Do these regulations apply to me?

These regulations apply if you are taking "Quizzes & In-class Tests" i.e. short tests and quizzes, often delivered via online platforms such as Moodle Quizzes, and typically worth no more than 10% of a module.

Departmentally-managed assessments

1. Quizzes & In-class tests are departmentally-managed.
2. Quizzes & In-class tests may be submitted via Moodle Quizzes, Moodle, AssessmentUCL or an alternative digital assessment platform. Your department is responsible for telling you about the specific arrangements for the assessment.
3. Quizzes & In-class tests are not included in the Central Assessment Timetable. Departments will publish assessment dates in module handbooks/ Moodle sites.
4. 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.

Intercollegiate exams

5. These regulations apply if you are a student from another institution who is taking assessments at UCL.
6. 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 or Technical Failure.

2.2 Candidate Numbers

1. Quizzes and In-Class Tests will be assessed by Candidate Number.
2. The Central Assessment Team will email you a new Candidate Number at the start of each academic year, and it is also viewable in Portico under ‘My Studies’.

2.3 Assessment Timetable

3. Departmentally-managed Quizzes and In-Class Tests may take place throughout the year. Dates will be published in module handbooks/ Moodle sites. You are responsible for ensuring that you are available to take all scheduled assessments.
4. 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

1. In order to protect the security of UCL’s assessments, you must sit the quiz/ test using the approved digital assessment 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 or Technical Failure.

3 Reasonable Adjustments in Quizzes and In-Class Tests

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 in a Quiz or In-Class Test, such as extra time and/ or rest breaks.
2. Adjustments are available to students who have a Summary of Reasonable Adjustments (SORA).
   **How to apply**
   3. 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**
   4. 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**
   5. If you are eligible for extra time and/ or rest breaks in a Quiz/ In-Class Test these will be rolled into a single adjustment and your individual assessment duration will be extended pro-rata by x minutes per hour, as indicated in your SORA.
   6. Please note that rest breaks are not usually available in Quizzes/ In-Class Tests of less than one hour’s duration.
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 health. If you are unsure of which procedure to use, the Student Support and Wellbeing team can help.

4 Extenuating Circumstances (ECs) affecting Quizzes and In-Class Tests

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 sit the Quiz/ In-Class Test, you may be eligible for Extenuating Circumstances.
2. If you experience technical issues please refer to Section 9: Technical Difficulties in a Quiz or In-Class Test. Technical problems cannot be considered under the Extenuating Circumstances Procedure.
3. 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

4. Applications must be made via the Extenuating Circumstances procedure. Your Student Handbook or Moodle website should explain where and how to submit a claim.
5. EC claims submitted before the Quiz/ in-Class Test has started are eligible for Self-Certification.
6. Once the Quiz/ in-Class Test has started you will not be eligible for Self-Certification and your claim must be supported by a doctor’s note or other appropriate evidence.

Deadline for applications

7. You must submit your claim as soon as possible and no more than one week after the exam takes place.
8. Please note: You will not receive a reply during your Quiz/ in-Class Test.

Support available

9. For Quizzes & In-class Tests the standard mitigation is a Deferral without Tuition to the next normal occasion.
10. If a Deferral 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.

5 Assessment duration

Standard duration

1. The timetable will indicate the standard duration of your quiz/ test e.g. one hour.

No Upload Window for Quizzes and In-Class Tests

2. There is no additional Upload Window for Quizzes and In-Class Tests as the assessment is taken within the digital platform itself. If your quiz/ test does require uploads, your department will ensure that the quiz/ test duration allows for this.

SORA extra time and rest breaks

3. If you have SORA extra time and/ or rest breaks your individual quiz/ test duration will be extended pro-rata by x minutes per hour, as indicated in your SORA.
6 Starting the Quiz or In-Class Test

6.1 Start time

1. Your department will let you know the start time of the quiz/ test.
2. If you start your quiz/ test late but within the timetabled duration, you will be allowed to sit the quiz/ test but will forfeit any time already elapsed.
3. If the late start is due to valid Extenuating Circumstances, you may be eligible for a Deferral allowing you to sit the quiz/test again at the next normal occasion and without penalty.

6.2 Quiz/ Test rubric (instructions)

1. You must follow the instructions (“rubric”) given to you, including:
   a) Which/ how many questions to answer
   b) Word counts or page counts
   c) Diagrams, tables and figures
   d) How to submit handwritten answers
   e) File format (if applicable)
   f) Upload requirements (if applicable).

