Student Regulations for Exams and Assessments 2023-24

1 Types of assessment

1. The following definitions are used in these regulations:

Online Controlled Condition Exams	Online exams which replicate, as far as possible, the strictly timed controlled conditions in an in-person exam hall. The exam duration accurately reflects the amount of time which a student should spend on the assessment.
In-person Controlled Condition Exams	Time-limited, invigilated, in-person exams at a UCL examination venue.
Take-Home Papers	Open-book assignments with durations of 24 hours to 7 days. Students are expected to work on the assignment for a maximum of eight hours in any 24-hour period, before any SoRA or EC adjustments are applied.
Quizzes & In-class tests	Short tests and quizzes, which may be delivered in-person or via online platforms such as Moodle Quizzes, and which are typically worth no more than 10% of a module.
Practical Exams	Practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.
Dissertations/ Research Projects	Extended, in-depth coursework assignments involving research and independent study.
Coursework and other assessments	Assignments where students are typically given a few weeks to complete the assessment. Includes essays, reports, portfolios, artefacts, exhibitions etc. Where an assessment does not fit into one of the other categories, it nominally falls under the 'coursework' regulations.

2 Central and departmental assessments

1. Your assessment may take place via a digital assessment platform or at an in-person examination venue.
2. UCL's main digital assessment platform is <u>AssessmentUCL</u>. Assessments may also take place in an alternative platform such as Moodle, Moodle Quizzes or Crowdmark.
3. UCL's Central Assessment Team manages the following types of assessment:

   a) Online Controlled Condition Exams which are scheduled in the Central Assessment Timetable and taken via the AssessmentUCL platform.
   b) In-Person Controlled Condition Exams which are scheduled in the Central Assessment Timetable and taken at an examination venue managed by the UCL Central Assessment Team.

4. Departments manage the following types of assessment:

   a) Online Controlled Condition Exams which are not scheduled in the Central Assessment Timetable and which may be taken via AssessmentUCL or another digital platform.
   b) In-Person Controlled Condition Exams which are not scheduled in the Central Assessment Timetable and which take place in a departmentally-managed examination venue.
   c) All Take-Home Papers.
   d) All Quizzes & In-class tests.
   e) All Practical Exams.
   f) All Dissertations/ Research Projects.
   g) All Coursework and other assessments.

5. Departments running their own assessments must follow these regulations.
6. Where Departments use a different digital platform to AssessmentUCL, the Department is responsible for making equivalent and robust arrangements for timetabling, assessment preparation

and readiness for students, submissions and Technical Failures. The Department is also responsible for providing you with clear information about these local arrangements.

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.

3 Preparing for your assessments

3.1 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 (Section 5) or Technical Failure (Section 10.7).

3.2 Candidate numbers

1. Controlled Condition Exams, Take-Home Papers, Quizzes and In-Class Tests should 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'.

3.3 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 the Central Assessment Team 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.

3.4 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 the Central Assessment Team, or the Department managing the assessment, of any timetabling questions or issues at the earliest possible time.

6. Mis-reading the timetable will not be considered valid grounds for Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7).

3.5 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).
3. The alternative venue must be approved by the UCL Central Assessment Team. 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 the UCL Central Assessment Team 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.

3.6 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 (Section 5) or Technical Failure (Section 10.7).

3.7 Demo flows

Online assessments

1. If you are taking an assessment in AssessmentUCL, 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 In-Person Controlled Condition 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.

4 Reasonable Adjustments and Exam Adjustments

1. If you have a disability, medical condition or mental health condition, you may be eligible for additional support as part of your Summary of Reasonable Adjustments (SoRA).
2. Further details about the support available can be found in <u>Chapter 2: Student Support Framework</u>.
3. The <u>Disability, Mental Health and Wellbeing team</u> can talk you through the options and advise you on the support available for your particular circumstances, help you complete your application and advise you on gathering any documentary evidence that you might need.

Deadlines for Exam Adjustments

4. Exam Adjustments are a type of Reasonable Adjustment which apply to short-duration written assessments such as Online Controlled Condition Exams, In-Person Controlled Condition Exams, Take-Home Papers, Quizzes & In-Class Tests.
5. Please note: If you require Exam Adjustments in the Main Summer Assessment Period or the Late Summer Assessment Period, you must apply by the published deadlines so that the Central Assessment Team has time to set up your adjustments. The deadlines for each assessment period are published by the <u>Disability, Mental Health and Wellbeing team</u> each year. After the deadline UCL will not be able to make Exam Adjustments for In-Person Exams. However you may still be eligible for support via Extenuating Circumstances (<u>Section 5</u>).

