standard mitigation for Take-Home Papers mirrors the extensions available under the Extenuating Circumstances Process. This may vary depending on your specific module, so seek clarity from the module lead.

Late starts

- If you start late, you will forfeit any time already elapsed. You will not be given any extra time.

Late submission penalties

- It is possible to submit late on a Take-Home Paper. However late submissions will result in the following penalties unless you submit a valid claim for Extenuating Circumstances.

Standard Duration	Late Submission Penalties
24 hours	Less than 1 hour late: Deduction of 10 percentage points, but no lower than the Pass Mark 1 to 2 hours late = Capped at the Pass Mark More than 2 hours late = Mark of 1.00%
48 hours	Less than 2 hours late: Deduction of 10 percentage points, but no lower than the Pass Mark 2 to 4 hours late: Capped at the Pass Mark More than 4 hours late: Mark of 1.00%
72 hours	Less than 3 hours late: Deduction of 10 percentage points, but no lower than the Pass Mark 3 to 6 hours late: Capped at the Pass Mark More than 6 hours late: Mark of 1.00%

- The Late Submission window will close one week after the Take Home Paper closes. Late Submissions are not possible after this point.

3.3 Exams

- The exam will start at the time indicated in the timetable.
- You should arrive at the hall between 10 and 20 minutes before the start of the exam. Please see [Section 5: Exam Hall Conditions](#) for further information about arriving at the hall.

Standard duration

- The timetable will indicate the standard duration of your exam.
 - Centrally-managed exams must be a minimum of two hours and a maximum of three hours duration.
 - Departmentally-managed exams may have a different duration.

SoRA extra time and/ or rest breaks

- If you have SoRA extra time and/ or rest breaks your individual exam duration will be extended pro-rata (x minutes per hour, as indicated in your SoRA). For example:

Standard Timetabled Duration	2 hours
SoRA Extra Time/ Rest Breaks (example)	30 minutes
You individual exam duration	2 hours 30 minutes

- If you have SoRA rest breaks you can take them at any point within your individual exam duration by alerting an invigilator.

Extenuating Circumstances

- In order to protect the integrity of UCL's assessments, extra time and extensions on the grounds of Extenuating Circumstances are not possible for In-Person Exams. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances regulations. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#) for further details.

Delayed Assessment

- As noted above, extra time and extensions cannot be applied to Exams. However, you may obtain a Deferral through the Delayed Assessment Scheme.

Late starts

- Please refer to [Section 5: Exam Hall Conditions](#) for further details on when you will be allowed to enter the exam hall. If you are permitted to enter late, you will be allowed to sit the exam but will forfeit any time already elapsed. You will not be given extra time or be able to submit late.
- If the late start is due to valid Extenuating Circumstances, you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.

3.4 In-Class Activity

- Your Department must notify you of the date and start time of the assessment.

Standard duration

- Your Department must notify you of the standard duration of your assessment e.g. one hour.
- There is no additional Upload Window for online In-Class Activity as the assessment is taken within the digital platform itself.
- If your assessment requires document uploads, your Department must ensure that the duration allows for this.

SoRA extra time and/ or rest breaks

- If you have SoRA extra time and/ or rest breaks your individual duration will be extended pro-rata by x minutes per hour, as indicated in your SoRA.
- Please note that rest breaks are not usually available in In-Class Activity of less than one hour's duration.

Extenuating Circumstances

- In order to protect the integrity of UCL's assessments, extra time, extensions and late submissions on the grounds of Extenuating Circumstances are not possible in In-Class Activity. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances regulations. [Please refer to Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances.](#)

Delayed Assessment

- As noted above, extra time and extensions cannot be applied to In-Class Activity. However, you may obtain a Deferral through the Delayed Assessment Scheme.

Late starts

- If you start your assessment late but within the timetabled duration, you will be allowed to sit it but will forfeit any time already elapsed. You will not be given extra time or be able to submit late.

10. If the late start is due to valid Extenuating Circumstances, you may be eligible for a Deferral allowing you to sit the assessment again at the next normal occasion and without penalty.

3.5 Clinical, Laboratory or Practical Activity

1. These regulations apply to the Clinical, Laboratory or Practical Activity itself. If you are required to submit artefacts or other documentation to support this activity, the regulations for Coursework apply to that part of the assessment.

