

Chapter 4: Assessment Framework for Taught Programmes

Summary of Changes for 2019-20

Version 2: Now including changes to Chapter 4 Annexes

1 Changes to Terminology

- 1) 'Examination Irregularities and Plagiarism' replaced with 'Student Academic Misconduct'
- 2) 'Examination Offence' changed to 'Examination Misconduct'
- 3) 'Special Examination Arrangements' changed to 'Examination Adjustments'
- 4) 'Programme Board of Examiners' changed to 'Board of Examiners'

2 Examination Adjustments

- 1) Deadline for Examination Adjustments reduced to 3 weeks prior to the exam period (was 5 weeks).
- 2) Removal of late Examination Adjustments applications up to 1 week before the exam period (students need to submit ECs).

3 Examinations

- 1) Clarification that students need to attend examinations at the scheduled time, date and venue.
- 2) Clarification that it is not possible to re-arrange missed exams in the same examination period.
- 3) Alternative exam venues now limited to distance learning students and students who can't renew their visas (in line with changes for the 2018-19 exams periods).
- 4) Addition of invigilator reports for students taken ill during an exam which can be used as EC evidence.
- 5) Additional clause on illegible scripts, where the student will be required to re-write or type out an exact copy under exam conditions.
- 6) Amendments to items permitted in halls, including food and drinks, and ear plugs.
- 7) Updated references to the new Student Academic Misconduct Procedure.

4 Boards of Examiners

- 1) New definitions of Full boards, Sub boards, Faculty boards etc. to clarify the differences.
- 2) Clarification that the Full board is expected to meet at least once a year.
- 3) Clarification that Sub boards should only be used for out-of-cycle matters such as LSAs.
- 4) Clarification that external examiners are expected to approve all assessment tasks not methods.
- 5) Amendment to declarations of conflicts of interest to maintain individual candidates' anonymity.

- 6) Clarification of the contact details for the external examiner nomination and appointment process.
- 7) Clarifications on various tasks under the chair's remit.
- 8) Updated terminology to reflect current practice.

5 Extenuating Circumstances

- 1) Addition of UCL Student Psychological and Counselling Services (SPCS) as an evidence provider for students who have had an appointment with the service.
- 2) Clarification that the EC Panel may need to use more than one of the mitigation options.
- 3) Mark exclusions changed from "30 credits in each year of study (or 30 credits in each level of study for part-time or flexible programmes)" to "30 credits per programme", with the option to exclude more credits via Academic Services on behalf of the Vice-Provost (Education & Student Affairs).
- 4) Updated EC Form to clarify the difference between Deferrals with and without Tuition, clarify the wording around late submissions, and add UCL Student Psychological and Counselling Services (SPCS) as an evidence provider.

6 Reasonable Adjustments

- 1) Updated section around pregnancy, maternity, paternity and adoption leave to provide better signposting to sources of help and advice.
- 2) Updated section on reasonable adjustments for religious observance: Advice is available from UCL's Religion and Belief Equality Policy and from the Chaplain and Interfaith Advisor to UCL.

7 Consequences of Failure

- 1) Additional clause to explicitly state that a student cannot re-enrol on a programme or module that they have failed after all permitted attempts.
- 2) Regulations for repeating students amended to state that they 'must' be reassessed in all the components of the failed module(s) (was 'should').

8 Condonement

- 1) Amendments to make more explicit the fact that students can't be condoned if they have any marks below the condonable range.
- 2) Minor clarifications and cross-references added.

9 Suspending Late Submission Penalties

- 1) 'Condone the late submission of coursework' amended to 'suspend the late submission penalties' to avoid any confusion with module Condonement.

10 Letter Grade Components

- 1) Removal of clause on how the preponderance will be calculated when combining letter grades for components. This will be agreed locally for the time being.

11 Interim Qualifications

- 1) Permitted levels of condoned credit added to Graduate and PGT qualifications, rather than a cross-reference.

12 Provision of Comments on Exam Scripts

- 1) Amendment to emphasise that comments on exam scripts only have to be made available on request and not as a matter of course.

13 Annexes

- 1) UCL Extenuating Circumstances Form 2019-20 updated to include Student Psychological and Counselling Services as an evidence provider, and to clarify the difference between deferrals with and without tuition.
- 2) Annex 4.1.2 EC Panel Contact Details updated
- 3) Annex 4.3.2 Standard Board of Examiners Check List and Agenda updated to include receipt of minutes from Sub Boards and reports of Chair's Action, in line with the Chapter 4 regulations.