Practical Exams
Student Regulations for 2021-22

1 Do these regulations apply to me?

1. These regulations apply if you are taking ‘Practical Exams’ i.e. practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.

Departmentally-managed assessments

2. Practical Exams are departmentally-managed.
3. Practical Exams typically take place face-to-face or via a digital platform such as MS Teams® or Zoom®.
4. Practical Exams are not included in the Central Assessment Timetable. Practical Exam dates will be published in module handbooks/ Moodle sites.
5. Departmental assessments should follow these regulations but occasionally it may be necessary to make alternative arrangements e.g. to account for a different digital assessment platform. Departments are responsible for ensuring that any differences are clearly communicated to you.

Artefacts and supporting documentation

6. These regulations apply to the Practical Exam itself. You may also be required to submit artefacts or supporting documentation. These fall under the Student Regulations for Coursework and Other Assessments.

Intercollegiate assessments

7. These regulations apply if you are a student from another institution who is taking assessments at UCL.
8. If you are a UCL student taking assessments at another institution, you will be subject to that institution’s regulations for those assessments.
2 Preparing for your assessment

2.1 Module verification
1. You must ensure that you are registered on the correct modules, otherwise you will not be able to access the assessment. 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.

2.2 Assessment Timetable
1. Departmentally-managed Practical Exams may take place in the Central Assessment Period or at any point throughout the year.
2. UCL’s Central Assessments Periods are:
   ● The Main Summer Central Assessment Period in April/ May
   ● The Late Summer Central Assessment Period in August/ September
3. The exact dates are published by the Central Assessment Team each year.

2.3 Assessment Timetable
1. In order to protect the integrity of UCL’s assessments, you must take the assessment at the date and time scheduled in the timetable. You are responsible for ensuring that you are available to take all scheduled assessments.
2. Departments are responsible for notifying you of the local timetable for Practical Exams. You must take careful note of the arrangements that apply to you.
3. You must check your timetable carefully and notify the department managing the assessment of any timetabling questions or issues at the earliest possible time. Mis-reading the timetable will not be considered valid grounds for Extenuating Circumstances or Technical Failure.

2.4 IT equipment and internet access for online Practical Exams
1. If your Practical Exam is being delivered online, you must take it using the approved digital platform.
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 exam 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.

3 Reasonable Adjustments in a Practical Exam
1. If you have a disability, medical condition or mental health condition, if you are pregnant, or if you are a primary carer, you may be eligible for Reasonable Adjustments, such as rest breaks, extra time or specialist equipment.
2. If you are required to submit artefacts or supporting documentation in addition to the Practical Exam itself, please refer to the Student Regulations for Coursework and Other Assessments for information about Reasonable Adjustments for this part of the assessment.
3. Adjustments are available to students who have a Summary of Reasonable Adjustments (SORA).

How to apply
4. The Disability, Mental Health and Wellbeing team can help you complete your application and advise you on gathering any documentary evidence that you might need.
Deadline for applications
5. You should apply for a SORA as soon as possible so that we can put support in place for you throughout your time at UCL.

Calculation of extra time and/or rest breaks
6. If you are eligible for extra time and/or rest breaks in a Practical Exam these will be rolled into a single adjustment and your individual assessment duration will be extended pro-rata by x minutes, as indicated in your SORA.

Extenuating Circumstances and Reasonable Adjustments
7. Long-term conditions are not usually considered to meet the definition of Extenuating Circumstances because UCL can support you better through Reasonable Adjustments. However there may be times when you do need to use the Extenuating Circumstances procedure on top of your SORA arrangements – for example if you experience a serious worsening of your condition, a newly-diagnosed condition or some other difficulty unrelated to your SORA. If you are unsure of which procedure to use, the Student Support and Wellbeing team can help.

4 Extenuating Circumstances (ECs) affecting a Practical Exam

1. If you are ill or you experience something sudden, unexpected, significantly disruptive and beyond your control which will have a severe impact on your ability to complete your assessment, you may be eligible for Extenuating Circumstances.
2. Falsification of Extenuating Circumstances is an Academic Misconduct offence. This includes false Self-Certification claims and false evidence. If you make an EC claim which appears to be fraudulent, you will be investigated under UCL’s Student Academic Misconduct Procedures.