Start time

2. Your Department must notify you of the date and start time of your Clinical, Laboratory or Practical Activity

Standard duration

3. Your Department must notify you of the standard duration e.g. 15 minutes, one hour.

SoRA extra time and/ or rest breaks

4. If you have SoRA extra time and/ or rest breaks your individual activity will be extended pro-rata by x minutes per hour, as indicated in your SoRA.

Extenuating Circumstances

5. In order to protect the integrity of UCL's assessments, extra time and extensions on the grounds of Extenuating Circumstances are not possible in Clinical, Laboratory or Practical Activity. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances procedures. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#) for further details.

Delayed Assessment

6. As noted above, extra time and extensions cannot be applied to Clinical, Laboratory or Practical Activity. However, you may obtain a Deferral, or another suitable form of mitigation through the Delayed Assessment Scheme.

Late starts

7. If you start your Clinical, Laboratory or Practical Activity late but within the timetabled duration, you will be allowed to take the assessment but will forfeit any time already elapsed.
8. If the late start is due to valid Extenuating Circumstances, the examiners may use their discretion to allow you extra time in a live assessment. This may not always be possible, for example if it will have a negative impact on other students, or if access to laboratories and other specialist rooms and equipment is restricted. If a late start cannot be accommodated, you will need to apply for Extenuating Circumstances to access a Deferral without Tuition to the next normal occasion.

3.6 Coursework, Dissertations/ Research Projects and other assessments

Submission deadline

1. Your Department must notify you of the standard submission deadline for your assessment.
2. There is no additional 'Upload Window' because extra time is already built into the nature of the assessment.

SoRA extensions

3. The standard SoRA extension for coursework is **one week**. The standard SoRA extension for Dissertations and Research Projects is **two weeks**. However, if you have more complex needs which mean that the standard amount of extra time is not suitable, the [Disability, Mental Health and Wellbeing team](#) may recommend alternative arrangements.
4. If you have SoRA extensions, your Department will automatically apply these to your submission due dates. You can choose whether to submit work by the original deadlines or the extended ones. We encourage you to consider your decision holistically, considering all deadlines you are working

towards. Please refer to [Chapter 2, Section 4: Reasonable Adjustments for Disabilities and Long-term Conditions](#) for further details.

Extenuating Circumstances extensions

5. If you are given an Extenuating Circumstances extension, your Department will apply this to your submission due date. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances procedures. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#) for further details.

Delayed Assessment

6. The standard mitigation for coursework, dissertations and other assessments of this type is a five working day extension. Other forms of mitigation may be applied as appropriate.
7. You cannot use a Delayed Assessment Permit for a group-based assessment.

Late submissions

8. Any late submissions will be subject to the regulations in [Chapter 4, Part A, Section 3.11: Deadlines and Late Submissions](#).

3.7 Seven-Day Take Home Papers

1. Seven-Day Take Home Papers are a specific subset of Coursework.
2. Your Department must notify you of the date and start time of your Take-Home Paper.
3. You are permitted to start your Take-Home Paper at any point in the timetabled duration, but you must submit before the Take-Home Paper closes.

Standard duration

4. Your Department must notify you of the standard duration of your Take-Home Paper, i.e., Seven Days.
5. **There is no additional 'Upload Window' for Seven-Day Take-Home Papers** because extra time is already built into the nature of the assessment.
6. Seven-Day Take-Home Papers are not exams. They are short assignments designed to replicate the types of real-world task that you might encounter after you graduate. You are only expected to work on your paper for the equivalent of 'working days' i.e. six to eight hours in each 24-hour period.
7. It is essential that you set yourself a workplan which includes time for rest breaks, screen breaks, staying hydrated, exercising, getting some sleep and any other activities that are central to your wellbeing. **You must not work for excessive hours. This can be extremely detrimental to your physical and mental health and is unlikely to improve your final mark.**

SoRA extra time and/ or rest breaks

8. If you are eligible for SoRA extra time and/ or rest breaks these will be rolled into a single adjustment and your individual assessment duration will be extended as follows:

Standard Duration	Maximum Working Hours	Extra Time and/or Rest Breaks	Individual Assessment Duration
7 days	56 hours	14 hours	7 days and 14 hours

9. The above adjustments are designed to support the majority of UCL students with additional needs, at a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard adjustments for In-Person Exams). However if you have more complex needs which mean that the standard amount of extra time is not suitable, you can contact the [Disability, Mental Health and Wellbeing team](#) who can liaise with your Department about alternative arrangements as appropriate.

