

## Chapter 4: Assessment Framework for Taught Programmes

### Full List of Changes for 2019-20

#### Version 2: Now including changes to Chapter 4 Annexes

A number of amendments and clarifications have been requested by faculties, departments and services. The following amendments have now been approved by UCL Education Committee and will apply to all undergraduate and taught postgraduate students as soon as they fully enrol on the 2019-20 academic session.

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#### Key:

**Green** – Additions for 2019-20

**Grey** – Deletions for 2019-20

# 1 Changes to Terminology

Throughout	'Examination Irregularities and Plagiarism' replaced with 'Student Academic Misconduct'	Amended to align with the new Student Academic Misconduct procedures.
	'Examination Offence' replaced with 'Examination Misconduct'	
	'Special Examination Arrangements' changed to 'Examination Adjustments'	Amended to align with terminology already used by SSW and the Exams team.
	'Programme Board of Examiners' changed to 'Board of Examiners'	Amended to align with new Boards of Examiners taxonomy (see below).

# 2 Examination Adjustments

<p>4.3 Examination Adjustments Special Examination Arrangements</p>	<p><b>4.3 Special Examination Arrangements Examination Adjustments</b></p> <p>1. Special Examination Arrangements (SEAs) Examination Adjustments are adjustments to central or departmental/divisional written examinations which can be made as a Reasonable Adjustment for students with a disability, medical or mental health condition, or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances.</p> <p>2. Examination Adjustments Special Examination Arrangements can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Extra time</li> <li>• A separate room</li> <li>• Rest breaks</li> <li>• Specialist equipment</li> </ul> <p>3. Students should make an appointment with <b>must contact</b> the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW) who <b>will can</b> help them to complete an application and advise them on gathering the required documentary evidence.</p> <p>4. UCL Examinations is responsible for confirming and implementing the necessary adjustments.</p> <p><b>Application Deadlines</b></p> <p>5. Examination Adjustment SEA applications must be received by the Disability, Mental Health and Wellbeing team <b>three five</b> weeks before the <b>main</b> examination period <b>in question</b>, and <b>three weeks</b> before the <b>Late Summer Assessment examination period</b>.</p> <p>6. Students should submit documentary evidence with their application.</p> <p>7. After this deadline students must apply to defer their assessment to the next opportunity (normally the Late Summer Assessment period) if they require mitigation, under the regulations in Section 6: Extenuating Circumstances.</p> <p>6. For all other examination periods, SEA applications must be received by the Disability, Mental Health and Wellbeing team six weeks before the examination.</p>	<ol style="list-style-type: none"> <li>1. 'Special Examination Arrangements' changed to 'Examination Adjustments'.</li> <li>2. The Examinations Team have been struggling to accommodate the high number of late requests for exam adjustments as the cluster rooms are already fully booked. In some cases adjustments are being requested where the student would be much better supported via a Deferral to the next occasion. The normal deadline has therefore been moved forward from five weeks to three weeks, but the option to submit late requests up to one week before the examination has been removed.</li> <li>3. References to reasonable adjustments and the length of a student's condition removed.</li> <li>4. Reference to separate rooms removed – this is still an option but isn't widely available.</li> </ol>
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	<p>7. Applications received after the deadlines (Late SEA Applications) will only be considered from students who suffer sudden illness or accidental injury.</p> <p>8. Late SEA applications must be received by the Disability, Mental Health and Wellbeing team no later than seven calendar days before the examination.</p> <p>9. Where applications are received after the deadlines students should apply for a deferral to the next normal occasion under the regulations in Section 6: Extenuating Circumstances.</p> <p><b>Other Reasonable Adjustments</b></p> <p>108. <b>Examination Adjustments</b> SEAs only apply to unseen written examinations. UCL supports students undertaking other assessment methods, including coursework, via the provisions in <u>Section 5: Reasonable Adjustments</u>.</p>	
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### 3 Examinations

Throughout	<p>References to tying answer books together, labelling answer books etc. replaced with 'Examination Envelope' as appropriate</p> <p>'Examination Offence' changed to 'Examination Misconduct'</p>	<p>Candidates are now provided with envelopes to put all answer books in.</p> <p>Amendments to align with new Student Academic Misconduct Procedures.</p>
4.2 Examination Timetable	<p>Students <b>must sit the examination at the date, time and location scheduled in the Examination Timetable</b>, are responsible for ensuring that they know the date, time and location of each paper they are registered to take, whether organised by central UCL Examinations or the Department, and <b>must ensure that they are available to sit all scheduled examinations. Students who cannot attend due to illness or other difficulties may be permitted to defer their examination to a later date under the procedures in Section 6: Extenuating Circumstances.</b> Applications <b>must be submitted within one week of the circumstance taking place.</b></p> <p>7. <b>Students must attend examinations at the venue designated in the UCL Examination Timetable.</b> UCL examinations are held in a number of different locations, many of which are away from the main Bloomsbury Campus. Detailed information about the venues in use each year, including location codes and maps, will be made available to view online when the timetable is published. [...] <b>Alternative Venues</b></p> <p>12. A student will only be permitted to undertake an examination at a venue other than that designated in the UCL Examination Timetable if:</p> <p>a) The student is enrolled on a distance learning programme, OR</p> <p>b) The student is unable to extend their visa to take a reassessment without attendance.</p>	<p>Amendment to clarify that students need to attend the scheduled examination.</p> <p>Changes approved by EDCOM at its 25 February 2019 meeting for the 2018-19 examination periods – now formalised in the regulations.</p>

