Late Summer Assessment Period 2017-18

Planning Pack for Staff

UCL will be introducing a new Late Summer Assessment Period in 2017-18. This document provides information for academic and professional staff planning for the new sitting.
<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>Via</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCL Examinations</td>
<td>Publish information for staff and students</td>
<td>Email, newsletters and websites</td>
<td>December 2017</td>
</tr>
<tr>
<td>Academic Services</td>
<td>Communicate with External Examiners (cc Departments)</td>
<td>Email</td>
<td>December 2017</td>
</tr>
<tr>
<td>Departments</td>
<td>Communicate with External Examiners</td>
<td>Appendix A</td>
<td>By 26 January 2017</td>
</tr>
<tr>
<td>Departments</td>
<td>Communicate with students</td>
<td>Appendix B</td>
<td>By 26 January 2017</td>
</tr>
<tr>
<td>Departments</td>
<td>Set deadlines/ dates for coursework, practicals and other departmentally-organised assessments and communicate to students as appropriate</td>
<td>-</td>
<td>Spring term</td>
</tr>
<tr>
<td>Departments</td>
<td>Ensure Exam Liaison Officers are available during LSA period</td>
<td>-</td>
<td>Spring term</td>
</tr>
<tr>
<td>Departments</td>
<td>Ensure Internal Examiners are available during LSA period</td>
<td>-</td>
<td>Spring term</td>
</tr>
<tr>
<td>Departments</td>
<td>Ensure EC Panels are available for LSA period (01 July - 29 September 2018 as appropriate) - can be Chair or Deputy Chair’s Action, virtual meeting or face-to-face.</td>
<td>-</td>
<td>Spring term</td>
</tr>
<tr>
<td>Departments</td>
<td>Set dates/ arrangements for Sub Boards, confirmation of PGT taught module results, EC Panels, scrutiny meetings, pre-boards etc. as needed</td>
<td>Appendices E-H</td>
<td>Spring term</td>
</tr>
<tr>
<td>UCL Examinations</td>
<td>Communicate again with staff and students (details tbc)</td>
<td>Email, newsletters and websites</td>
<td>By Easter 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Communicate again with students</td>
<td>Appendix C</td>
<td>By Easter 2018</td>
</tr>
<tr>
<td>All</td>
<td>Main examination period</td>
<td>-</td>
<td>25 April - 8 June 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Deadline for exchange of marks</td>
<td>Portico</td>
<td>By 11 June 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>UG Boards of Examiners</td>
<td>-</td>
<td>14 June - 22 June 2018</td>
</tr>
<tr>
<td>UG only</td>
<td>UG Boards of Examiners</td>
<td>-</td>
<td>14 June - 22 June 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Confirm UG module marks and enter PGT taught module results</td>
<td>Portico</td>
<td>By 29 June 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Communicate with students undertaking Resits and Deferrals</td>
<td>Appendix D</td>
<td>By 9 July 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Deadline for external approval of new LSA exam papers and assessment tasks</td>
<td>UCL Examinations</td>
<td>By 13 July 2018 (earlier if possible)</td>
</tr>
<tr>
<td>UCL Examinations</td>
<td>Publish draft LSA exam timetable for Departments to review</td>
<td>-</td>
<td>By 16 July 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Review draft LSA exam timetable</td>
<td>UCL Examinations</td>
<td>By 20 July 2018</td>
</tr>
<tr>
<td>UCL Examinations</td>
<td>Publish LSA exam timetable to relevant students</td>
<td>Portico</td>
<td>By 23 July 2018</td>
</tr>
<tr>
<td>Who</td>
<td>Action</td>
<td>Via</td>
<td>When</td>
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</tr>
<tr>
<td>Departments</td>
<td>Deadline for submission of LSA exam papers</td>
<td>UCL Examinations</td>
<td>By 23 July 2018</td>
</tr>
<tr>
<td>Students</td>
<td>Deadline for new Special Exam Arrangements applications for the LSA period</td>
<td>Student Disability Services</td>
<td>By 30 July 2018</td>
</tr>
<tr>
<td>All</td>
<td>LSA examination period</td>
<td>-</td>
<td>20 August to 07 September 2018</td>
</tr>
<tr>
<td>Departments</td>
<td>Run Resits/ receive resubmissions for coursework, practicals and other departmentally-organised assessments</td>
<td>-</td>
<td>By 07 September 2018</td>
</tr>
<tr>
<td>Departments UG only</td>
<td>Deadline for LSA UG marks to be entered into Portico</td>
<td>Portico</td>
<td>14 September 2018</td>
</tr>
<tr>
<td>Departments UG only</td>
<td>Operate UG Sub Boards for LSA results</td>
<td>-</td>
<td>By 28 September 2018</td>
</tr>
<tr>
<td>Departments UG only</td>
<td>Enter final confirmed marks from UG Sub Boards</td>
<td>Portico</td>
<td>By 28 September 2018</td>
</tr>
<tr>
<td>Departments PGT only</td>
<td>Operate main PGT Boards of Examiners, EC Panels etc. as normal</td>
<td>-</td>
<td>By 29 October 2018</td>
</tr>
<tr>
<td>Departments PGT only</td>
<td>Deadline for PGT marks to be confirmed in Portico</td>
<td>Portico</td>
<td>05 November 2018</td>
</tr>
<tr>
<td>Departments Masters only</td>
<td>Receive Masters Dissertation/ Research Project resubmissions</td>
<td>-</td>
<td>By 31 January 2019 (30 April 2019 for January-start)</td>
</tr>
<tr>
<td>Departments Masters only</td>
<td>Enter final confirmed marks from Masters Dissertation/ Research Project resubmissions</td>
<td>Portico</td>
<td>By 31 March 2019 (30 June for January-start)</td>
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1 Introduction

For a number of years, UCL students have had to wait a full year to be reassessed or, in some cases, to undertake a Deferral, when it is standard sector practice to offer a Late Summer sitting. This meant that graduation, future employment and further study were significantly delayed, and some students were prevented from progressing through their programme in good time. UCL Students’ Union has campaigned for a number of years to introduce a Late Summer Assessment Period, and the Office of the Independent Adjudicator has strongly recommended that UCL aligns with the rest of the sector in this area. After two years of pilots, Education Committee has agreed that Late Summer Assessments will be rolled out across UCL from the summer of 2017-18. This document provides information for academic and professional staff planning for the new sitting.

