



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

UCL IOE Assessment Regulations for Students 2015-16

Effective from 1 September 2015 for all new and continuing students.

1.1 Introduction

- 1 Terms used in these Regulations have the meanings assigned to them, where the context so permits, by the *UCL IOE General Academic Regulations 2015-16*.
- 2 All students shall fully observe these Regulations and will comply with all reasonable requirements of any invigilator.

1.2 The Conduct of Students

- 1 By registering, the student agrees to be assessed in the courses being taken. Registration shall constitute entry for the examinations and/or other assessment in question, subject to the student remaining in registration.
- 2 UCL shall determine the methods by which the student is assessed and a candidate shall be examined in accordance with the assessment regulations in force at the time of the assessment.
- 3 UCL IOE shall, from time to time, determine the conditions (if any) under which a student, on production of the appropriate evidence, may be allowed additional time for an examination, or assistance of a personal or technical nature, or

examination separate from other examinees, or such other adjustments as are reasonable in the circumstances.

- 4 A student may request special arrangements for written papers, or for any other elements of their formal assessment, by writing to the Programme Leader normally at least two months before the assessment in question, who will act in accordance with UCL IOE procedures.

1.3 Boards of Examiners

- 1 With the exception of research degrees, a Board of Examiners for each programme leading to an award shall conduct assessments undertaken in the calendar year commencing 1 January. A single Board may act for full and part-time awards at the same time. There shall be three types of Boards of Examiners as follows:
 - Main Boards of Examiners
 - Interim Boards of Examiners
 - Resit Boards of Examiners
- 2 External Examiners must attend meetings of main Boards of Examiners. External Examiners need not attend meetings of Interim or Resit Boards of Examiners, but must be consulted as appropriate. The Chair of Interim and Resit Boards of Examiners must ensure that evidence is available to demonstrate that External Examiners have been consulted and have made their views known.
- 3 UCL shall approve the Purpose, Terms of Reference, and Constitution and guidance notes for the operation of Boards of Examiners. Each Board of Examiners must ensure that it is properly constituted. This is to be carried out before any academic decisions concerning students are made.
- 4 The Chair of the Board of Examiners shall be responsible for:
 - (a) disseminating relevant information to members of the Board of Examiners, including any changes to the Regulations, where appropriate in consultation with Student and Registry Services;
 - (b) confirming that assessments have been set in accordance with approved procedures (this shall involve consultation with fellow examiners – including the External Examiner(s) – in connection with assessment requirements, including coursework specifications and the form of question papers for written examinations, and liaison with Student and Registry Services about the setting of written papers);
 - (c) ensuring that marking by the examiners has been carried out as required by the Regulations;

- (d) ensuring that appropriate agreed samples of work (the method of selection having been agreed in writing with the External Examiner(s) beforehand) are sent to the External Examiner in good time;
 - (e) chairing meetings of the Board of Examiners, including the final meeting at which the External Examiner(s) should be present;
 - (f) ensuring that grades and/or marks are agreed for all formally assessable components undertaken by candidates;
 - (g) signing, with the External Examiner(s) countersigning, the examination report forms and submitting them to Student and Registry Services;
 - (h) receiving results from other Boards of Examiners relating to candidates who have taken courses the assessment of which is the responsibility of another Board, and signing final results as accurate;
 - (i) recommending the award of degrees, diplomas and certificates, as agreed by the Board;
 - (j) approving, as appropriate, applications from candidates who wish to defer the assessment of their course for more than one year.
- 5 Members of the Board of Examiners shall be responsible, under the direction of the Chair, for the setting and marking of scripts, coursework assignments and reports/dissertations, which shall be carried out in accordance with the marking scheme approved by UCL IOE. They shall additionally be required to attend meetings of the Board of Examiners.
- 6 Each Board of Examiners shall use UCL IOE's marking scheme for the award for which it is responsible. The Board of Examiners may adopt such conventions as it considers appropriate within each marking scheme. In reporting results formally, a single agreed grade shall be returned for each component.