6.3 Queries about the quiz/ test paper

1. If you have a query about the quiz/ test paper, instructions or rubric, please contact the Module Convenor for advice. Please note: The Central Assessment Team is not able to answer queries about the quiz/ test itself.

6.4 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.

6.5 Illegible scripts

1. You must write clearly in English or the language specified for the exam.
2. All work submitted for a quiz/ test must be legible to the examiners. This means that all handwritten answers, typed answers, images, scans and any other documents that you upload 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 that quiz/ test.

6.6 Word count penalties

1. A minimum and/ or maximum word count may be specified as part of the quiz/test rubric. The rubric 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.
3. Your department is responsible for ensuring that you are aware of the local regulations.
4. UCL’s regulations can be found in the UCL Academic Manual, Chapter 4: Section 3.13 Word Counts.

7 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. UCL reserves the right to run all Quizzes and In-Class Tests 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 a Deferral or other form of mitigation.

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 convener.
   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.

8 **Handing-in your work**

1. Most quizzes/tests are embedded in the digital platform itself. This means that you will answer questions directly onscreen e.g. Multiple Choice Questionnaires.
2. If your quiz or test involves uploading documents or handwritten answers, your department will give you instructions for doing this.
3. In order to protect the integrity of UCL’s assessments:
   a) You will not be able to hand in late.
   b) You must only hand in via the approved digital assessment platform. If you hand in via any other channel your work will not be marked.
9 Technical Difficulties in a Quiz or In-Class Test

1. If the Central Assessment UCL or Moodle Team is aware of a technical issue affecting the digital assessment platform itself, they will take immediate action to try to resolve the problem and contact affected students to explain what has happened and the steps being taken to mitigate the issue.
2. If you experience technical issues and do not receive any notifications of a more widespread issue, you should notify your Module Convenor as soon as possible.
3. If you experience technical difficulties which are **substantial and beyond your control**, you may be eligible for a Deferral. If a Deferral will not provide adequate mitigation for you, your department may consider offering you another form of mitigation, following the options in the UCL Academic Manual, Chapter 4, Section 6.9.2: Types of Mitigation.

**How to apply for a Deferral**

4. Applications must be made to the department running the quiz/test. The department should tell you how to do this.
5. Once the quiz/test has started you are not eligible for Self-Certification and must provide evidence:
   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) Suitable evidence might include screenshots or photos e.g. of error messages, internet connection problems, emails, text messages, notices from service providers etc.
   c) UCL may exercise its discretion to suspend the need for formal evidence in exceptional circumstances, but you should not rely on this.
6. You must submit your request as soon as possible and no more than one week after the quiz/test takes place.
7. **Falsification is an Academic Misconduct offence.** This includes false Self-Certification claims and false evidence. If you submit a claim which appears to be fraudulent, you will be investigated under UCL’s Student Academic Misconduct Procedures.

**Criteria for a Deferral**

8. Your claim will be assessed against the following criteria. Technical failures must be both:
   a) **Substantial**: Mitigation will not be granted for minor issues.
   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. Mitigation will not be granted for issues such as:
      - Password expiry
      - Not being registered on the correct module
      - Mis-reading the timetable
      - Starting your quiz/test at the wrong time
      - Mis-understanding time zone differences
9. Technical Failures can only be considered through this procedure and must not be submitted under the Extenuating Circumstances Procedure.

10 Deferring a Quiz or In-Class Test

1. If your Extenuating Circumstances or Technical Failure claim is accepted, you may be offered a Deferral without Tuition allowing you to take the quiz/test 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. For example:
   a) Quizzes and In-Class Tests take place throughout the year. Deferrals might therefore take place earlier than the Late Summer Central Assessment Period. Your department is responsible for informing you of any local variations.
b) If you are sitting an assessment in the Late Summer Central Assessment Period, any deferral of that assessment will normally have to take place in the next Main Summer Central Assessment Period. 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.

11 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 Technical Failure claim, you will receive a mark of 0.00%/ Grade F for the quiz/ test. This includes:
   a) If you do not start the quiz/ test.
   b) If you start the quiz/ test but do not attempt the paper.
   c) If you start the quiz/ test but attempt so little of the paper that it cannot be assessed.
   d) If you start the quiz/ test but do not hand in your work by the deadline.
   e) 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 quiz/test:
   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.

3. If you do not have a remaining assessment attempt you will be required to leave the programme.