2 Sources of Help

Contacts

- Queries relating to centrally managed exams: examinations@ucl.ac.uk
- Queries relating to all aspects of the student record (mark input, board reports, programme/module registration, transcripts/certificates, module enrolment): studentrecords@ucl.ac.uk
- Regulations queries: academicregulations@ucl.ac.uk
- External Examiner queries: examiners@ucl.ac.uk
- Student Disability Services: disability@ucl.ac.uk

Websites

- LSA Staff website
- LSA Student website
- SRS calendar
- Special Exam Arrangements

New regulations for 2017-18

- Summary of Late Summer Assessment Regulations
- Consequences of Failure regulations
- Deferral regulations
- New PGT Classification regulations

Other useful regulations

- Virtual Boards of Examiners regulations
- Special Examination Arrangements regulations
- Extenuating Circumstances regulations
- Reasonable Adjustments regulations

3 Timings

This year’s Late Summer Exam Period is from 20 August to 07 September 2018.

For coursework, practicals and other departmentally-organised assessments, programmes can use their discretion to set Resit/ resubmission dates as appropriate. All assessments must be completed by 07 September 2018.

For Masters Dissertations/ Research Projects, resubmissions need to take place by 31 January 2019, or by 30 April 2019 for January-start programmes.

Please check the Key Dates and Actions Checklist for further details of the deadlines for different activities relating to the LSA period. The SRS Calendar also includes dates relating to all assessment periods.
4 Programs included in LSA 2017-18

The new LSA period applies to all UCL taught programmes. It includes MRes programmes but does not include MPhil/PhD or Professional Doctorate programmes.

5 2016-17 students

The new regulations apply to all Undergraduate, Graduate Certificate and Diploma, and Taught Postgraduate students who are fully enrolled on the 2017-18 academic session.

Students who were enrolled on the 2016-17 academic session, and who have been asked to Resit in the summer of 2018 either with or without tuition (including those who opted out of the LSA Pilot), will still be ‘enrolled’ on the 2016-17 academic session for those modules and therefore subject to the 2016-17 regulations. This means the following for each cohort:

<table>
<thead>
<tr>
<th>Student</th>
<th>Status</th>
<th>Capping of Module/ Course Unit Marks</th>
<th>Capping of PGT classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
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<td></td>
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</tr>
<tr>
<td>Finalists 2016-17 (“left-resitting students”)</td>
<td>Resitting modules/ course units in Summer 2018, either with or without tuition</td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>n/a</td>
</tr>
<tr>
<td>Non-finalists 2016-17 (due to graduate in 2017-18 or later)</td>
<td>Resitting modules/ course units in Summer 2018, either with or without tuition</td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Resit marks for modules/ course units being taken for the first time in 2017-18 will be capped</td>
<td></td>
</tr>
<tr>
<td>Did not progress and Resitting modules/ course units in Summer 2018, either with or without tuition</td>
<td></td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>n/a</td>
</tr>
<tr>
<td>Graduate Certificate and Diploma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalists 2016-17 (“left-resitting students”)</td>
<td>Resitting modules/ course units in Summer 2018, either with or without tuition</td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>n/a</td>
</tr>
<tr>
<td>Non-finalists 2016-17 (due to graduate in 2017-18 or later)</td>
<td>Resitting modules/ course units in Summer 2018, either with or without tuition</td>
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<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Resit marks for modules/ course units being taken for the first time in 2017-18 will be capped</td>
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<tr>
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<tr>
<td>Taught Postgraduate (Masters, Postgraduate Diploma, Postgraduate Certificate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalists 2016-17 (“left-resitting students”)</td>
<td>Resitting modules in Summer 2018, either with or without tuition</td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>Not eligible for a Merit or Distinction Classification</td>
</tr>
<tr>
<td>Non-finalists 2016-17 (due to graduate in 2017-18 or later)</td>
<td>Resitting modules in Summer 2018, either with or without tuition</td>
<td>• 2016-17 Resit marks will not be capped</td>
<td>Will be eligible for a Merit or Distinction Classification when they graduate in 2017-18 or later.</td>
</tr>
</tbody>
</table>
6 Exam Papers

Writing papers

Departments may wish to take a ‘wait and see’ approach, where additional exam papers are only created if needed, or they may wish to write the LSA paper at the same time as the main paper. Both approaches have benefits and drawbacks; pilot programmes have suggested that the latter worked better. Any papers prepared for LSAs but not ‘used’ will not be submitted to the Library, so they can be reused for a future sitting.

New exam papers will need to be externally-approved – see External Examiners for further details.

Deadline for submission of finalised papers

LSA exam papers will need to be submitted to UCL Examinations by 23 July 2018.

Library archive of exam papers

For the main summer term exam period, UCL Examinations will only submit papers to the Library if the Department indicates this on the manuscript request form. Late Summer Assessment papers will not be submitted to the Library by UCL Examinations. Departments are asked to liaise with the Library directly if they would like any past exam papers to be removed from the archive.

