Appendix 3: Guidance on Examinations [from the English Department Undergraduate Handbook 2017-18]

ENGLISH DEPARTMENT GUIDANCE ON EXAMINATIONS 2017-18

It is important that all students taking English examinations should read and take note of the guidance printed below.

This document should be read in conjunction with general UCL information on Examinations and Awards, including the important UCL Examination Guide for Candidates, available at http://www.ucl.ac.uk/current-students/exams_and_awards and in the online UCL Academic Manual at http://www.ucl.ac.uk/srs/academic-manual/overview.

1. Plagiarism and Self-Plagiarism

UCL regulations strictly prohibit plagiarism, that is, copying another person’s work and presenting it as your own. This includes copying from books, from websites, or from another student’s work. It also includes presenting work that has been written for you as your own.

In tutorial essays, Research Essays and Course Essays all quotations must be presented as such, by use of either quotation marks (for short quotations) or indentation (for long quotations). All quotations must also be properly acknowledged by precise reference to the source from which they are taken. Cases of plagiarism will be subject to disciplinary procedures. These may result in deduction or cancellation of marks and/or suspension or termination of your degree registration.

UCL also prohibits self-plagiarism: you must not reproduce material which you have already written for another assessment. The departmental rules on self-plagiarism are as follows:

- You cannot reuse all or part of a tutorial essay for another tutorial essay, course essay or research essay
- You cannot reuse all or part of a course essay or research essay in a desk exam, and similarly you cannot reuse all or part of a desk exam answer in a course essay or research essay
- You cannot reuse material written for one desk exam in another desk exam
- However, you can reuse material from your tutorial essays in desk exams

Tutorial essays, Research Essays and Course Essays are submitted via the Turnitin electronic plagiarism detection system. For more information on UCL’s plagiarism policy and on avoiding plagiarism, please see http://www.ucl.ac.uk/current-students/guidelines/plagiarism. For additional departmental guidance, please see the document ‘Avoiding Plagiarism’ in the appendices of this Handbook.

2. Duplication

The rubric on duplication runs as follows:
Candidates may not present substantially the same material in any two answers, whether on this paper or in other parts of the examination.

Common sense should be exercised in this area. The rubric does not forbid you to mention an author twice, or even to write on the same work twice, but it does forbid you to do so in substantially the same way. You would not, in general, be well advised to base your examination essays on a very limited range of material, no matter how variously you treated it; but that is a different consideration from the one which governs the duplication of material in two or more parts of the examination.

Please remember that Research Essays and Course Essays are parts of the examination, and are covered by the rubric in the same way as examination papers. Desk exam essays may, however, make use of work done for tutorials.

Duplication of material also involves duplication of critical arguments. Again, common sense should guide you here: it is permissible to mention an argument which forms the basis of another answer, but not to have two answers based on an identical argument (even if they use quite different works to illustrate it).

If you are in any doubt about these matters (as you begin revising for a paper on which you have done a Research Essay, for example), consult your tutor, who will advise you or get advice for you; but remember that the responsibility for conforming to the rubric is yours.

If you do duplicate material your work will be penalised. The repeated material (that which is written later, either in the same paper or in a subsequent part of the examination) will receive no marks.

3. Research Essays and Course Essays

(i) Unauthorized changes of title

If you submit a Research and/or Course Essay with a different title from the one already approved by the Department, you risk having your work penalised. The penalty will be more or less severe depending on the difference between the two titles and the consequences of that difference for the content or method of the essay.

(ii) Length

You will be penalised if your Essay exceeds the stipulated length: not more than 6,000 words for the Research Essay, and not more than 8,000 words for the Course Essay. There is a penalty of 5 marks for exceeding the word limit for Research Essays and Course Essays by up to 10%, and a penalty of 10 marks for exceeding the word limit for Research Essays and Course Essays by more than 10% (however, the penalised mark will not be reduced below the pass mark, assuming the work merits a pass).

In cases where coursework is submitted that is both late and over-length, the greater of the two penalties shall apply.
(iii) Late submission

The UCL wording on late submission penalties is as follows:

**Late Submission Penalties**
Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

**Further information:**
- Late Submission Penalties
- Extenuating Circumstances

You may not hand in any supplementary materials (such as errata or missing bibliographical information) after your essay has been submitted.