Extenuating Circumstances

10. If you have been granted an extension via Extenuating Circumstances, this will be based on a ratio of two hours per eight working hours (i.e. 15 minutes per working hour, in line with standard Reasonable Adjustments).

Standard Duration	Maximum Working Hours	EC Extension	Individual Assessment Duration
7 days	56 hours	14 hours	7 days and 14 hours

Alternatively, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances Regulations. Please refer to [Chapter 2, Section 3: Short-term Illness and other Extenuating Circumstances](#).

Delayed Assessment

- Under the Delayed Assessment Scheme, standard mitigation for Seven-Day Take-Home Papers mirrors the extensions available under the Extenuating Circumstances Process. This may vary depending on your specific module, so seek clarity from the module lead.

Late starts

- If you start late, you will forfeit any time already elapsed. You will not be given any extra time.

Late submission penalties

- It is possible to submit late on a Seven-Day Take-Home Paper. However late submissions will result in the following penalties unless you submit a valid claim for Extenuating Circumstances.

Standard Duration	Late Submission Penalties
7 days	Less than 7 hours late: Deduction of 10 percentage points, but no lower than the Pass Mark 7 to 14 hours late: Capped at the Pass Mark More than 14 hours late: Mark of 1.00%

- The Late Submission window will close one week after the Seven-Day Take Home Paper closes. Late Submissions are not possible after this point.

4 Starting the assessment

4.1 Assessment instructions (“Rubric”)

- You must follow the instructions given to you, including:
 - Which/ how many questions to answer
 - Word counts or page counts
 - Diagrams, tables and figures
 - How to submit handwritten answers
 - How to submit artefacts
 - File format (the default is PDF unless otherwise specified)
 - Upload requirements (if applicable)
 - Presentation format
 - Presentation duration
 - Laboratory instructions

4.2 Queries about the question paper or instructions

1. If you have a query about the question paper, instructions or rubric, you should contact the assessment organisers, noting any assumptions you had to make to enable you to continue with the question.
 - a) If your assessment is in WiseFlow, you should complete an [WiseFlow Query Form](#).
 - b) For In-Person Exams you should alert an invigilator and complete an Exam Paper Query Form.
2. If your assessment is in another digital assessment platform, your Department is responsible for letting you know how to submit an Exam Paper Query.
3. In all cases, your query will be passed to the markers for appropriate action.
4. Please note: You will not receive a response during your exam or assessment.

4.3 Anonymity

1. You must not include your name on your work. Anonymity is a core principle of the examination process which helps UCL ensure that all students are assessed fairly.

4.4 Illegible scripts

1. You must write clearly in English or the language specified for the assessment.
2. All work submitted for an assessment must be legible to the examiners. This means that all handwritten answers, typed answers, images, scans and any other documents that you submit must be clear and easy to read.
3. If the examiners are unable to read your work, they may refuse to mark your submission and award you a **mark of 0.00%/ Grade F for the assessment**.

In-person assessments and handwritten online assessments

4. Where a script is illegible, you may be required to re-write or type out an exact copy of your answers under examination conditions in the Department.

4.5 Word count penalties

1. A minimum and/ or maximum word count may be specified as part of the assessment instructions or rubric. The instructions should tell you whether the word count includes footnotes, bibliographies, appendices, tables, figures etc.
2. Your Department may impose penalties for over- and/ or under-writing, such as a deduction in marks. Your Department is responsible for ensuring that you are aware of the local regulations.
3. UCL's regulations can be found in [Chapter 4, Part A, Section 3.12: Word Counts](#).

5 Exam Hall Conditions

5.1 Entry to the Exam Hall

1. To enter the exam hall, you must present one of the following:
 - a) UCL ID card
 - b) Home college ID card (intercollegiate students)
 - c) Passport
 - d) Driving licence with photograph
2. If you cannot produce an approved means of identification on the day, you must sign a declaration of identity form and a label will be included in the examination envelope to notify the examiner.
3. You should arrive at the hall between 10 and 20 minutes before the start of the exam.
4. You must observe any instructions given on the day by invigilation staff, examiners or other staff responsible for the conduct of exams.