5 Short-term illness and other Extenuating Circumstances

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 or submit an assessment, you may be eligible for Extenuating Circumstances (often known as 'ECs').
2. Please refer to <u>Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances</u> for details on how to apply, including evidence requirements and the deadlines for applications.
3. EC claims submitted before the exam has started are eligible for Self-Certification.
4. Once the exam has started you will not be eligible for Self-Certification and your claim must be supported by a doctor's note or appropriate evidence.
5. You will not receive a response to an EC application during a live assessment.
6. 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 <u>Student Academic Misconduct Procedures</u>.

Technical issues

7. If you experience technical issues please refer to <u>Section 10.7: Technical Failures Policy</u>. Technical problems **must not** be considered under the Extenuating Circumstances Procedure.

6 Durations and deadlines

6.1 Online Controlled Condition Exams

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

Standard duration

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

Upload Window (for Online Controlled Condition Exams only)

3. **For Online Controlled Condition Exams only**, your exam 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 AssessmentUCL	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 exams, 20 minutes will give you plenty of time to complete this activity. However, if your exam 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 exam should add an additional collation time to the duration of the individual exam. **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 Exam Duration	2 hours 40 minutes
Upload Window	20 minutes
Duration shown in AssessmentUCL	3 hours

Late Submissions (for Online Controlled Conditioned Exams Only)

6. In order to protect the integrity of UCL's Online Controlled Condition Exams 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 10):
    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 exam 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 AssessmentUCL	2 hours 50 minutes

10.   If you have a Controlled Conditioned Exam 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 AssessmentUCL	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 Online Controlled Condition Exams. 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 (Section 5).

Late starts

12.   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.

13.   If the late start is due to valid Extenuating Circumstances (Section 5), you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.

6.2 In-Person Controlled Condition Exams

1.   The exam will start at the time indicated in the timetable.

2.   You should arrive at the hall between 10 and 20 minutes before the start of the exam. Please see Section 9: Exam Hall Conditions for further information about arriving at the hall.

Standard duration

3.   The timetable will indicate the standard duration of your exam.

a) Centrally-managed exams must be a minimum of two hours and a maximum of three hours duration.
b) Departmentally-managed exams may have a different duration.

SoRA extra time and/ or rest breaks

4. 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

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

Extenuating Circumstances

6. 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 Controlled Condition Exams. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances regulations (Section 5).

Late starts

7. Please refer to Section 9: 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.
8. If the late start is due to valid Extenuating Circumstances (Section 5), you may be eligible for a Deferral allowing you to sit the exam again at the next normal occasion and without penalty.

6.3 Take-Home Papers

1. Your Department must notify you of the date and start time of your Take-Home Paper.
2. 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

3. Your Department must notify you of the standard duration of your Take-Home Paper e.g. 24 hours, 48 hours, 72 hours or seven days.
4. **There is no additional 'Upload Window' for Take-Home Papers** because extra time is already built into the nature of the assessment.
5. 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.
6. 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

7. 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
7 days	56 hours	14 hours	7 days and 14 hours

8. 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 Controlled Condition 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

9. If you have been granted an extension via Extenuating Circumstances (Section 5), 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
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 2: Short-term Illness and other Extenuating Circumstances.

Late starts

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

Late submission penalties

11. 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 (Section 5):

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%
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%

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

6.4 Quizzes & In-Class Tests

1. Your Department must notify you of the date and start time of the quiz/ test.

Standard duration

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

SoRA extra time and/ or rest breaks

5. 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. Please note that rest breaks are not usually available in Quizzes/ In-Class Tests of less than one hour's duration.

Extenuating Circumstances

7. 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 Quizzes/ In-Class Tests. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances regulations. Please refer to Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances.

Late starts

8. 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. You will not be given extra time or be able to submit late.
9. If the late start is due to valid Extenuating Circumstances (Section 5), you may be eligible for a Deferral allowing you to sit the quiz/test again at the next normal occasion and without penalty.

6.5 Practical Exams

1. These regulations apply to the Practical Exam itself. If you are required to submit artefacts or other documentation to support your Practical Exam, the regulations for Coursework (below) apply to that part of the assessment.