While working on your essay you should save your material at regular intervals, both directly onto your computer and in a back-up format such as on a USB stick.

<table>
<thead>
<tr>
<th>Submission Time</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>Up to 2 working days late</td>
<td>10 marks (but no lower than the pass mark)</td>
</tr>
<tr>
<td>More than 2 but less than 5 working days late</td>
<td>Mark capped at a pass (40)</td>
</tr>
<tr>
<td>More than 5 working days late but before the 2nd week of the summer term</td>
<td>Mark of 0 but complete</td>
</tr>
</tbody>
</table>

*From this table it should be clear that any penalty may have serious consequences: it could affect the class of your degree.*

If you are a final year student and fail to meet the deadline for your Course Essay, you will be required to sit the examination paper for that course. If you are a second year student and fail to meet the deadline for your Course Essay, you may either sit the examination paper for that course, or re-enter for the Course Essay the following year. Your Course Essay title would then have to be re-submitted and re-approved in your final year. Furthermore, you are reminded that you can only submit one Course Essay in each year.
Final year students taking the Literary Representation and the History of Homosexuality course and/or the Literary Linguistics course, which are both examined by Course Essay, and for which there is no desk exam, should note that failure to hand in the Essay is the equivalent of unexplained absence from an examination.

4. Six-hour papers

You are not required or expected to write more than you would in a three-hour paper. The extra time is to allow you to consult the copy of Chaucer or Shakespeare provided for you, or, in the case of the Critical Commentary paper, to read carefully and thoroughly the passages for commentary. There is provision for a supervised refreshment interval in the examination. This interval is not compulsory, but you are strongly advised to take advantage of it.

5. Extenuating Circumstances and Special Examination Arrangements

(i) Extenuating Circumstances Claims

For the UCL Extenuating Circumstances Claim Form, and UCL Extenuating Circumstances Guidance for Students, please see the online UCL Academic Manual at http://www.ucl.ac.uk/srs/academic-manual/c4/annexes. Undergraduate students should hand completed claim forms, together with any evidence, to Anita Garfoot (the departmental Exams Liaison Officer) in the English Department Office, who will then arrange for the claim to be considered by the English Department Extenuating Circumstances Panel (and referred to Faculty and/or College Panels if necessary). Claim Forms must be submitted no later than a week after the circumstance concerned.

Students must read the UCL Extenuating Circumstances Guidance for Students before completing a Claim Form. Please note that the UCL Extenuating Circumstances procedure is designed to cover sudden, severe occurrences; allowances for long-term conditions should instead be applied for by the student in consultation with Student Disability Services (see (ii) Special Examination Arrangements, below).

(ii) Special Examination Arrangements

There is provision for you to take your examination in special places or by special means (e.g. if you are unable to write by hand); students should contact Student Disability Services for an assessment as early as possible in the year and not later than 6 weeks before the first exam. See http://www.ucl.ac.uk/disability/special-examination-arrangements/how-to-apply for further information.

If there is a sudden emergency closer to the time of the exams (e.g. a sudden injury) that means you require special examination arrangements, you may need to submit an Extenuating Circumstances Claim Form (see (i), above). However, please consult with Student Disability Services first, in case they are able to make a late arrangement without the need to submit the form.
6. **Possible overlap between papers**

The work of some authors crosses the period boundaries of courses (e.g. Henry James), or may figure in a period course and another kind of course (e.g. Middleton figures in both the Renaissance and the London in Literature courses).

With regard to authors whose work crosses period boundaries, or figures in different kinds of course, examination questions will usually address those parts of the author’s work which come within the scope of the course being examined. If you choose to answer on an author’s work in more than one examination, you should observe the general rubric about not repeating material. See also the ‘Guidance on Choice of Topics in Relation to Course Boundaries’ (below).

The following list gives the period courses in which some of these ‘overlap’ authors may figure. Remember that some authors also figure in non-period courses (e.g. London in Literature).