How to apply
3. Applications must be made via the Extenuating Circumstances procedure. Your Student Handbook or Moodle website should explain where and how to submit a claim.
4. You must submit your EC claim as soon as possible and no more than one week after the Practical Exam takes place.

Support available
5. For Practical Exams the standard mitigation is a Deferral without Tuition to the next normal occasion.
6. You can Self-Certify for a Deferral if you submit your EC claim before the Practical Exam starts. Once the Practice Exam has started your claim must be supported by a doctor's note or other appropriate evidence.
7. If, in exceptional circumstances, the above arrangements will not provide adequate mitigation for you, the EC Panel may consider offering you another form of mitigation. Full details can be found in the UCL Academic Manual, Chapter 4, Section 6.9.2: Types of Mitigation.

Artefacts and supporting documents
8. If you are required to submit artefacts or supporting documentation in addition to the Practical Exam itself, please refer to the Student Regulations for Coursework and Other Assessments for information on Extenuating Circumstances for this part of the assessment.

5 Working on your assignment

5.1 Assessment brief
1. You must follow the instructions given to you, including:
   a) Presentation format
   b) Presentation duration
   c) Laboratory instructions
2. If you are required to submit artefacts or supporting documentation in addition to the Practical Exam itself, please refer to the Student Regulations for Coursework and Other Assessments for information about:
   a) Legibility
   b) Word count requirements and penalties
   c) Submitting digital files
   d) Late submission penalties

5.2 Queries about the assessment brief

1. If you have a query about the assessment brief you should contact the Module Convenor for advice. Please note: The Central Assessment Team is not able to answer queries about the assessment brief.

5.3 Start time

1. Your department is responsible for timetabling your Practical Exam.
2. If you start your Practical Exam late but within the timetabled duration, you will be allowed to take the assessment but will forfeit any time already elapsed.
3. 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.
4. If you are required to submit artefacts or supporting documentation, late submissions will be subject to the penalties in UCL’s Coursework Deadlines and Late Submissions regulations, unless you submit a valid claim for Extenuating Circumstances.

5.4 Technical issues in Practical Exams

1. If you experience technical difficulties during a Practical Exam, 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. 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.
2. If you are required to submit artefacts or supporting documentation, please refer to the Student Regulations for Coursework and Other Assessments for information about technical issues.

6 Maintaining Academic Integrity

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. UCL’s Academic Integrity website explains how you can maintain the highest standards in your work.
2. By submitting your assessment, you are confirming that all the work is your own unless collaboration has been specifically authorised by the Module Convenor.
3. If you are required to submit any written materials in support of your Practical Exam, these will be run through Turnitin®. This is a sophisticated detection system which scans work for evidence of copying and plagiarism against billions of sources worldwide including websites and journals, as well as work previously submitted to UCL and other universities.
4. UCL takes a zero-tolerance approach to contract cheating and any students found engaging with essay-writing or ‘homework help’ websites will be subject to the highest possible sanctions. UCL will not consider exam stress or any other form of Extenuating Circumstances as mitigating factors for cheating. If you are experiencing difficulties you are expected to engage with UCL’s Extenuating Circumstances procedures to apply for an extension to give you more time to complete your assessment, or a deferral to submit your assessment at the next normal occasion.
5. All forms of Academic Misconduct are prohibited. Academic Misconduct is defined as any action or attempted action that may result in a student obtaining an unfair academic advantage. Penalties for
Academic Misconduct include, but are not limited to, a **mark of 0.00% / Grade F** for the component or module concerned and, for the most serious offences, **exclusion from UCL**.

6. **Online Assessment Offences** include but are not limited to:
   i. Any use of unauthorised material.
   ii. Any unauthorised communication or attempted communication with other students or third parties in relation to the assessment.
   iii. Discussion or sharing of assessment content with other students or third parties.
   iv. Unauthorised collaboration with other students or third parties.
   v. Copying or attempting to copy from another student’s work.
   vi. Any attempt to confer with or gain access to the script of any other candidate during the period of the assessment.