Start time

2. Your Department must notify you of the date and start time of your Practical Exam.

Standard duration

3. Your Department must notify you of the standard duration of your practical exam 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 practical exam 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 Practical Exams. However, you may be eligible for a Deferral or other form of mitigation under the Extenuating Circumstances procedures (Section 5).

Late starts

6.   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.
7.   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 (Section 5) to access a Deferral without Tuition to the next normal occasion.

6.6 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, taking into account all deadlines you are working towards. Please refer to Chapter 2, Section 3: 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 2: Short-term Illness and other Extenuating Circumstances for further details.

Late submissions

6.   Any late submissions will be subject to the regulations in Chapter 4, Part A, Section 3.12: Deadlines and Late Submissions.

7   Starting the assessment

7.1 Assessment instructions ("Rubric")

1.   You must follow the instructions 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)   How to submit artefacts
   f)   File format (the default is PDF unless otherwise specified)
   g)   Upload requirements (if applicable)
   h)   Presentation format
   i)   Presentation duration
   j)   Laboratory instructions

7.2 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 AssessmentUCL, you should complete an AssessmentUCL Query Form.
    b) For In-Person Controlled Condition Exams you should alert an invigilator and complete an Exam Paper Query Form.
    c) If your assessment is in another digital assessment platform, your Department is responsible for letting you know how to submit an Exam Paper Query.

2. In all cases, your query will be passed to the markers for appropriate action.
3. Please note: You will not receive a response during your exam or assessment.

7.3 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.

7.4 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** (Section 12).

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.

7.5 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 3.13: Word Counts.

8 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 assessment submissions 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 (Section 5) procedures to apply for support to complete your assessment.

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 (Section 12) 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. Examination Room Misconduct includes but is not limited to:

   a) The use or possession of unauthorised books, notes, software, electronic devices, paper, or other materials in an examination other than those permitted in Section 9: Exam Hall Conditions.
   b) The unauthorised marking or annotation of any materials authorised for use in an examination (such as the Candidate Card Printout), or writing notes on hands, or other parts of the body.
   c) Reading or writing before the start of the examination (with the exception of student information on the answer book front cover and examination envelope), or writing after the one minute allowance has passed.
   d) The unauthorised removal of an examination script or stationery in any state from the examination room except by a person with the designated authority.
   e) Any attempt to confer with or gain access to the script of any other candidate during the period of the examination.
   f) Any attempt to gain access to or tamper with examination envelopes, answer books, question papers or other examination stationery before or after submission.
   g) Removing oneself from the examination room during the period of an examination without permission from a member of staff.
   h) Causing a disturbance or disrupting the examination process.

8. 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.

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

9 Exam Hall Conditions

9.1 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.

9.2 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. Each exam desk will have a clear plastic wallet underneath where you are permitted to store small personal valuables such as wallets and travel cards.
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) Calculators (approved models only – see below).
      o Casio FX83GT+
      o Casio FX83GTX
      o Casio FX83MS (battery operated)
      o Casio FX83ES (battery operated)
      o Casio FX83WA (battery operated)
      o Casio FX85GT+
      o Casio FX85GTX
      o Casio FX85MS (solar powered)
      o Casio FX85ES (solar powered)
      o Casio FX85WA (solar powered)
      o Casio FX85GTCW
   f) Mathematical instruments.
   g) Clear pencil cases containing pens, pencils (for MCQ examinations and 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 below).
   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 below).

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.

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 (Section 4).

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 in the small plastic wallet 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 in the plastic wallet provided.
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 (Section 4).

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. 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 Central Assessment Team 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.

9.3 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 annotate your candidate number cards.
3. You must enter your candidate number in the space provided on all exam envelopes (with the exception of Multiple Choice Question [MCQ] papers, where your student number should be used) unless instructed otherwise on the day.

9.4 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.

9.5 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) Student number (MCQ cards only)
   c) Seat number
   d) The exam title and code
   e) The date and venue
   f) 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 MCQ exams and 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, supplementary books and any other materials to be submitted for marking (except MCQ cards) are secured in their examination envelope. MCQ cards should be handed in separately.
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. You may take away your copy of the question paper unless specified on the paper. However you must not take out of the hall any used or unused exam envelopes, answer books, restricted question papers, or other items of exam stationery.
12. Removal of a completed exam envelope or answer book from the exam hall will constitute Academic Misconduct and the work will not be marked.