	<p>AND</p> <p>c) The assessment is in a format which can be offered at an alternative venue (for example, it may not be possible to make alternative arrangements for practical or oral examinations)</p> <p>13. Applications for alternative venues must be made to the UCL Examinations Office by the published deadlines. UCL Examinations will then liaise with the Department about the suitability of taking the assessment in question at an alternative venue.</p> <p>14. If a student is unable to travel to the UK due to Extenuating Circumstances, the student will not be permitted to sit the exam in an alternative venue but must submit a claim for Extenuating Circumstances to obtain a Deferral, Alternative Method of Assessment or other appropriate mitigation.</p> <p>15. Where UCL Examinations approves an application for an alternative venue, a fee will be charged by UCL and by the host institution.</p> <p>16. It may not be possible to provide Special Examination Arrangements at alternative venues.</p>	
4.4 Illness during on the Day of an the Exam	<p><del>1. If a student is unwell on the day of the exam they are strongly advised not to sit the examination and instead to submit a claim for Extenuating Circumstances (ECs) to defer their assessment to the next normal occasion (normally the Late Summer Assessment period).</del></p> <p>1. If a student is taken ill during an exam, they <i>must</i> alert the invigilators for help as soon as possible. Where appropriate, the invigilators will file a report of the student's condition and the impact on the examination (e.g. lost time, terminated attempt) which can be used as evidence towards an Extenuating Circumstances claim.</p> <p>2. All EC claims <i>must</i> be submitted within one week of the affected examination, following the procedures in Section 6: Extenuating Circumstances.</p>	<ol style="list-style-type: none"> <li>Title changed to Illness during the Exam.</li> <li>Addition of invigilator reports as EC evidence</li> <li>Reference to ECs removed as minor illnesses are not covered by ECs.</li> </ol>
4.5 Unauthorised Absence from an Examination	Section relocated	Section moved forward to locate the information in the same place as illness and Exam Adjustments.
4.7 Items Permitted in Examination Halls	h) Bottles of still (non-carbonated), water non-alcoholic, cold drinks only (except for laboratory exams).	Current regulation unnecessarily restrictive.
	f) Food, hot drinks, alcoholic drinks or carbonated drinks or other hot/cold drinks (except on medical grounds (prior approval required))	Current regulation unnecessarily restrictive.
	h) Ear plugs (except UCL-issued ear plugs provided on medical grounds (prior approval required))	Clarification to ensure security of exams.
4.9 Candidate Numbers	3. Candidate number cards must not be marked or annotated.	Clarification to ensure security of exams.
4.11 Answer Books and Examination Envelopes	<p><del>3. Students must write clearly in English, or the language specified for the examination.</del></p> <p>6. Examiners may refuse to mark any answers which are illegible.</p> <p>7. All rough work must be done in the answer book and crossed through; scrap paper must not be used.</p>	Text moved to new, separate section about Exam Answers.