1.4 External Examiners

- 1 The regulations governing the nomination, appointment, responsibilities and entitlements of External Examiners are defined in the *UCL Academic Manual, Chapter 6: Quality Review Framework*.

1.5 The Assessment Process

- 1 Each coursework assignment/report/dissertation shall be marked in accordance with the methods indicated in the relevant award or programme regulations. If any differences of opinion emerge in terms of double or moderated marking, the Chair of the Board of Examiners shall be authorised to moderate, and in so doing may seek such advice as he or she deems appropriate to assist in that process.

- 2 Members of the Board of Examiners shall have the right to see the formally assessable work of any candidate.
- 3 Provisional grades and/or marks assigned to assignments will normally be provided to students in advance of the final examination board meeting. Grades and/or marks will not be approved until the final examination board meeting.
- 4 Grades and/or marks for written examinations scripts shall not be provided until after the Board of Examiners has approved them.
- 5 Formally assessed coursework shall be retained for access by the External Examiners, but may be reclaimed by the student after the meeting of the Board of Examiners at which that work is considered for final assessment. Reclaim may be requested within three months of the final meeting of the Board of Examiners. Coursework which is not reclaimed within this timeframe may then be destroyed without further notice.
- 6 After the examiners have reached a decision, every candidate shall be notified by the Registry of the result of his or her formal assessment.

1.6 Awards

- 1 To be eligible for the award of a degree, diploma or other qualification a student must:
 - 1.1 have completed to the satisfaction of UCL the programme prescribed by UCL for the qualification concerned; and
 - 1.2 have satisfied the examiners in all elements of assessment prescribed for the qualification concerned and have shown a competent knowledge across the programme of study taken as a whole.
- 2 UCL IOE shall determine the classification of each award.
- 3 No person will be awarded any qualification who has not settled any tuition account outstanding with UCL or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's examination performance be communicated to that person or any third party except as required by law. The Vice-Provost (Education and Student Affairs) may withhold the result of any examination for a student who is under investigation under the *UCL Student Disciplinary Code and Procedures (see UCL Academic Manual, Chapter 1, Section 11)*, unless required to disclose information by law.
- 4 The award of a degree, diploma or certificate is made on the authority of UCL. The date of the award shall be the first of the following dates to fall after the last element of formal assessment has been completed and the relevant Board of Examiners has met: 1 March, 1 August, 1 November or 31 December.

- 5 UCL will supply an appropriate certificate to each student who has been made an award. The certificate will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

1.7 Requests for Additional Time

- 1 UCL IOE students wishing to request an extension or deferral of assessment must follow the procedures laid out in the *UCL IOE Policy and Procedures for Requests for Additional Time*.

1.8 Reassessment

- 1 A student who has been assigned a pass mark or grade is not permitted to be reassessed for a different mark or grade unless the award or programme regulations so permit.
- 2 Where the award or programme regulations permit reassessment, it will normally be allowed on one occasion only and within the year following the failure.

1.9 Examination Irregularities and Plagiarism

- 1 Any allegation of breach of rules of behaviour, including cheating or other irregularities, whether or not proscribed by the Regulations or instructions governing formal assessment or in connection with which it occurs, will be governed by the *UCL Academic Manual, Chapter 4, Section 9: Examination Irregularities and Plagiarism*.

1.10 UCL Student Complaints Procedure

- 1 The procedures governing student complaints, including appeals against the decision of a Board of Examiners, are defined in the *UCL Academic Manual, Chapter 1, Section 12: Student Complaints Procedures*.

1.11 Revocation of an Award

- 1 UCL may revoke any degree if the following circumstances discovered at any time and proved to the satisfaction of UCL:

- 2 The Director of UCL IOE, on the recommendation of UCL, may revoke any award and all privileges connected therewith if it shall be discovered at any time and approved to the satisfaction of UCL IOE that:
- (a) there was an administrative error in the procedure under which the award was made; or
 - (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's results should be altered.
 - i) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
 - ii) Subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made determines that a student's or students' classification should be altered.
 - iii) The award has been cancelled owing to examination misconduct.