7 Boards of Examiners

- A checklist for planning Sub Boards can be found in Appendix E.
- A template for delegating authority to a Sub Board can be found in Appendix F.
- A template agenda for Sub Boards can be found in Appendix G.

1. Deadlines for the exchange and submission of marks

The deadline for the exchange of UG and PGT marks with other Departments is 11 June 2018 but Departments are encouraged to do this earlier if possible.

For the main summer exam period, the deadline for entering UG and PGT taught module marks into Portico is 29 June 2018.

For the Late Summer Assessment period, the deadline for entering UG marks into Portico is 28 September 2018. Please see the Key Dates and Actions Checklist for fuller details.

2. Timing

Undergraduate Programmes

UG programmes should organise their main Programme Board of Examiners in the summer of 2018 as normal, offering Resits, Repeats and Deferrals as appropriate. A Sub Board of Examiners will then need to be set up in mid-September to consider the Late Summer Assessment results.

Taught Postgraduate Modules

PGT programmes will operate their main Programme Board of Examiners in the autumn as normal (or equivalent for January-start programmes, etc.).

In early- to mid-June, programmes will need to determine which students are eligible for Late Summer Assessments or for Condonement on their taught modules. This can be confirmed by Chair’s Action; there is no need to hold a Sub Board. Taught module results will need to be submitted to Portico by 29 June 2018.
Masters Dissertation/ Research Project Resubmissions

Masters Dissertations/ Research Projects should be resubmitted by 31 January 2019 for September-start programmes, and 30 April 2019 for January-start programmes (although Deferral deadlines may be later). A Sub Board of Examiners will then need to be set up after the submission deadline to consider the results of the Dissertation/ Research Project and, where applicable, to award degrees. Where possible marks should be confirmed in Portico by 31 March 2019, or 30 June 2019 for January-start programmes.

3. Delegation of Authority to a Sub Board

Where a Sub Board is needed the Programme Board of Examiners, including the External Examiner(s), will need to formally delegate authority to the Sub Board to make decisions on its behalf. A template for this can be found in Appendix F. This can be done at a meeting of the Board or by email communication. The delegation of authority must be formally recorded in the Board of Examiners’ minutes and the form submitted to UCL Examinations.

The decisions and proceedings of all Sub Boards must be reported to the next main Programme Board of Examiners meeting via receipt of minutes. The main Programme Board of Examiners should ensure that proper scrutiny is given to the minutes of any Sub Boards under its remit.

4. Virtual Sub Boards

Sub Boards are not expected to meet in person but instead to make use of the Virtual Boards of Examiners regulations. This allows the meeting to be conducted “remotely by circulation and correspondence” when it is dealing with “out-of-cycle matters” such as Late Summer Assessments. A checklist for planning virtual Sub Boards can be found in Appendix E.

5. Quoracy

The Sub Board should include, as a minimum, the Chair or Deputy Chair and one Internal Examiner for each main subject area covered.

The External Examiner does not need to attend the Board but should be copied into communications/ papers – see External Examiners for further details.

The Faculty Observer does not need to attend and can sign off results remotely.

6. Data Security

Where a Sub Board is held virtually, steps must be taken to assure the security of student data. If possible, Boards should use Sharepoint to share documents. If email has to be used, Boards should avoid including any personal or sensitive data in emails themselves, instead using documents which are password protected and/ or encrypted.

8 External Examiners

1. Approval of New Exam Papers and Assessment Tasks

New exam papers and assessment tasks for the LSA period must be approved by the External Examiner by 13 July 2018 at the latest, although pilot programmes have suggested that it is best to do this as early as possible. External approval is not needed if the assessment task is unchanged from the main assessment period.

If Departments are taking a ‘wait and see’ approach to writing exam papers, it is important to allow enough time for the External Examiner’s approval, and to note that External Examiners may be busy at their own institutions during the early summer period.
2. Sampling Student Work

Undergraduate Programmes

The External should be provided with a sample of LSA work. As a minimum this should include all students anticipated to fail-withdraw, and those close to borderlines. Wherever possible, samples should be made available electronically.

Taught Postgraduate Programmes (adjust dates for January-start programmes)

For the submission of taught module marks to Portico in June, it is not necessary for the External to view a sample of student work, although they retain the right to do so on request. The External might also ask to see relevant statistics and mark profiles electronically to help assure standards.

At the External’s main visit in the autumn, a representative sample of work should be made available covering both of the taught module sittings and the Dissertation/ Research Project.

3. Attendance at Sub Boards

In line with practice at other universities, External Examiners do not need to attend LSA Sub Boards as they will be asked to confirm their satisfaction with the assessment process during their main visit and in their normal annual report, and to delegate authority to Sub Boards to make decisions on their behalf for out-of-cycle matters such as Late Summer Assessments. However the External retains the right to attend a Sub Board on request.

4. Fees

In line with other UK universities, and UCL Departments already running Late Summer Assessments, External Examiners will not be eligible for an additional fee for the LSA period. If an in-person visit is arranged, expenses can be claimed in the usual way.

5. Communications

A template letter for Departments to send to External Examiners can be found in Appendix A. Academic Services will also be writing to External Examiners about the new LSA period and Departments will be sent a copy of the communication for information.

6. EE Reports

External Examiners should submit their reports for the main examination board only, by the normal deadlines. There is no need to write a second report for the LSA period.

9 ECs, Special Exam Arrangements and Reasonable Adjustments

1. Extenuating Circumstances (ECs)

Faculties/ Departments may need to arrange an Extenuating Circumstances Panel for the Late Summer Assessment Period. Decisions can also be made via a virtual meeting or by Chair’s Action, if appropriate.