	<del>8. Students should cross through any questions answered over and above the number required or any other work which the student does not wish to be marked.</del>	
4.12 Exam Answers	1. Students <i>must</i> write clearly in English, or the language specified for the examination.	New section created – this paragraph re-located.
	2. Examiners <i>may</i> refuse to mark any answers which are deemed to be illegible. Where a script is illegible, the student will be required to re-write or type out an exact copy of their answers under examination conditions in the Department.	Addition to clarify what will happen if a script is deemed illegible.
	3. Students <i>must</i> read the examination instructions carefully, including any rubrics or instructions on how many questions to answer. 4. Students <i>must</i> cross through any work which they do not wish to be marked. <del>8. Students should cross through any questions answered over and above the number required or any other work which the student does not wish to be marked.</del>	Clarification.
	5. All rough work <i>must</i> be done in the answer book and crossed through; scrap paper <i>must not</i> be used.	New section created – this paragraph re-located.
4.13 Students Arriving Late for an Exam	2a) If the late arrival is due to illness or other valid Extenuating Circumstances (ECs) the student should submit an Extenuating Circumstances Form according to the procedures in Section 6 as soon as possible and no more than 7 calendar days after the exam. If the student is granted a Deferral it will take place at the next normal occasion (normally the Late Summer Assessment Period). See Section 6: Extenuating Circumstances for more details. b) If there are no Extenuating Circumstances (ECs) the student will receive a mark of 0.00%/ Grade F and will be considered to have made an attempt (see Section 3.11: No Attempt or Minimal Attempt at Assessment). The student will be required to Resit at the next normal occasion (normally the Late Summer Assessment Period) or, if they fail in more than 60 credits the student will be required to Repeat the failed modules in the following academic session. See Section 11: Consequences of Failure for further details.	Clarification that it is not possible to re-arrange exams in the same examination period.
ex 4.13 Examinations & Extenuating Circumstances	<del>1. If illness or other Extenuating Circumstances prevent a student from attending an examination, or affect a student's performance at an examination, the student must submit an EC Form, together with appropriate supporting evidence, as soon as possible and no later than one week after the circumstance has taken place, to their home Department/Faculty. Circumstances for which allowance has already been made (e.g. extra time allowed for Special Examination Arrangements) will not normally be eligible for any further mitigation. However, an acute episode or sudden worsening of a long term or chronic condition will be considered under the EC provisions. 2. For further details see Section 6: Extenuating Circumstances.</del>	Section replaced by 4.4 Illness During the Exam.

<p>4.16 Examination Offences Misconduct</p>	<p>1. UCL takes matters of examination academic misconduct very seriously. The following are Examples of actions that constitute examination offences misconduct include but are not limited to:</p> <ul style="list-style-type: none"> <li>a) Cheating, attempting to cheat or assisting someone else to cheat</li> <li>b) Having unauthorised items on or under the desk or about one’s person</li> <li>c) Writing before the start of the examination or after the one minute allowance has passed</li> <li>d) Writing notes on hands, arms or other parts of the body</li> <li>e) Leaving the hall unaccompanied or without permission</li> <li>f) Tampering with examination envelopes, answer books, question papers or other examination stationery</li> <li>g) Committing plagiarism or self-plagiarism</li> <li>h) Causing a disturbance or disrupting the examination process</li> </ul> <p>2. Full details of what constitutes examination misconduct are located in Chapter 6, Section 9: Student Academic Misconduct Procedure.</p> <p>3. Anyone suspected of academic misconduct an examination offence will be reported to the UCL authorities and may be called to appear before an Examination Irregularities Student Academic Misconduct Panel. Penalties for examination offences academic misconduct include, but are not limited to, a mark of zero for the component or module concerned, and, for the most serious offences, exclusion from UCL. formal reprimand, disqualification from one or all examinations for the session, and exclusion from UCL on a temporary or permanent basis.</p> <p>3. For further details see Chapter 6, Section 9: Student Academic Misconduct Procedure.</p>	<p>Amendments to align with new Student Academic Misconduct Procedures.</p>
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## 4 Boards of Examiners

<p>Throughout</p>	<p>‘Programme Board of Examiners’ changed to ‘Board of Examiners’</p>	<p>Amended to align with new Boards of Examiners taxonomy (see below).</p>
<p>13.2 Types of Board</p>	<p><b>1. Board of Examiners</b> – The Board of Examiners is the primary decision-making body for student progression, award and classification decisions. Subject to approval by UCL Education Committee or its nominee, the Board of Examiners may be set up in a number of different ways to reflect local organisational needs e.g. a Board may be responsible for one programme, a group of programmes or sometimes a group of modules.</p> <p>a) <b>Full Board of Examiners</b> – This refers to the annual meeting of the Board of Examiners with all members in attendance (subject to quoracy provisions), including the External Examiner(s).</p>	<p>New section added to explain in one location the different types of Exam Board.</p>