9.6 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 the 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 (Section 5).

9.7 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 (Section 5), 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 (Section 12).

9.8 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 each visit will be recorded on the attendance sheet.
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.

9.9 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 the plastic wallet under your desk and place the empty wallet on the desk before leaving the hall.

9.10 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.

10 Online assessments

10.1 Digital assessment platforms

1. The regulations in this section focus on the AssessmentUCL 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.

10.2 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 downloaded to the UCL server i.e. you receive an email confirmation of your successful submission to your UCL email address.
3. **All forms of Academic Misconduct are prohibited**. Section 8: Maintaining Academic Integrity includes important information about avoiding Academic Misconduct in an online assessment.

10.3 Submission window

1. AssessmentUCL will show you the total available submission window for each individual assessment. Please read Section 6: 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.

10.4 Uploading files in AssessmentUCL

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 3.7), 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 (Section 5) or Technical Failure (Section 10.7).

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 Central Assessment Team should be able to submit your uploaded files on your behalf.
11. You will need to complete an AssessmentUCL Query Form. **Please note: You will not receive a reply during your assessment.**
12. If you have not uploaded any documents, the Central Assessment Team will **not** be able to submit on your behalf. You must not send your files to the Central Assessment Team or your Department via email or any other channel. Files submitted outside AssessmentUCL will not be accepted as a submission and will not be marked.

10.5 Submitting via FLOWassign in AssessmentUCL

1. If your assessment is in 'FLOWassign' you will need to log in to AssessmentUCL 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 AssessmentUCL 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. AssessmentUCL 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.

10.6 Submitting via FLOWmulti in AssessmentUCL

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 AssessmentUCL. See <u>Section 9.4 Uploading Files</u> 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.

10.7 Technical failures policy

1. The majority of students have no difficulties using AssessmentUCL. You can significantly reduce the chances of a technical difficulty if:

   a) You make sure that you are registered on the correct modules (<u>Section 3.1</u>).
   b) You ensure that your UCL login details and password are up-to-date and not about to expire (<u>Section 3.6</u>).
   c) You sit your assessment on a reliable laptop in a location with a reliable Wi-Fi signal (<u>Section 3.6</u>).
   d) You do the demo flow in advance (<u>Section 3.7</u>).
   e) You follow the assessment instructions/ rubric carefully (<u>Section 7.1</u>).
   f) You make sure that you leave yourself at least 20 minutes for uploading and submitting (<u>Section 10.3</u>).
   g) You do not leave submission until the last few minutes (<u>Section 10.3</u>).
   h) You take steps to ensure that you upload the correct files (<u>Section 10.4</u>).
   i) You do not click the 'Submit Blank' button (<u>Section 10.5</u>).

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 Central Assessment Team 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 <u>support during your assessment</u> 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 AssessmentUCL, you should complete an <u>AssessmentUCL Query Form</u>.

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. UCL's Central Assessment Team will review all Technical Failures reported through AssessmentUCL.

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 (Section 5).

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.

c) Suitable evidence might include screenshots or photos e.g. of error messages, internet connection problems, your AssessmentUCL 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 AssessmentUCL, the platform timestamps all of your activity. The Central Assessment Team 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:

Online Controlled Condition Exam	• 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
Take-home paper	• Suspension of the Late Submission Penalties
Quizzes & In-class tests	• Deferral without Tuition (timing determined by the department) or • Exclude component from module calculation: Maximum 10% weighting
Practical exams	• 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	• 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

11 Deferring an assessment

1. If your Extenuating Circumstances (Section 5) or Technical Failure (Section 10.7) claim is accepted, you may be offered a Deferral without Tuition allowing you to take the assessment 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) If you are taking departmentally-managed assessments, they may take place at different times of the year to the standard Central Assessment Timetable. 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.

   c) Deferrals for Taught Postgraduate Masters Dissertations and Research Projects will need to be submitted by 31 January (for September-start programmes) or by 30 April (for January-start programmes).

   d) 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.

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 Chapter 4, Part A, Section 8: Deferred Assessment.

12 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 (Section 5) or Technical Failure (Section 10.7) claim, **you will receive a mark of 0.00%/ Grade F for the assessment**. This includes:

a) If you do not start the assessment.
b) If you start the assessment but do not attempt the paper.
c) If you start the assessment but attempt so little of the paper that it cannot be assessed.
d) If you start the assessment but do not upload and submit 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 exam:

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.