If a student has an EC affecting their ability to undertake a Late Summer Assessment, they must ensure they submit a claim for Extenuating Circumstances as soon as possible, and within one week of the EC taking place.

EC Panels are not able to consider late EC claims unless it was impossible for the student to submit a claim at the time of the EC. For these students, the Late EC Requests regulations should be followed.
2. **Special Exam Arrangements (SEAs)**

If a student has received Special Examination Arrangements during the main exam period these will also be applied by UCL Examinations during the LSA period – there is no need for students to apply again. The deadline for any new applications to Student Disability Services for the LSA period is **30 July 2018**.

Late SEA applications will only be taken into account if a student has suffered a sudden illness or injury. Applications in this instance must be received by Student Disability Services no later than **seven calendar days before the examination**. If the student cannot meet this deadline then they will need to apply for a Deferral under the [Extenuating Circumstances](#) regulations.

The UCL Examinations Office will manage students with approved Special Exam Arrangements in the main exam halls, as per the main summer examination session. If a student’s particular adjustments cannot be accommodated centrally the student may be required to sit their exam/s in the Department.

3. **Reasonable Adjustments**

All [Reasonable Adjustments](#) which are included in a student’s SORA (Summary of Reasonable Adjustments) need to be made available to that student in the LSA Period. If you have questions about non-exam adjustments, please contact [Student Disability Services](#).

### 10 Tuition Fees

The following principles will be applied by the Student Fees team:

- a) Students will not be charged additional fees for a Late Summer Resit or Deferral without Tuition.
- b) Students who are permitted to ‘trail’ a Deferral into the following academic session, **whether with or without tuition**, will not be charged an additional fee (trailed Deferrals are permitted in a maximum of 30 credits/ 1 course unit. Students are not permitted to trail failure if they do not have validated ECs).
- c) Students will be charged fees for a Repeat in the following academic session.
- d) Students will be charged fees for a Deferral with Tuition in the following academic session if the Deferral is not being ‘trailed’ (i.e. taken concurrently with enrolment on the subsequent year’s modules/ course units).
- e) Undergraduates are considered Part Time Repeaters if Repeating/ Deferring with Tuition in 60 credits (4 half course units) or fewer. **If requested**, the Student Fees team will only charge for the actual credits/ course units being Repeated/ Deferred with Tuition rather than applying the whole part-time fee (which is the system default).
- f) Undergraduates are considered Full Time Repeaters if Repeating/ Deferring with Tuition in more than 60 credits (4 half course units). The default is that they will be charged the full-time fee, however **if requested**, this can be adjusted if the student is doing fewer than 120 credits (8 half course units).
- g) Taught Postgraduates will continue to be charged fees pro-rata to the number of credits being repeated/ deferred with tuition.

**Departments are currently responsible for notifying the Student Fees team if fees need to be adjusted.** Student and Registry Services is looking at ways in which to automate this.

### 11 Candidate Cards

Students will need to retain their 2017/2018 Candidate Card for the LSA Period. If they need a replacement card, they can print one themselves from the Portico homepage.

### 12 Assessment Feedback

Departments should provide some form of feedback on all summative assessments as per the UCL [Assessment Feedback](#) regulations and any local Faculty or Departmental policies in place.
This does not necessarily mean that students will receive personalised, individual feedback on exams – you might instead provide marker’s answers, model answers or other solutions, or draft a short statement on the group’s overall performance and particular learning points that you want to highlight.

13 Entering PGT taught module marks into Portico in June

For component marks, you should ‘calculate’ the ‘actual’ module marks, then generate the ‘agreed marks’ (which still remain editable until the progression or award routine is run later). UCL Examinations will then use the agreed marks in Portico to pick up relevant records for organising exam candidatures in the LSA Period. Reassessment records are only generated on full processing of the marks to agreed status.

14 Graduation Ceremonies

If students are successful in their Late Summer Assessments and awarded their degree, they will be invited to attend the appropriate ceremony in 2019, although it may be later e.g. for Deferrals, Masters Dissertation resubmissions etc.

15 Date of Award

Degrees can be awarded on 15 July or the first day of every month, so LSA students do not have to wait until the following summer to receive their degree. For most LSA students, the anticipated date of award is 1 October 2018 or 1 November 2018, although it may be later e.g. for Deferrals, Masters Dissertation resubmissions etc.

16 Frequently Asked Questions

1. Are all Resit marks capped at a Pass?

Benchmarking against the Russell Group and other UK universities indicated that UCL was significantly out of line with the rest of the sector in the treatment of Reassessment marks. Marks will not be capped for certain students who are still undertaking Resits from 2016-17 – see 2016-17 students above.

For students enrolling on modules for the first time in the 2017-18 academic session, the marks for modules passed at the second attempt will be capped at the Pass Mark - 40% for modules at First, Intermediate and Advanced Level (levels 4, 5 and 6) and 50% for modules at Masters level (level 7).

If a student undertakes a Deferral of their first attempt, their module mark will not be capped. However if a student undertakes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), their module mark will be capped at the Pass Mark.

Taught Postgraduate students who are fully enrolled on the 2017-18 academic session (see 2016-17 students above for exceptions) will now be eligible for a Merit or Distinction classification if they have a Resit, Repeat or Condoned mark in their profile, provided that they meet all the other Merit or Distinction criteria.

Capping will be applied at the level of the module, not the component.