	<p>b) <b>Sub Board of Examiners</b> – The Full Board may delegate authority to a smaller Sub Board of itself to make decisions on its behalf for out-of-cycle matters such as Late Summer Assessments. Some Programmes hold ‘Interim Boards’ to discuss results received so far, often at the end of the taught modules on a Masters programme. Interim Boards are a type of Sub Board and fall under the same requirements regarding membership, quoracy and candidate anonymity.</p> <p>2. <b>Faculty Board of Examiners</b> – The Faculty Board of Examiners is responsible for ensuring that the various Boards of Examiners within the Faculty operate in accordance with the UCL Academic Manual and in a proper and impartial manner.</p> <p>a) <b>Faculty Representatives</b> are members of staff appointed by the Faculty who attend Boards of Examiners to assist in this function.</p> <p>3. <b>UCL Education Committee</b> – The central committee has overarching responsibility for the award of taught UCL degrees and for the academic regulations, policies and guidance which underpin that process. It is assisted in this task by the Quality Review Sub Committee and the Academic Regulations and Quality Assurance Sub Committee.</p>	
13.2.5 Confidentiality	<p>1. All Programme and Faculty Board members have the following responsibilities:</p> <p>a) To preserve absolutely the secrecy of unseen written examination papers at all stages until the papers have been completed by candidates in accordance with the instructions prescribed by UCL.</p> <p>b) To preserve confidentiality in respect of the proceedings of the Programme or Faculty Board of Examiners.</p> <p>c) <b>To comply with the Protocols for the Release of Provisional Results in Annex 4.3.5</b> <del>To preserve confidentiality in respect of final Awards until results have been formally published.</del></p> <p>d) To comply with the General Data Protection Regulation (GDPR) in accordance with the instructions of Student &amp; Registry Services and UCL’s GDPR Data Protection Policy.</p>	Clarification and joining up of processes.
13.3.1 Boards of Examiners/ Terms of Reference	<p>5. <b>In carrying out its responsibilities the Full Board of Examiners <i>must</i> meet at least once a year.</b></p> <p>The <del>Programme Full</del> Board of Examiners <i>may</i> delegate authority <b>for out-of-cycle matters</b> to the Chair (see Section 13.6.3) or to a <del>sub-group</del> Sub Board of itself (see Section 13.3.9), to implement decisions on its behalf.</p>	<p>While the Faculty BoE must meet once per year, there was no corresponding regulation for Boards of Examiners.</p> <p>Clarification that Sub Boards and Chair’s Action should only be used for out-of-cycle matters such as Late Summer Assessments or ad hoc decisions for individual students, and should not be used in place of a Full Board.</p>

	<p>7a) To set, safeguard and monitor the academic standards of the programmes <b>and/ or modules under its remit.</b></p> <p>j) To ensure that <del>programme teams</del> <b>departments</b> respond to issues raised by the External Examiner(s) via the online form in Portico.</p>	Clarifications to encompass boards which only look at modules.
	<p>7e) To confirm module marks <del>and determine each student's eligibility for</del> Progression, <del>Condonement,</del> Award and Classification <b>decisions.</b></p> <p>f) To <b>formally</b> recommend students for the award of a qualification to UCL <b>Student Records on behalf of</b> Education Committee.</p> <p>i) To receive a report from each External Examiner on the appropriateness of the assessment process and on the extent to which the <del>regulations governing the assessment of students have</del> <b>UCL Academic Manual</b> has been rigorously and consistently applied.</p>	Amendments to reflect new exam board processes and Board Reports.
	<p>l) To consider any matter referred to it by the Faculty Board of Examiners or <del>the</del> UCL Education Committee <del>of</del> <b>UCL.</b></p>	Terminology standardised.
13.3.4 Candidate Anonymity	<p>1. All marks, Progression decisions and Awards considered by a <del>Programme or Faculty</del> <b>Full</b> Board of Examiners, <del>Sub</del> <b>Board of Examiners or Faculty Board of Examiners</b> must be considered on an anonymous basis.</p>	Clarification that anonymity is required at all types of Board.
13.3.6 Conflicts of Interest	<p>5. Examiners <del>must</del> <b>should also</b> declare any interest in the future research supervision of a student <b>at the start of the meeting.</b> <del>Such</del> but such an interest will not <del>debar</del> <b>prevent</b> <del>an</del> <b>the examiner from considering students' results.</b> <del>such</del> an interest will not debar an examiner from the assessment of that student <del>but should be declared when that student's results are being discussed at the Programme Board of Examiners meeting.</del></p>	Amendment to ensure candidate anonymity is maintained.
13.3.9 Delegation of Authority to a Sub Board	<p>5a) The Faculty <del>Observer</del> <b>Representative</b> does not need to attend but should be copied into communications/ papers. The Faculty retains the right to observe any Sub Board.</p>	Correction.
13.4.1 Faculty Boards of Examiners/ Terms of Reference	<p>4.d.ii <b>To recommend to UCL Education Committee or its nominee, the External Examiners for each Board through the Nomination and Appointment process via</b> <del>examiners@ucl.ac.uk.</del> <b>To recommend to UCL Education Committee the External Examiners for each Board (by Chair's Action if necessary)</b></p>	Clarification.
13.4.2 Constitution and Membership	<p>1c) The Faculty Tutor/<del>Sub-Dean</del></p>	Obsolete terminology.
13.6.4 Chairs and Deputy Chairs/ Responsibilities	<p>1f) To <del>verify</del> <b>ensure</b> External Examiners' eligibility to work in the UK <b>is verified as part of the Nomination stage on Portico</b> (see Chapter 9, Section 4: External Examining).</p> <p>1g) To ensure that External Examiners <del>receive and scrutinise</del> <b>approve</b> all summative assessment <del>methods</del> <b>tasks</b>, and confirm that these are correct and at an appropriate level for the programme concerned.</p>	<p>Clarifications from QRSC.</p> <p>Correction to align with the definitions in 3.3 Assessment Methods and Tasks, and paragraph 13.6.4.1h.</p>