5. You must sit in your allocated seat. Seat numbers will be used to verify attendance and to ensure that marks are awarded to the correct candidate.
6. You must not speak to other candidates once you have entered the hall.

5.2 What to bring to the exam hall

1. You should leave all non-essential items at home as UCL cannot accept responsibility for the loss of property or guarantee its safety.
2. Small personal valuables such as wallets, mobile phones (which must be turned off) and travel cards must be placed under your desk.
3. Bags, coats and all other items must be left at the back of the exam hall. Please follow the directions of the invigilation staff on the day.

Items permitted at your desk

4. You are permitted to have the following items on your exam desk or about your person:
 - a) ID card or other approved means of identification.
 - b) Candidate number card.
 - c) Question papers and examination stationery.
 - d) Other materials approved by the Examiners.
 - e) A calculator from either the Casio FX83 or Casio FX85 ranges
 - f) Mathematical instruments.
 - g) Clear pencil cases containing pens, pencils (for diagrams only), highlighter pens, correction fluid/tape, erasers, and pencil sharpeners.
 - h) Bottles of still (non-carbonated), non-alcoholic, cold drinks.

Items which are NOT permitted at your desk

5. You must not have any of the following unauthorised items on your exam desk or about your person:
 - a) Smartphones or electronic devices (other than approved calculators - see above).
 - b) Print-outs of your exam timetable.
 - c) Revision or course notes (except where approved by the Examiners).
 - d) Books, statutes or dictionaries (except where approved by the Examiners – see above).
 - e) Paper for rough work.
 - f) Headphones, speakers or microphones (except on pre-approved medical grounds).
 - g) Opaque pencil cases.
 - h) Food or hot drinks (except on pre-approved medical grounds).
 - i) Alcoholic drinks or carbonated drinks.
 - j) E-cigarettes or vaping devices.
 - k) Hats or other headwear (unless worn on religious or pre-approved medical grounds).
 - l) Glass bottles or other vessels.
6. If you require any of these items for medical reasons, please speak to your Student Support and Wellbeing Advisor when you discuss your Reasonable Adjustments.
7. If you must bring unauthorised items with you on the day, they must be placed in your bag at the back of the hall, or under your desk. Please take care to ensure that revision notes are not stored under your desk.
8. If you find that you have an unauthorised item on your desk or about your person you must inform a member of invigilation staff immediately.
9. If you do have any unauthorised items on your desk or about your person they will be confiscated for the duration of the exam.

Smartphones and other electronic devices

10. With the exception of approved calculators (see below), you must not use electronic devices during an exam. This includes smartphones, mobile phones, smart watches, smart wearables, laptops, tablets, e-readers, audio-players or any other communication or internet-enabled devices.
11. If you do have to bring electronic devices into the exam hall:
 - a) You must switch off all electronic devices before you enter the exam hall.

- b) You must not have electronic devices on your desk or about your person. You must place electronic devices in your bag at the back of the hall or under your exam desk.
 - c) You must put all electronic devices on silent and not allow ringtones, pre-set alarms or other device sounds to cause a disturbance.
 - d) You must not send or receive calls, videos or messages during an exam.
 - e) You must not use calculator apps, dictionary apps, translation apps or any other software during an exam.
12. If you require a device for medical reasons, please speak to your Student Support and Wellbeing Advisor when you discuss your Reasonable Adjustments.

Calculators

- 13. The Examiners will determine whether you are permitted to use a calculator in a particular exam.
- 14. At all other exams, the unauthorised use of electronic calculators, smartphone calculators, spreadsheet software or any other form of calculator is not permitted and will be treated as Academic Misconduct. Random checks will be made during exams to ensure that these regulations are complied with.
- 15. UCL has approved a standard calculator for use in exams. The approved models are any in the Casio FX83 or FX85 ranges. Use of the wrong model will be treated as Academic Misconduct.
- 16. Exceptionally, a Department may approve the use of non-standard calculators for one or more of its exams. In such circumstances, the Department will inform all students taking the exams concerned what type of calculators will be permitted in the exam hall. If you are in any doubt, you should consult your Department. You may still need a UCL-approved calculator if you are taking exams for modules taught by other Departments.
- 17. You must indicate the make and model of calculator used on the front of your exam envelope.
- 18. You must ensure that your calculator is in good working order. Spare calculators will not be available at the hall on the day, and you will not be able to share a calculator with another student.
- 19. Where credit may be given for using the correct method when a final answer is wrong, you must provide the examiner with sufficient information about the process of derivation. Further details are published each year on the [Exams and Assessments](#) website.
- 20. The use of material stored in the pre-programmable memory of a calculator will normally constitute Academic Misconduct.