2. My programme uses course units – do the regulations still apply?

Whilst the majority of UCL programmes operate ‘modules’ and ‘credits’ in line with other UK universities, some programmes are still operating under the ‘course unit’ system for 2017-18. The following should be noted:

- Wherever ‘modules’ are referred to, this includes the synonym ‘course units’
• 15 credits = 0.5 course units  
• 30 credits = 1 course unit  
• 60 credits = 2 course units, etc.

Education Committee has agreed that the course unit system will be discontinued from 2018-19. Further information will be published by Academic Services shortly, or you can contact academicregulations@ucl.ac.uk for more information.

3. Are all Undergraduates eligible for Reassessment?

For programmes in the Harmonised Scheme of Award, the Progression and Award Requirements are unchanged for 2017-18. As in previous years:

• If a UG non-finalist fails at the first attempt, they will normally be offered the opportunity to Resit.
• If a UG finalist fails at the first attempt, but is nevertheless eligible for the award of a degree (e.g. they have completed 12 course units and passed 11 course units) then they will not be offered a Resit.
• If a UG finalist fails at the first attempt, and is not eligible for the award of a degree, they will normally be offered the opportunity to Resit.

This does not apply to students outside of the Harmonised Scheme of Award, who continue to fall under separate Progression and Award Requirements for 2017-18.

Please note that the Undergraduate Progression and Award Requirements will be changing from 2018-19 onwards, including new regulations for Condonement. Further information is available from academicregulations@ucl.ac.uk.

4. Are Undergraduate Referrals still available?

Any modules first attempted in 2017-18 will be covered by the new Late Summer Assessment regulations and will not be eligible for a Referral.

If a 2016-17 student failed an assessment in the summer of 2017, and has been asked to Resit in the summer of 2018, they will still be ‘enrolled’ on the 2016-17 academic session for that module, and the 2016-17 regulations will still apply i.e. the Referral regulations will still apply should the student fail at the second attempt.

5. What is Condonement?

Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure. The student is awarded the credit for the module despite not achieving the Pass Mark.

UCL’s Undergraduate programmes do not currently include ‘Condonement’ (although changes are planned for 2018-19 – please see separate briefings for details).

On UCL’s Taught Postgraduate and Graduate programmes, Condonement operates by permitting a low mark in a small number of credits (e.g. on some PGT programmes, marks of 40-49% in up to 25% of the taught modules may be condoned). If a student is eligible for Condonement they will be considered to have met the Progression and Award Requirements and will not be offered a Resit or Repeat. Where a student has Extenuating Circumstances, the EC regulations should be applied before Condonement is considered e.g. if the EC Panel thinks that the student would benefit from a Deferral/ new first attempt, the new attempt should be undertaken before the Condonement Criteria are applied.

This does not apply to Taught Postgraduate and Graduate students in the Institute of Education, who continue to fall under separate Progression and Award Requirements for 2017-18.

6. What is a Non-condonable Module?

Some Taught Postgraduate and Graduate programmes do not permit Condonement on some or all modules. These should be detailed in the Programme Diet/Scheme of Award.
• If a student fails a Non-condonable module at the first attempt, they will need to undertake a Resit or Repeat.
• If a student fails a Non-condonable module at the second attempt, they will have to leave the programme. Such students may be eligible for an Interim Qualification or Alternative Qualification.

7. What happens if a student is Barred from assessment?
Where students are barred from an assessment the Repeat regulations should be applied. The student will be required to Repeat the module in the following academic session, with tuition and fees, and marks capped at the Pass Mark. UG Students will not be able to progress to the next year of their programme until the Repeat is completed.

8. How does Condonement work on Flexible Modular programmes?
On Flexible Modular Taught Postgraduate and Graduate programmes, eligibility for Condonement cannot be determined until the end of the taught modules when all marks are known. Until then, students with fail marks in earlier years will be registered automatically to Resit the module, regardless of whether their mark falls within the Condonable Range. Students retain the right not to attend the Resit if they feel they meet the Condonement Criteria and do not want to be reassessed, although the formal decision on Condonement can only be made by the Board of Examiners.

9. Can a student do a Late Summer Resit instead of a Repeat?
Failure in more than 60 credits typically requires additional tuition to attain the academic standards required by UCL. Where a student fails more than 60 credits they should Repeat the module(s) with attendance and fees in the following academic session.

However, during the consultation process on the new regulations, a number of staff requested that Boards of Examiners be allowed to use their discretion to permit a Resit in the Late Summer Assessment Period instead of a Repeat e.g. if a student could not afford the financial burden of Repeating. In practice, such a decision is likely to be instigated by the student, and the Board will then need to decide if Late Summer Resits are viable in the circumstances i.e. can we reasonably expect the student to retrieve the failure within a short time frame and without any additional tuition.

This decision needs to be made in consultation with the student, and Boards are responsible for ensuring that the student understands the consequences - the Resits will count as the student’s second and final attempt, they won’t be able to do a Repeat at a later date, and the volume of Late Summer Assessment will not be considered as grounds for Extenuating Circumstances or complaint. The student should be offered a tutorial with their Departmental Tutor before the decision is approved, to ensure the student understands what they are taking on.

10. If a student fails their Masters taught modules, are they allowed an extension on their Dissertation/ Research Project?
To be fair to students who have passed their taught modules, students can no longer be given an extension on their Dissertation/ Research Project if they fail any taught modules. Taught module Resits need to be undertaken in the Late Summer Assessment period, and the Dissertation/ Research Project should be submitted by the original deadline.