7. Other applicable forms of Academic Misconduct include but are not limited to:
   a) **Plagiarism**: defined as the representation of other people’s work or ideas as the student’s own without appropriate referencing or acknowledgement.
   b) **Self-Plagiarism**: defined as the reproduction or resubmission of a student’s own work which has been submitted for assessment at UCL or any other institution. This does not include earlier formative drafts of the particular assessment, or instances where the department has explicitly permitted the re-use of formative assessments but does include all other formative work except where permitted.
   c) **Collusion**: defined as the unauthorised collaboration by two or more students on any assessment.
   d) Any attempt to gain access to the assessed coursework of any other candidate with or without the knowledge of the other candidate, unless authorisation to do so has been given by the module convenor.
   e) **Falsification**: defined as the fraudulent creation, alteration or misrepresentation of data, or any other information. This includes falsification of word count.
   f) **Contract Cheating**: defined as commissioning a piece of assessment to be carried out by a third party or knowingly using a commissioned piece of assessment.
   g) **Falsification of Extenuating Circumstances**.
   h) Any conduct that is likely to affect the security of assessments.
   i) Any attempt to tamper with coursework after submission.
   j) **Impersonation** (including attempted, solicited or attempts at soliciting impersonation) in any form of assessment.
   k) Any other conduct that would give an unfair academic advantage to a student.

8. **UCL will investigate and penalise any conduct which is considered to breach UCL’s assessment regulations under UCL’s Student Academic Misconduct Procedures.**

7 **Deferring Practical Exams**

1. If your **Extenuating Circumstances** claim is accepted, you may be offered a Deferral without Tuition allowing you to take your Practical Exam as if for the first time and without penalty at the next normal occasion.

2. The ‘next normal occasion’ is usually the Late Summer Central Assessment Period, but your deferral may need to take place at a different time. Your department is responsible for informing you of the local arrangements. For example:
   a) For Practical Exams, it may be possible for the department to move your assessment by a few days, subject to local timetables. 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.
   b) Practical Exams take place throughout the year. Deferrals might therefore take place earlier than the Late Summer Central Assessment Period.
   c) If you are taking a Practical Exam in the Late Summer Central Assessment Period, any deferral of that assessment will normally have to take place in the next academic session. If you are expecting to progress to another year of study, your Board of Examiners may permit you to ‘trail’ such a deferral under the regulations for **Provisional Progression**. If this is not possible you may have to take a year out to complete the deferred assessment.
3. ‘Without penalty’ means that:
   a) If you defer your first attempt at an assessment, your module mark will be ‘uncapped’ i.e. you will receive the full mark for your work.
   b) If you defer your second attempt at an assessment (i.e. you defer a Resit or Repeat), your module mark will continue to be ‘capped’ at the Pass Mark (i.e. the existing cap will not be removed but you will receive no further penalty).

4. ‘Without Tuition’ means that you will not attend any further classes or receive any further instruction; you will just retake the assessment. If you have particularly severe circumstances you may be offered the opportunity to take a Deferral with Tuition which means returning next year to re-attend classes.

5. Full details of the regulations for Deferrals can be found in the UCL Academic Manual, Chapter 4, Section 6.10: Deferred Assessment.

8 If you do not make an Assessable Attempt

1. If you do not make an “Assessable Attempt”, and you do not have valid grounds for making an Extenuating Circumstances or claim, you will receive a mark of 0.00%/ Grade F for the Practical Exam. This includes:
   a) If you do not attend the Practical Exam.
   b) If you do not submit supporting documents and artefacts by the published deadline.
   c) If you attend the Practical Exam but attempt so little of the task that it cannot be assessed.
   d) If your handwritten answers, typed answers, images, scans or any other documents that you upload are illegible.

2. If you receive a mark of 0.00%/ Grade F for the assessment:
   a) If your module includes multiple components, you may be eligible for Component-level Condonement.
   b) If your overall module mark is at least 1.00%/ Grade E, you may be eligible for Module-level Condonement.
   c) If you are not eligible for Condonement, and you have a remaining assessment attempt, you will be required to Resit or Repeat the assessment. The mark for any modules successfully completed at the second attempt will be capped at the Pass Mark.
   d) If you do not have a remaining assessment attempt you will be required to leave the programme.