Reference materials

- 21. For some exams, reference materials may be provided by the examiner. There may also be occasions when you are instructed, in advance of the exam, to bring specific documents with you to the hall. Such documents must be unmarked unless the examiner has indicated otherwise.

Dictionaries

- 22. The use of any form of dictionary is not permitted for the purpose of helping students overcome any deficiency in their command of the English language. Dictionaries will only be permitted for other purposes where the examiner has notified the Exams and Assessment Services in writing before the examination.
- 23. At all other exams, the unauthorised use of dictionaries is banned and will be treated as Academic Misconduct. Random checks will be made during exams to ensure that these regulations are complied with.

5.3 Candidate numbers

- 1. You must display both your candidate number card and your means of identification on the desk at each exam.
- 2. You must not mark or write on your candidate number cards.
- 3. You must enter your candidate number in the space provided on all exam envelopes unless instructed otherwise on the day.

5.4 Question papers

1. You must not begin reading the question paper before the start of the exam. However, you should check that the exam code and title on the front cover of the question paper are correct and alert a member of invigilation staff immediately if you have been given the wrong paper.

5.5 Answer books and exam envelopes

1. Before the start of the exam, you may enter the following information on the front cover of the exam envelope:
 - a) Candidate number
 - b) Seat number
 - c) The exam title and code
 - d) The date and venue
 - e) The make and model of your calculator (if applicable)
2. You must not write anything else on the exam envelope, answer book or question paper, or any other materials present on your desk, before the start of the exam unless told to do so by the supervisor (for computer users, this includes typing).
3. You must write only in blue or black ink (or in the case of drawing diagrams/ charts/ graphs/ other, you can use pencil).
4. You should only request a supplementary answer book when your main answer book is full.
5. You should cross through any work which you do not wish to be marked and all rough work must be done in the answer book and crossed through; scrap paper must not be used.
6. You must enter the following information on the exam envelope in the boxes provided:
 - a) The number of answer books used
 - b) The question numbers answered in the order attempted
7. You must enter the following information on all used answer books:
 - a) Candidate number
 - b) Seat number
8. You must ensure that all answer books and any other materials to be submitted for marking are secured in their examination envelope.
9. When the time permitted for the exam has passed, you will be given one extra minute to prepare your exam envelopes and answer books for collection. When the end of the one minute allowance is announced, you must stop writing immediately. It is Academic Misconduct to continue writing after the one minute allowance has passed.
10. You should remain silent and in your seat until all exam envelopes have been collected.
11. Mobile phones and other devices must remain switched off until you have exited the exam room.
12. You must not take out of the hall any used or unused exam envelopes, answer books, question papers, or other items of exam stationery.
13. Removal of a completed exam envelope or answer book from the exam hall will constitute Academic Misconduct and the work will not be marked.

5.6 If you become ill during an exam

1. If you become ill during an exam you must alert the invigilators for help as soon as possible. Where appropriate, the invigilators will file a report of your condition and the impact on the exam (e.g. lost time, terminated attempt) which can be used as evidence towards an Extenuating Circumstances claim.

5.7 Late arrivals

1. If you arrive less than 45 minutes late, you will be allowed into the hall to sit the exam but will forfeit any time already elapsed. You must report to an invigilator so that your time of arrival can be recorded and any instructions provided.
2. If you arrive more than 45 minutes late, you will not be allowed into the exam hall.

3. If the late start is due to valid Extenuating Circumstances, you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.
4. If there are no Extenuating Circumstances you will receive a **mark of 0.00%/ Grade F** and will be considered to have made an attempt.