There is more flexibility for students who have Extenuating Circumstances – the EC Panel can decide the best course of action for the student, which might include a Deferral of the Dissertation/ Research Project. Students with a Summary of Reasonable Adjustments (SORA) may also be eligible for an approved extension to their Dissertation/ Research Project deadline as part of their standard adjustments.
11. **Our Dissertation is worth more than 60 credits – does the student have to Repeat?**

If a student fails a UG or PGT Dissertation/ Research Project, reassessment should take the form of a Resit. However the Programme Board of Examiners may decide that, in its academic judgement, the extent of failure is such that the student needs additional supervision to retrieve that failure. As a result, they may be required to Repeat the Dissertation/ Research Project with attendance and fees.

12. **My programme has complex, non-exam based assessment - how are students expected to Resit this in the Late Summer?**

All programmes are expected to offer Resits and Deferrals in the Late Summer Assessment Period.

Where it is difficult or impossible to offer a particular assessment method in the Late Summer, programmes will need to create an alternative assessment method for that module/ component. The new method will need to be approved by the External Examiner and allow students to meet the module learning outcomes. If this affects centrally-run written exams, UCL Examinations will need to be notified by **13 July 2018**.

If you are concerned about a particular assessment on your programme, please contact us via examinations@ucl.ac.uk.

13. **My programme doesn’t fit into the standard UCL timetable for assessment. How can I offer Resits in the Late Summer?**

If your programme does not fit with the Late Summer Assessment timetable, alternative arrangements will need to be discussed. If you are concerned about a particular assessment on your programme, please contact us via examinations@ucl.ac.uk.

14. **We have an assessment where the learning outcomes can only be achieved via attendance. How can students do a Late Summer Resit?**

Programmes have the following options:

1. If the student has attended but failed, they have met the ‘learning outcome’ of attending and so it is the knowledge which needs to be reassessed. A different method of assessment should be set to test this knowledge and bring the student up to the Pass Mark, in consultation with the External Examiner.
2. If the student has missed a lot of teaching due to ECs then they could be offered a Deferral with Tuition in the following academic session. In up to 30 credits (1 course unit) this can be taken in tandem with the next year’s modules, if appropriate.
3. If the student has missed a lot of teaching and there are no Extenuating Circumstances, then the Barring regulations could be used. The student will then have to Repeat the module in the following academic session with attendance and fees and module marks capped at a Pass. However UG students will not be able to progress to the next year of their programme until the Repeat is passed.
4. If none of these options is possible, programmes may be able to request a Suspension of Regulations on a case-by-case basis to allow a student to Repeat less than 60 credits/ 2 course units. The student will then have to Repeat the module in the following academic session with attendance and fees and module marks capped at a Pass.

15. **Can I set an exam paper for the Late Summer Assessment period and then re-use it in the following year’s Late Summer Assessment period?**

Departments are advised to aim for a three-year gap before exam papers are re-used in full. This allows time for any Deferrals or interruptions within the standard two-year time limit for students to complete a given assessment, plus an extra year for any repeat interruptions.

If there are no Deferred or interrupted students on a module, exam papers can be re-used earlier. Similarly, if no student sits a particular paper it can be re-used earlier.
16. **Can I create a ‘bank’ of exam questions?**

Yes, this is one way in which you might want to manage the setting of exam papers and Departments are encouraged to discuss the re-use of individual questions with their External Examiner.

Departments are advised to aim for a three-year gap before questions are re-used to allow for Deferrals, interruptions and repeat interruptions. However, if there are no Deferred or interrupted students on a module, or if no student sits a given paper, questions can be re-used earlier.

Practice might also vary by discipline and the nature of the exam paper – for example the re-use of MCQs poses different issues to the re-use of essay questions – so it is important to discuss the options with your External Examiner.

17. **Do Deferrals have to take place in the Late Summer?**

There is more flexibility for students with ECs – the EC Panel can decide the best time for the student to undertake a Deferral. If no additional tuition is needed, this can be in the Late Summer or in the following academic session.

Students can trail up to 30 credits of Deferrals whilst also enrolling on modules of a subsequent year of study.

If the EC Panel feels that additional tuition is necessary, the Deferral may need to take place in the following academic session. Again, students can trail up to 30 credits of Deferrals whilst also enrolling on modules/ course units of a subsequent year of study.

18. **Are marks capped for Deferrals due to Extenuating Circumstances?**

- If a student undertakes a Deferral of their first attempt, marks will **not** be capped.
- If a student undertakes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), module/ course unit marks **will** be capped at the Pass Mark (i.e. the existing cap will not be removed).

19. **If a student has Extenuating Circumstances, can they have a third attempt?**

Students are permitted a maximum of two attempts at an assessment. However where a student is offered a Deferral due to Extenuating Circumstances (ECs), and they have already made an attempt, that attempt will be disregarded and the student will be given a new attempt:

- If a student has ECs on their first attempt and they are offered a Deferral this will be a **new first attempt**, not a ‘second attempt’.
- If a student has ECs on their second attempt (i.e. they have ECs on a Resit or Repeat) and they are offered a Deferral this is a **new second attempt**, not a ‘third attempt’.
- Theoretically, a first or second attempt could be Deferred on multiple occasions – however the EC Panel should take repeated difficulties to finish a module/ course unit into consideration in its deliberations. There is also a two-year time limit for any single assessment to be completed.

20. **Do students have to re-submit a brand new piece of coursework?**

This is left to the discretion of the Department – in some disciplines it is standard practice to ask a student to improve the coursework already started, particularly if there is a significant amount of research or fieldwork involved, or if only a small amount of additional work is needed to bring the student up to a pass. In other disciplines, a brand new task is set.