	1k) To ensure that all assessments which count towards the final award have been <del>comprehensively marked and moderated</del> <b>marked in accordance with Section 7: Marking &amp; Moderation.</b>	Updated reference.
	1m) To determine the distribution of <del>scripts</del> <b>modules</b> between External Examiners.	More accurate terminology.
13.6 Chairs and Deputy Chairs	<b>i) To provide new and continuing External Examiners with the information listed in Chapter 9, Section 4.2: External Examining – Responsibilities of UCL, at the start of each academic session.</b> <del>To ensure that External Examiners receive the following in good time:</del> i. <del>_____ The dates of Board meetings</del> i. <del>_____ The name and contact details of the Board contact (e.g. Examinations Liaison Officer)</del> ii. <del>_____ The Terms of Reference, Constitution and Membership of the Board (e.g. number of Internal Examiners and any interdepartmental/ interdivisional involvement).</del> iii. <del>_____ The number and subject area of other External Examiners appointed to the Board.</del> iv. <del>_____ The Student Handbook or equivalent, Programme Summary and/ or syllabus information.</del> v. <del>_____ The programme regulations to be used in determining student Progression, Awarding and Classification.</del> vi. <del>_____ The marking criteria for individual papers (when known).</del> vii. <del>_____ Links to relevant sections of this UCL Assessment Framework for Taught Programmes, including these Boards of Examiners regulations, and to the Chapter 9: Quality Review Framework, including the duties and responsibilities of External Examiners.</del>	Removal of list re information for External Examiners as this duplicates the information in Chapter 9.
13.7 Faculty Representatives	1. A <del>Programme</del> Board of Examiners must include, as a non-voting member, the Faculty Tutor/ <del>Sub-Dean</del> or their nominee.	Obsolete terminology.
13.8.4 Internal Examiners/ Responsibilities	b) To conduct assessment in accordance with the approved <del>programme</del> regulations.	Deletion to allow for module-only Boards.

## 5 Extenuating Circumstances

6.2 Student Guide to Applying for Extenuating Circumstances	<ul style="list-style-type: none"> <li>Deferral (postponement) of assessment, <b>either with or without tuition,</b> <del>to the next occasion</del></li> </ul>	Clarification that deferrals may be with or without tuition, and may not necessarily be at the next occasion e.g. if a student needs to interrupt.
6.7 Evidence	1. All EC requests must be supported by written evidence from an appropriate, independent and verifiable authority such as: <ol style="list-style-type: none"> <li>A registered medical practitioner (i.e. listed in the GMC's List of Registered Medical Practitioners or an equivalent overseas body)</li> <li><b>UCL Student Psychological and Counselling Services (SPCS)</b></li> </ol>	SSW have requested that Student Psychological and Counselling Services be listed as evidence providers within defined parameters.

	<p>c) A solicitor d) An undertaker or coroner e) A registrar of births, marriages and deaths f) A police or fire officer g) A court or tribunal officer [...]</p> <p><b>Students with Reasonable Adjustments a disability or long-term medical or mental health condition</b></p> <p>5. Where a student is already in touch with the Disability, Mental Health and Wellbeing team or Student Psychological and Counselling Services, their Summary of Reasonable Adjustments (SORA) may be used as supporting evidence.</p> <p>6. UCL Student Psychological and Counselling Services (SPCS) may be able to provide evidence for students who have had an appointment with the service. SPCS can only provide evidence covering the period for which the student is seeking mitigation and cannot provide evidence retrospectively.</p> <p>7. If a student has not had an appointment with SPCS they will need to obtain evidence from a registered medical practitioner.</p>	
6.9.2 Types of Mitigation	<p><b>Late Evidence</b></p> <p>8. If a student is unable to obtain the necessary evidence within the deadlines stated herein they <del>must</del> <del>should</del> still submit their form on time and indicate that their evidence is to follow. However, a decision cannot be made until evidence is received.</p> <p>3c) To offer the student a Deferral <b>either with or without Tuition</b> i.e. the opportunity to sit/ submit the assessment as if for the first time and without penalty <del>at the next occasion</del>, including where the student has already made an assessment attempt – see <u>Section 6.10: Deferred Assessment</u> for further details.</p> <p>5. In exceptional circumstances, if the EC Panel agrees that the options in paragraphs 4a) to 4c) will not provide sufficient mitigation for a student, the Panel may determine that one <b>or more</b> of the following types of mitigation can be provided:</p> <p>5a) To exclude the affected module from the Progression or Award Requirements up to a maximum of 30 credits <b>provided that any Professional, Statutory and Regulatory Bodies permit such an exclusion. in each year of study (or 30 credits in each level of study for part-time or flexible programmes);</b></p> <p><b>i. Exceptionally, where more than 30 credits is affected and no other form of mitigation is viable, the EC Panel Chair may refer the case to UCL Academic Services who may permit a higher number of excluded credits on behalf of the Vice-Provost (Education &amp; Student Affairs).</b></p> <p><del>i. The student will still be able to meet the minimum credit requirements for the qualification, AND</del> <del>ii. Any Professional, Statutory and Regulatory Bodies permit such an exclusion.</del></p> <p>5c) For students still undertaking Deferrals or Reassessments for modules first attempted in <b>or before</b></p>	<p>Amendment from ‘should’ to ‘must’.</p> <p>Clarification that deferrals may be with or without tuition, and may not necessarily be at the next occasion e.g. if the student needs to interrupt.</p> <p>Clarification that EC Panels may need to utilise more than one of the options under paragraph 5.</p> <ul style="list-style-type: none"> <li>Amendments to align with the award requirements introduced in 2018-19, including limiting module exclusions to 30 credits per programme, with the option to exclude more credits via the Vice-Provost (Education &amp; Student Affairs).</li> </ul> <p>This paragraph will be retained for another year in case of double</p>