5.8 Leaving the hall during an exam

1. You must not leave the hall during the first 45 minutes or the last 15 minutes of the exam. Toilet visits are not normally permitted during these times.
2. At all other times, you must not leave your seat without first seeking permission, except in cases of illness or emergency. You must notify the invigilators by raising your hand if you have a query, feel unwell, need more stationery or the toilet, or want to leave the hall permanently after the first 45 minutes or before the last 15 minutes of the exam.
3. In case of illness or emergency, you must only leave your seat if accompanied by a member of invigilation staff.
4. All candidates will be accompanied on toilet visits and a record of each visit will be retained.
5. If you wish to leave the hall permanently after the first 45 minutes but before the designated finish time, you must raise your hand and remain in your seat until your exam envelope has been collected.

5.9 At the end of the exam

1. Each exam will include 15 and 5 minute warning announcements.
2. Once the final 15 minute warning has been announced, you must remain in your seat until the exam envelopes for all candidates have been collected and you are told you may leave.
3. You should leave the exam hall quickly and quietly when told to do so by the supervisor as there may be longer exams taking place in the same hall.
4. Remember to collect your valuables from under your desk before leaving the hall.

5.10 Emergency evacuation procedure

1. In the event of an emergency, the hall supervisor will direct you to the nearest exit. Exam conditions will still apply and you must not speak to any other candidates on any topic.

6 Online assessments

6.1 Digital assessment platforms

1. The regulations in this section focus on the WiseFlow digital platform. If your assessment is in another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for establishing equivalent and robust alternative arrangements, and for communicating these to all students taking the assessment.
2. If you need to submit artefacts or other physical items, your Department is responsible for letting you know about the requirements for submitting these.
3. You may also be asked to submit a hard-copy as well as a digital submission, e.g. for a Dissertation or Research Project. Your Department is responsible for letting you know about the requirements for submitting these.

6.2 Protecting the integrity of UCL's assessments

1. UCL requires high academic standards in order to maintain trust and confidence in our world-leading research and teaching, as well as the individuals who work and study here. Your assessments test many important academic skills that you will need after you graduate, whether you are going into employment, a research post or further study. This includes your ability to follow instructions and meet deadlines.

2. In order to protect the integrity of UCL's assessments:
 - a) You must only submit via the approved assessment platform. If you try to submit via email or any other channel your work will not count as a submission and will not be marked.
 - b) Your submission will not count as an Assessable Attempt unless it is fully uploaded to the UCL server i.e. you receive an email confirmation of your successful submission to your UCL email address.

6.3 Submission window

1. WiseFlow will show you the total available submission window for each individual assessment. Please read [Section 3: Durations and Deadlines](#) for detailed information about each type of assessment.
2. It is essential that you upload all documents, complete the submission process and receive a submission confirmation message before the Submission Window closes.
3. If you miss the deadline, you must not submit your work via email or any other channel. Any work submitted outside of the approved assessment platform will not be accepted as a submission and will not be marked.

6.4 Uploading files in WiseFlow

1. The assessment rubric (instructions) will explain whether you need to upload any files.
2. You may need to upload large files so you will need to make sure you have a reliable laptop and internet connection. If you do not have these at home, UCL Libraries have a [laptop loan scheme](#) and [UCL study spaces](#) are available across campus.
3. For uploaded assessments it is particularly important that you make use of the demo flows ([Section 2.9](#)), as this will allow you to understand the full submission process and avoid mistakes.
4. All documents must be submitted as a PDF (Portable Document Format) unless you are instructed otherwise.
5. Some assessments require multiple and/ or large-format files. You may also be required to take photographs of handwritten answers and you will need to convert your files to PDF before you can upload them. In such instances your department will have provided an additional collation time for this activity.
6. **You must leave yourself the full collation and upload time to complete this activity and correct any mistakes. Do not leave this until the last few minutes.**
7. You should name your files clearly and store them in an easily accessible location.
8. You cannot change any files once the submission window has closed.
9. Uploading the wrong files will not be considered valid grounds for Extenuating Circumstances or Technical Failure.