21. **Will marks be capped automatically by Portico?**

Student Records is currently looking at the processes for marks entry and capping and further details will be made available to Departments in the coming weeks.
Appendix A – Template communication for External Examiners

To be sent to: External Examiners
To be sent by: Departments
Deadline: Friday 26 January 2018
Can be edited as appropriate

Email subject line: New UCL Late Summer Assessment Period

Dear <name>

UCL has been working towards the introduction of Late Summer Assessments (LSAs) in order to improve the student experience and better align UCL with the rest of the UK Higher Education sector. Following pilots in 2015-16 and 2016-17, Late Summer Assessments are now being implemented across all taught programmes.

The late summer period for centrally-administered examinations will take place from 20 August to 07 September 2018. The deadlines for coursework and other forms of assessment will be determined by each Department but will take place by 07 September 2018.

The new sitting is accompanied by new regulations for all UCL taught students:

- Overview of the new Late Summer Assessment regulations
- Resit and Repeat regulations
- Deferral regulations
- New Taught Postgraduate Classification regulations

Answers to some frequently asked questions for students can be found on the UCL Students website.

UCL Academic Services will be in touch with you with further details about the role of External Examiners in the LSA period. If you have any queries, please do not hesitate to contact them at examiners@ucl.ac.uk.

LSA Arrangements for <insert programme name>

<Add details of local arrangements, for example:

- Arrangements for the approval of new exam papers and assessment tasks
- Arrangements for coursework, presentations, practicals etc.
- Delegation of authority to a Sub Board, where applicable
- Reminder of main summer exam board arrangements>

We very much appreciate your support in helping UCL to implement this new initiative. If you have any queries, please contact <departmental contact>.

Yours faithfully

<Programme contact/lead>
Appendix B – Template communication for all taught students

To be sent to: All taught students
To be sent by: Departments
Deadline: Friday 26 January 2018
Can be edited as appropriate

Email subject line: New UCL Late Summer Assessment Period

Dear <name>

UCL has been working towards the introduction of Late Summer Assessments in order to improve the student experience and better align UCL with the rest of the UK Higher Education sector.

The late summer period for centrally-administered examinations will take place from 20 August to 07 September 2018. If you require a Resit or Deferral, the exam timetable will be made available to you (via Portico) by 23 July 2018. If you have multiple Late Summer Assessments, exams are likely to be more compressed than in the main exam period, however every effort will be made to avoid two exams in a single day.

The deadlines for coursework and other forms of assessment will be published by the Department – all assessments will take place by 07 September 2018.

Answers to some frequently asked questions for students can be found on the UCL Students website.

The new sitting is accompanied by new regulations for all UCL taught students:

- Summary of Late Summer Assessment regulations
- Resit and Repeat regulations
- Deferral regulations
- New Taught Postgraduate Classification regulations

If you have any questions about the new sitting, please do not hesitate to contact <departmental contact>.

Yours faithfully

<Programme contact/lead>
Appendix C – Template communication for all taught students - reminder

<table>
<thead>
<tr>
<th>To be sent to: All taught students</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be sent by: Departments</td>
</tr>
<tr>
<td>Deadline: Easter 2018</td>
</tr>
<tr>
<td>Can be edited as appropriate</td>
</tr>
</tbody>
</table>

**Email subject line: New UCL Late Summer Assessment Period**

Dear <name>

UCL has been working towards the introduction of Late Summer Assessments in order to improve the student experience and better align UCL with the rest of the UK Higher Education sector.

The late summer period for centrally-administered examinations will take place from **20 August to 07 September 2018**. If you require a Resit or Deferral, the exam timetable will be made available to you (via Portico) by **23 July 2018**. If you have multiple Late Summer Assessments, exams are likely to be more compressed than in the main exam period, however every effort will be made to avoid two exams in a single day.

The deadlines for coursework and other forms of assessment will be published by the Department – all assessments will take place by **07 September 2018**.

Answers to some frequently asked questions for students can be found on the [UCL Students website](#).

The new sitting is accompanied by new regulations for all UCL taught students:

- [Summary of Late Summer Assessment regulations](#)
- [Resit and Repeat regulations](#)
- [Deferral regulations](#)
- [New Taught Postgraduate Classification regulations](#)

If you have any questions about the new sitting, please do not hesitate to contact <departmental contact>.

Yours faithfully

<Programme contact/lead>
Appendix D – Template communication for students undertaking LSAs

To be sent to: Students who require a Late Summer Resit or Deferral
To be sent by: Departments
Deadline: Monday 9 July 2018
Can be edited as appropriate

Email subject line: Late Summer Assessment

Dear <name>

The Programme Board of Examiners has agreed that you require a Resit or Deferral in the Late Summer Assessment period for the following assessments:

<add module/ component names and codes, and whether the student will be resitting or deferring>

The late summer period for centrally-administered examinations will take place from 20 August to 07 September 2018. The exam timetable will be made available to you (via Portico) by 23 July 2018. If you have multiple Late Summer Assessments, exams are likely to be more compressed than in the main exam period, however every effort will be made to avoid two exams in a single day.

The arrangements for coursework and other forms of assessment are:

<add deadlines, submission arrangements, practical details for presentations/ practicals, etc.>

Special Examination Arrangements

If you have received Special Examination Arrangements in the past these will also be applied by UCL Examinations during the LSA period – there is no need to apply again. The deadline for any new applications for the LSA period is 30 July 2018.

Late applications will only be taken into account if you have suffered a sudden illness or injury. Applications in this instance must be received by Student Disability Services no later than seven calendar days before the examination. If you cannot meet this deadline then you will need to apply for a Deferral under the Extenuating Circumstances regulations.

Extenuating Circumstances

If you are ill or experience other sudden, unexpected personal circumstances that affect your ability to undertake a Late Summer Assessment please ensure that you submit a claim for Extenuating Circumstances as soon as possible, and within one week of the circumstance taking place. UCL is not normally able to consider claims submitted after this deadline.