	the 2017-18 academic session, the EC Panel may also consider excluding the affected component or module from the Undergraduate Completion Requirements.	interruptions etc. However it needs to refer to all previous academic sessions, not just 2017-18.
6.9.4 Board of Examiners	<del>Students should refer to Section 14: Award of Degrees for information about when they can expect to receive their formal results following the BoE meeting.</del>	Superfluous here.
EC Form PART 1: STUDENT DETAILS What type of mitigation would you like to apply for? [checkboxes]	<ul style="list-style-type: none"> <li>Deferral (postponement) of assessment to the next occasion <b>Deferral without Tuition (a postponement of just the assessment)</b></li> <li>Deferral with Tuition (a postponement of the whole component or module, including all learning and teaching activities and the assessment)</li> </ul>	Clarifications to explain the difference between with or without tuition.
EC Form PART 4: SUPPORTING EVIDENCE	<p>For completion by a verifiable, independent authority Students will need to ask a verifiable, independent authority (such as a GMC-registered medical practitioner, <b>UCL Student Psychological and Counselling Services (SPCS)</b>, solicitor, undertaker, coroner, registrar of births, marriages and deaths, police officer, fire officer, court or tribunal officer) to either:</p> <ul style="list-style-type: none"> <li>Complete, sign and stamp this section of the form, or</li> <li>Provide evidence on headed paper</li> </ul>	SSW have requested that Student Psychological and Counselling Services be listed as evidence providers within defined parameters.

## 6 Reasonable Adjustments

5.16 Student Parents and Carers	<ol style="list-style-type: none"> <li>UCL can provide a range of Reasonable Adjustments for students who are pregnant, going on maternity, paternity, adoption or parental leave, or who have other caring responsibilities.</li> <li>Support is not provided via a Statement of Reasonable Adjustments. Students and Departments should instead refer to UCL's <u>Support for Pregnant Students policy</u> in the first instance. Advice and guidance is also available from <u>Student Support &amp; Wellbeing</u>.</li> <li>The standard adjustment for maternity, paternity, adoption and parental leave is for the student to take a year out via an <u>Interruption of Study</u> following to the procedures in <u>Chapter 3, Section 5: Interruption of Study</u>.</li> <li>Students are expected to consider their needs and discuss adjustments with their Department as far in advance as possible. Pregnancy, maternity, paternity, adoption, parental leave and day-to-day caring responsibilities are not normally considered to meet the definition of Extenuating Circumstances because, typically, they are known about in advance. However sudden, unexpected difficulties in pregnancy or childbirth, or unexpected caring responsibilities can be considered. See <u>Section 6: Extenuating Circumstances</u> for further details.</li> <li>Pregnancy, maternity and being a carer are protected characteristics under the Equality Act 2010. In accordance with this, account will be taken of any constraints for the assessment of students owing to</li> </ol>	<ul style="list-style-type: none"> <li>Section separated (was in Section 5.5 Support Available to Students).</li> <li>Revised to direct students to the Support for Pregnant Students Policy and SSW.</li> <li>Paternity, Adoption and Parental Leave added.</li> <li>Emphasis on interrupting added.</li> <li>Cross-reference to EC policy on pregnancy, childbirth etc. added.</li> </ul>
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	<p>pregnancy or maternity. Reasonable adjustments will be made where possible.</p> <p>7. Students should contact UCL Examinations or Student Support &amp; Wellbeing to find out what options are available (support is not provided by the Disability, Mental Health and Wellbeing team or via a SORA).</p>	
5.17 Religious Observance	<p>1. UCL can provide a range of Reasonable Adjustments to help students observe their religious beliefs.</p> <p>2. Support is not provided via a Statement of Reasonable Adjustments. Students and Departments should instead refer to UCL's <u>Religion and Belief Equality Policy</u> in the first instance. Advice and guidance is also available from the <u>Chaplain and Interfaith Advisor to UCL</u>.</p> <p>8. In accordance with UCL's policy for cultural and religious inclusiveness, account will be taken of any constraints for the assessment of students owing to cultural or religious observance. Reasonable adjustments will be made where possible.</p> <p>9. Students should contact UCL Examinations or Student Support &amp; Wellbeing to find out what options are available (support is not provided by the Disability, Mental Health and Wellbeing team or via a SORA).</p>	<ul style="list-style-type: none"> <li>• Section separated (was in Section 5.5 Support Available to Students).</li> <li>• Revised to direct students to the Religion and Belief Equality Policy and to the Chaplains.</li> </ul>