If you upload but do not click "submit"

10. If you upload your files but do not press the "Submit" button in time, or you do not receive the confirmation message, the Exams and Assessment Services should be able to submit your uploaded files on your behalf.
11. You will need to complete an [WiseFlow Query Form](#). **Please note: You will not receive a reply during your assessment.**
12. If you have not uploaded any documents, the Exams and Assessment Services will **not** be able to submit on your behalf. You must not send your files to the Exams and Assessment Services or your Department via email or any other channel. Files submitted outside WiseFlow will not be accepted as a submission and will not be marked.

6.5 Submitting via FLOWassign in WiseFlow

1. If your assessment is in 'FLOWassign' you will need to log in to WiseFlow at the start of your assessment to access the question paper and instructions. You can then work offline but will need to log back into WiseFlow to upload your files and submit your work.

2. Once you have uploaded your files, you must complete the Cover Sheet before you will be able to submit your work. This typically includes:
 - a) Which questions you have attempted
 - b) Number of pages
 - c) Number of words (if hand-written answers, enter 0)
 - d) UCL Declaration of Integrity
3. Once you have uploaded your files and completed the Cover Sheet, you must press the 'Submit' button and receive a confirmation message before the submission window closes.
4. You must not click the 'Submit Blank' button.
5. In FLOWassign you can correct minor problems using the Multiple Submission Function. This allows you to submit multiple times before the submission window closes.
6. To submit again you will need to withdraw your submission. You will receive a notification to your UCL email address confirming your withdrawal.
7. You will then need to reupload your documents, complete the Cover Sheet again, and press the 'Submit' button again. You will receive a notification to your UCL email address confirming your new submission.
8. Any new version will overwrite all previous versions. WiseFlow does not retain any previous versions.
9. The markers will only have access to your assessment if you repeat all the upload and submission steps. If you do not resubmit, it will be recorded as a non-submission.

6.6 Submitting via FLOWmulti in WiseFlow

1. If your assessment is in 'FLOWmulti' you will answer questions directly on screen.
2. You may need to upload handwritten answers for some questions e.g. equations, drawings, figures, graphs etc. You will need to photograph your answers, convert files into PDF (Portable Document Format) and upload them into WiseFlow. See [Section 6.4 Uploading Files](#) for further details.
3. FLOWmulti assessments do not include a Cover Sheet.
4. You must not click the 'Submit Blank' button.
5. In FLOWmulti you can only submit once (you cannot withdraw your submission and resubmit) so please make sure that you check your answers thoroughly before you click 'Submit'.
6. You will need to click 'Submit' and receive the confirmation message before the submission window closes.

6.7 Technical failures policy

1. The majority of students have no difficulties using WiseFlow. You can significantly reduce the chances of a technical difficulty if:
 - a) You make sure that you are registered on the correct modules ([Section 2.3](#)).
 - b) You ensure that your UCL login details and password are up-to-date and not about to expire ([Section 2.8](#)).
 - c) You sit your assessment on a reliable laptop in a location with a reliable Wi-Fi signal ([Section 2.8](#)).
 - d) You do the demo flow in advance ([Section 2.9](#)).
 - e) You follow the assessment instructions/ rubric carefully ([Section 4.1](#)).
 - f) You make sure that you leave yourself at least 20 minutes for uploading and submitting ([Section 6.3](#)).
 - g) You do not leave submission until the last few minutes ([Section 6.3](#)).
 - h) You take steps to ensure that you upload the correct files ([Section 6.4](#)).
 - i) You do not click the 'Submit Blank' button ([Section 6.5](#)).
2. To meet the criteria for a 'Technical Failure' the problem must be both:
 - a) **Substantial:** You are expected to resolve minor problems yourself.
 - b) **Beyond your control:** You are expected to be well-prepared for your assessment, to follow these regulations and any instructions given to you, and to manage your time effectively.
3. Mitigation will **not** be granted for issues such as:
 - a) Uploading the wrong file

- b) Forgetting to complete the Cover Sheet
- c) Clicking the 'Submit Blank' button
- d) Password expiry
- e) Not being registered on the correct module
- f) Mis-reading the timetable
- g) Starting your exam at the wrong time
- h) Mis-understanding time zone differences
- i) Running out of time because you have not left yourself at least 20 minutes to upload and submit your work

If there is a known technical issue

4. If the Exams and Assessment Services is aware of a technical issue or outage affecting the platform itself, they will take immediate action to try to resolve the problem. A notice will be posted on the [support during your assessment](#) webpage. Students and departments with an impacted assessment will be contacted by email to explain what has happened and the steps being taken to mitigate the issue.
 - a) An 'impacted assessment' is defined as an assessment that is either in progress during the outage, due to start during the outage or an assignment with a submission deadline during the outage.