Reasonable Adjustments for coursework and other non-exam assessments

If you have a Summary of Reasonable Adjustments, your usual adjustments will be available during the LSA period. If you have any questions please contact Student Disability Services.
Questions?

Answers to some frequently asked questions for students can be found on the UCL Students website.

The new sitting is accompanied by new regulations for all UCL taught students:

- Overview of Late Summer Assessment regulations
- Resit and Repeat regulations
- Deferral regulations
- New Taught Postgraduate Classification regulations

If you have any questions about the new sitting, please do not hesitate to contact <departmental contact>.

Yours faithfully

<Programme contact/lead>
# Appendix E – Sub Board Check List

## Prior to the meeting:

- Formally delegate authority from the main Board to the Sub Board (see Appendix F).
- Set up a Sharepoint site (or similar) which can be accessed by members of the Board of Examiners, External Examiners, Faculty Observers, and the Chair and Secretary of the relevant Extenuating Circumstances Panel.
- Confirm the membership of the Sub Board and whether the Board will meet by correspondence (Sharepoint), virtually (via Skype etc.), or in person.
- If conducting business by correspondence: Agree a window in which the board decisions will take place, and a deadline by which decisions must be made. Ensure that all members have access to Sharepoint.
- If meeting virtually: Agree a suitable date and time with all Sub Board members. Ensure Skype etc. arrangements are working and that all members have access to Sharepoint.
- If meeting in person: Agree a suitable date, time and venue with all Sub Board members.
- Ask the relevant Extenuating Circumstances Panel to post a report on outcomes of all EC cases to the Sharepoint site. Allow time for the Chair of the Board of Examiners to seek clarifications and additional information.
- If applicable, arrange a Scrutiny Meeting for any special cases.
- In advance of the Sub Board, circulate the following to all members of the Sharepoint site:
  - Sub Board agenda
  - Sub Board membership
  - Programme Scheme of Award/ Classification Scheme
  - Links to the new UCL regulations:
    - [Summary of Late Summer Assessment Regulations](#)
    - [Consequences of Failure regulations](#)
    - [Deferral regulations](#)
    - [New Taught Postgraduate Classification regulations](#)

## On the day:

- Circulate the following, either physically at the meeting or via Sharepoint:
  - Mark sheets (Board Reports)
  - Mark profiles of candidates to be classified
  - Statistical data
- If conducting business by correspondence or virtually: Ensure that members give written confirmation of the decisions made by the Sub Board.

## After the meeting:

- Complete an LSA Classification Report form for students who are eligible for an award, signed by the Chair/ Deputy Chair (electronic signatures are acceptable) [template TBC].
- Receive minutes of the Sub Board at the next main meeting of the Board.
Appendix F – Template for Delegating Authority to a Sub Board

To be completed by: The Chair of the Programme Board of Examiners
To be sent to: UCL Examinations on behalf of the Vice-Provost (Education & Student Affairs)

DELEGATION OF AUTHORITY TO A SUB BOARD OF EXAMINERS

The Programme Board of Examiners for <Board Name> has formally delegated authority to a Sub Board of Examiners to make decisions on its behalf.

The Sub Board will be conducted by correspondence/ virtually/ in person <delete as appropriate>.

The Sub Board will take place as follows:
<date, time, location, Sharepoint arrangements, virtual board arrangements, etc.>

The membership of the Sub Board will be as follows:
<insert names>

In order to be quorate, the Sub Board must include the Chair or Deputy Chair and at least one Internal Examiner for each main subject area covered.

<table>
<thead>
<tr>
<th>Chair or Deputy Chair of the Programme Board of Examiners</th>
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<tbody>
<tr>
<td>Name:</td>
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<table>
<thead>
<tr>
<th>External Examiner(s)</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Name:</td>
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<td>Name:</td>
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<tr>
<td>Name:</td>
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</tbody>
</table>

Electronic signatures are acceptable

Please submit this form to examinations@ucl.ac.uk.
Appendix G – Sub Board of Examiners Template Agenda

Text in italics indicates additional useful points to include in the Chair’s Agenda but which should be omitted from the standard Agenda circulated to members of the Sub Board.

SUB BOARD OF EXAMINERS MEETING AGENDA

<Board Name>

<Date>, at <hh:mm>, <venue>

1. Introductory Announcements
   - Welcome members, and, as appropriate, ensure that in doing so all members of the Board know who everyone else present is
   - Formally confirm that authority has been delegated to the Sub Board to make decisions on behalf of the main Board
   - Confirm that the meeting is quorate
   - Remind members of confidentiality restraints pertaining to the Board and results
   - Request declarations of interest (e.g. a relationship to a student) from Members of the Board
   - Brief report on the session’s examining procedures

2. Confirmation of Minutes of the Board’s Scrutiny Meeting (where applicable)

3. Conduct of Examinations
   - Chair to report any untoward events, e.g. interruptions, unacceptable noise levels in rooms adjacent or external to examination halls, material irregularities etc., and any mitigation measures taken.

4. Notification of Scheme of Award/ Classification Scheme

5. Examination Results
   - Chair to report on corrections / amendments to marks, where applicable
   - Formal approval of marks (including review of statistical data)

6. Progression and Award Decisions

7. Confirmation of the arrangements for results to be approved by the Faculty

8. Any Other Business and thanks.
Appendix H – LSA Classification Report Form

For: Students who are eligible for an award
To be completed by: The Chair of the Programme Board of Examiners
To be sent to: UCL Examinations

TBA by Student Records

To be signed by the Chair/ Deputy Chair (External Examiner signature not needed due to delegated authority).