## 7 Consequences of Failure

11.3 Failure at the Second Attempt	<p>1. A student who does not meet the Progression and Award Requirements at the second attempt must leave the programme, <b>and must not be permitted to re-enrol on a failed programme or module.</b></p>	<p>Addition of a clear statement that students cannot re-apply to a programme which they have failed.</p>
11.5 Repeating a Module	<p>11.5.4 "Repeating students <del>should</del> <b>must</b> be reassessed in all the components of the failed module(s)</p>	<p>Changed to 'must' to avoid misinterpretation by students.</p>

## 8 Condonement

9.3 Condonement	<p><b>3. The Condonement Criteria are defined under the Progression and Award Requirements for each qualification in Sections 9.5 to 9.12 below.</b></p>	<p>Addition of cross-reference</p>
9.5 Pre-Honours Progression & Award Requirements	<p><b>2d) Have no module marks below 1.00%, AND</b></p> <p><b>4. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.</b></p>	<p>Clarifications and cross-references added</p>
9.6 Honours Degree Progression & Award Requirements	<p><b>2e) Have no module marks below 1.00%, AND</b></p> <p><b>3. On Part-time Modes of Study, the Progression and Award Requirements and the number of Condonable credits must be adjusted pro-rata for each year of study.</b></p> <p><b>5. Section 9.3: Condonement provides further information about the Condonable Range, Non-</b></p>	<p>Clarifications and cross-references added. Paragraph 7 relocated.</p>

	<p><b>Condonable Modules and Components, and how Condonement is applied.</b></p> <p>7. On Part-time Modes of Study, the Progression and Award Requirements and the number of Condonable credits must be adjusted pro-rata for each year of study.</p>	
9.8 Graduate Certificate Award Requirements	<p>4c) Have no module marks below the Condonable Range, AND Pass the remaining credits, AND</p> <p>5c) Have no module grades below the Condonable Range, AND Pass the remaining credits, AND</p> <p>6. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.</p>	Clarifications and cross-references added.
9.9 Graduate Diploma Award Requirements	<p>4c) Have no module marks below the Condonable Range, AND Pass the remaining credits, AND</p> <p>5c) Have no module grades below the Condonable Range, AND Pass the remaining credits, AND</p> <p>6. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.</p>	Clarifications and cross-references added.
9.10 Postgraduate Certificate Award Requirements	<p>4c) Have no module marks below the Condonable Range, AND Pass the remaining credits, AND</p> <p>5c) Have no module grades below the Condonable Range, AND Pass the remaining credits, AND</p> <p>6. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.</p>	Clarifications and cross-references added.
9.11 Postgraduate Diploma Award Requirements	<p>4c) Have no module marks below the Condonable Range, AND Pass the remaining credits, AND</p> <p>5c) Have no module grades below the Condonable Range, AND Pass the remaining credits, AND</p> <p>6. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.</p>	Clarifications and cross-references added.
9.12 Masters Award Requirements	<p>3. A student who does not Pass all modules <i>must</i> nonetheless be considered to have met the Award Requirements if they meet all of the following <u>Condonement</u> criteria:</p> <p>4c) Have no module marks below the Condonable Range, AND Pass the remaining credits, AND</p> <p>5c) Have no module grades below the Condonable Range, AND Pass the remaining credits, AND</p>	Clarifications and cross-references added.