How to report a technical failure

5. If you do not receive notification of a more widespread issue, and you experience difficulties which meet the above criteria for a Technical Failure, you should contact the assessment organisers as soon as possible:
 - a) If your assessment is in WiseFlow, you should complete an [WiseFlow Query Form](#).
 - b) If your assessment is another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for establishing equivalent and robust alternative arrangements, and for communicating these to all students taking the assessment.
6. You must submit your request as soon as possible and no more than one week after the assessment deadline/ end time.
7. Please note: You will not receive a reply during your assessment. You should therefore do your best to finish and submit your work.

Consideration of claims

8. Exams and Assessment Services will review all Technical Failures reported through WiseFlow.
9. If your assessment is in another digital assessment platform such as Moodle, Moodle Quizzes or Crowdmark, the Department setting the assessment is responsible for assessing claims using the requirements and criteria set out in these regulations.
10. Technical Failures can only be considered through this procedure and must not be submitted or considered under the Extenuating Circumstances Procedure.

Supporting evidence

11. All Technical Failure claims must be supported by evidence which clearly demonstrates that the problem is **substantial and beyond your control**:
 - a) UCL recognises that it can be difficult to provide evidence of Technical Failure, but you should still do your best to provide documentation that supports your application as this helps us to ensure that all claims are genuine.
 - b) UCL may exercise its discretion to suspend the need for formal evidence in exceptional circumstances, but you should not rely on this.

Suitable evidence might include screenshots or photos e.g. of error messages, internet connection problems, your WiseFlow activity, emails, text messages, notices from service providers etc. The following table gives examples of acceptable and unacceptable evidence:

Reason for Technical Failure Claim	Acceptable Evidence	Not Acceptable Evidence
Phone lost battery power and unable to take photos	Dated confirmation from repair shop	No evidence, evidence undated
Loss of internet	Screenshot with time stamp, video with time stamp of a whirring screen, error message, WiFi not working, error lights, signal on WiFi	No evidence, screenshot without time stamp, video without time stamp
Phone camera stopped working	Dated confirmation from repair shop	No evidence, evidence undated
Scanner stopped working	Dated confirmation from repair shop, screenshot of the scanner not working with time stamp, video of the scanner not working with time stamp	No evidence, evidence undated, screenshot without time stamp, video without timestamp

12. **Falsification is an Academic Misconduct offence.** If you submit a claim which appears to be fraudulent, you will be investigated under UCL's [Student Academic Misconduct Procedures](#). If your assessment is in WiseFlow, the platform timestamps all your activity. The Exams and Assessment Services will use the following information when looking at your claim:

- a) When you opened the assessment
- b) When you started to upload files
- c) When you pressed 'Submit'

Technical failure mitigations

13. In order to protect the integrity of UCL's assessments and to promote fairness for students across different departments and faculties, there are standard recommended mitigations for each type of assessment:

Fixed Time Remote Activity – Short Duration	<ul style="list-style-type: none"> • Where work has not been submitted within the 40 minutes late submission window: Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period) or • Where work has been submitted within the 40 minute late submission window: Suspension of the Late Submission Penalties
Fixed Time Remote Activity – Take-home paper	<ul style="list-style-type: none"> • Suspension of the Late Submission Penalties
In-Class Activity	<ul style="list-style-type: none"> • Deferral without Tuition (timing determined by the department) or • Exclude component from module calculation: Maximum 10% weighting
Clinical, Laboratory or Practical Activity	<ul style="list-style-type: none"> • The examiners may use their discretion to allow you extra time in a live assessment or to move the assessment by a few hours or days. This may not always be possible, for example if it will have a negative impact on other students, or if access to laboratories and other specialist rooms and equipment is restricted, or • If a late start cannot be accommodated, a Deferral without Tuition (timing determined by the Department).
Coursework, Dissertations, Research Projects and other assessments	<ul style="list-style-type: none"> • Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all UCL graduates. As students have a number of weeks or months to

	complete coursework, technical issues will not be considered as valid grounds for missing the deadline
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