	7. Section 9.3: Condonement provides further information about the Condonable Range, Non-Condonable Modules and Components, and how Condonement is applied.	
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## 9 Suspending Late Submission Penalties

3.12 Coursework Deadlines & Late Submissions	2. Where a student is ill or has other Extenuating Circumstances preventing them from meeting the published deadline, they <i>must</i> refer to Section 6: Extenuating Circumstances. If the EC is accepted, the student may be granted an extension. If the deadline has already passed, the late submission penalties <i>may</i> be suspended <del>condoned</del> i.e. the below penalties will not apply.	There has been some confusion with Module Condonement so it is suggested that a different term is used in the late submission regulations.
6.2 Student Guide to Applying for Extenuating Circumstances	<ul style="list-style-type: none"> <li>• <del>Condoned</del> Suspending the late submission penalties of coursework</li> </ul>	
6.9.2 Types of Mitigation	3b) To <del>condone</del> suspend the late submission penalties of coursework (late submission penalties suspended and full mark awarded).	
EC Form	<del>Condoned</del> Late submission penalties suspended	

## 10 Letter Grade Components

3.10 Requirements to Pass a Module	5. Where a programme operates a Letter Grade Marking Scale, the module grade must be the highest letter grade in which at least 50% (the preponderance) of the summative component marks falls.	This clause needs to be removed until the faculties using letter grades can agree a satisfactory method for combining component grades.
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## 11 Interim Qualifications

12.9 Grad Cert Interim Qualification	1a) Passed, or been formally condoned in, 60 credits with at least 45 at level 6 or above, no more than 15 at level 5, and no credits below level 5. <del>Met the standard or programme-defined Grad Cert Progression and Award Requirements (Section 9.8), AND</del>	Clarification to incorporate the actual interim qualification award requirements rather than a cross-reference, to assist boards in making decisions where students have not passed all of the modules on their original programme.
12.10 PG Cert Interim Qualification	1a) Passed, or been formally condoned in, 60 credits with at least 45 at level 7 or above, no more than 15 at level 6, and no credits below level 6. <del>Met the standard or programme-defined PG Cert Progression and Award Requirements (Section 9.10), AND</del>	
12.11 PG Dip Interim Qualification	1a) Passed, or been formally condoned in, 120 credits with at least 90 at level 7 or above, no more than 30 at level 6, and no credits below level 6. <del>Met the standard or programme-defined PG Dip Progression and Award Requirements (Section 9.11), AND</del>	

## 12 Other Clarifications

1 Overarching Principles of Assessment	12. The UCL Pass Mark represents the minimum, threshold standards which students <del>must</del> <b>should</b> meet in order to pass a module, progress through their programme and be awarded a degree.	Amendment to allow for Condonement.
10 Classification/ Introduction	The following regulations apply to: <ul style="list-style-type: none"> <li>• Undergraduate students who first enrolled on their programme at UCL in 2018-19 <b>or 2019-20</b>.</li> <li>• All Graduate and Taught Postgraduate students who are fully enrolled on the 2018-19 <b>or 2019-20</b> academic session</li> </ul>	Updated for 2019-20.
	with the exception of Masters of Laws (LLM students) <b>who first enrolled on their programme in 2017-18 or earlier</b> , where the former derogation is being phased out. Further details are in the LLM Programme Summary.	Clarification of the applicability of regulations in Laws.
14.5 Publication of Results	Release of <del>Unconfirmed</del> Provisional Marks	Amended terminology.
	12. To comply with the General Data Protection Regulation (GDPR), <b>students may request access to comments on examination scripts</b> <del>must be disclosed</del> in a legible form <del>to the student concerned, should that student request it</del> , although the original scripts themselves do not have to be made available. Any queries should be made to UCL Legal Services.	Amendment to emphasise that comments on scripts only have to be made available on request and not as a matter of course.
14.6 Certificates and Transcripts	<p><del>Contact Details</del></p> <p><del>1. Students must ensure that their contact details are kept up to date, via Portico, as this contact address will be used for the dispatch of transcripts and degree certificates.</del></p> <p>Degree Certificates</p> <p><b>12.</b> A degree certificate will be sent to each successful student awarded a UCL degree.</p> <p><b>2. Further information is available from UCL Degree Certificates.</b></p>	Minor changes to terminology and contact information have been amended in the 2018-19 version of Chapter 4 on request of Student Records.
15 Classification for Undergraduate Students first enrolling in 2017-18 or earlier	15.5.3 <del>Three</del> <b>Four</b> Year Bachelor of Arts (BA) in Fine Art	Correction (already made to the 2018-19 version of Chapter 4).
	<p>15.12.4 Three Year Bachelors</p> <p><b>1. Three-year Bachelors programmes in the Department of Social Sciences at the UCL Institute of Education are subject to the classification scheme in Section 15.4 Standard Harmonised Scheme of Award.</b></p> <p>2. On all other three-year Bachelors programmes at the UCL Institute of Education, the Final Weighted Mark should be calculated from the following counting marks:</p>	Correction.

## 13 Annexes

UCL Extenuating Circumstances Form 2019-20		Please see amendments in part 5 Extenuating Circumstances <a href="#">above</a> .
Annex 4.1.2 EC Panel Contact Details 2019-20		Contact details updated

Annex 4.3.2 Standard Board of Examiners Check List and Agenda	4. Minutes of any Sub-Board meetings and/or a report on any matters dealt with under Chair's Action since the last full meeting.	Addition to align with regulations on Sub Boards
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