<table>
<thead>
<tr>
<th>Authors</th>
<th>Course or Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. H. Auden</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Samuel Beckett</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Frances Burney</td>
<td>Eighteenth Century and Romantics</td>
</tr>
<tr>
<td>Robert Burns</td>
<td>Romantics</td>
</tr>
<tr>
<td>Joseph Conrad</td>
<td>Moderns I</td>
</tr>
<tr>
<td>William Cowper</td>
<td>Eighteenth Century</td>
</tr>
<tr>
<td>T.S. Eliot</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>William Faulkner</td>
<td>Moderns I</td>
</tr>
<tr>
<td>Graham Greene</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Thomas Hardy</td>
<td>Victorians (Novels); Moderns I (Poetry)</td>
</tr>
<tr>
<td>Ernest Hemingway</td>
<td>Moderns I</td>
</tr>
<tr>
<td>Henry James</td>
<td>Moderns I, Victorians, and Americans</td>
</tr>
<tr>
<td>George Orwell</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Ezra Pound</td>
<td>Moderns I</td>
</tr>
<tr>
<td>Evelyn Waugh</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Orson Welles</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>H. G. Wells</td>
<td>Victorians and Moderns I</td>
</tr>
<tr>
<td>William Carlos Williams</td>
<td>Moderns I and Moderns II</td>
</tr>
<tr>
<td>Virginia Woolf</td>
<td>Moderns I</td>
</tr>
</tbody>
</table>

You should ask your tutor for advice about any author not mentioned in the list.

**Guidance on choices of topics in relation to course boundaries**

**What falls within the scope of each course?**

Students are permitted and indeed encouraged to write on materials beyond those taught in lectures and seminars, provided that these fall within the scope of each course.
concerned. In the case of a period course, the materials must fall within the period boundaries of the course (as stated or as generally understood); in the case of a thematic course (e.g. London in Literature, Literary Representation and the History of Homosexuality) the materials must relate to the theme of the course. If in doubt as to whether particular materials are appropriate to write on in relation to a particular course, students should consult their tutors.

Lectures and seminars are sometimes offered on materials in translation, or slightly outside the period boundaries of a course. In these cases these materials are considered as included within the scope of the course.

What about materials that fall outside the scope of particular courses?

Other materials that fall outside the scope of a particular course – e.g. because outside the period boundaries of the course, or because originally written in a language other than English – may be written on, subject to the following conditions:

- Tutorial essays: normally at least half of the essay must discuss materials from within the scope of the course.
- Research Essays: the topic you choose must relate to one of your courses (see the section on Research Essays elsewhere in the Course Guide). Normally at least half of the essay must discuss materials from within the scope of the course.
- For individual exam answers: the exam rubric must be complied with; e.g. if a question requires answer to at least two works, or at least two authors, these must fall within the scope of the course. However once rubric requirements have been fulfilled, candidates may in addition discuss works beyond the scope of the course if they wish and if relevant to the question.
- For Course Essays: at least two authors who fall within the scope of the course must be discussed. However once this requirement has been fulfilled, candidates may in addition discuss works beyond the scope of the course if they wish.

For more detailed advice on choosing a topic for a Research Essay or Course Essay, please see the relevant sections elsewhere in the Undergraduate Handbook. Proposed titles for the Research Essay and Course Essay are scrutinised by a subcommittee of the English Department Board of Studies which will ensure that the proposed essay has appropriate coverage.

If in doubt as to whether particular materials are appropriate to write on in relation to a particular form of assessment of a particular course, students should consult their tutors.

Quotations in languages other than English

If a student wishes to quote in a language other than English a translation must be provided, but will not be included in the word-count.
7. **Examination Descriptions**

Brief descriptions of every paper are made available each year. These indicate the length of the examination, what kinds of questions to expect (e.g. translation, essay), how many questions must be answered, and whether any questions are compulsory. There is no guarantee that a paper will follow the format of previous years’ papers.

8. **Papers in Advance**

All single-honours students in their second year are expected to register for two papers in advance, Chaucer and one of their second-year option papers. Registration does not mean that you are then compelled to sit the papers (provided you withdraw formally before the end of the spring term), but you are strongly advised to do so unless there are very good reasons not to. Doing papers in advance gives you practice in taking examinations, allows you to assess your progress, and most important of all eases the burden of preparation in your final year. You should consult your tutor if you have any doubts about taking papers in advance.

Withdrawal:
In the second year you may withdraw from either or both of your papers, provided that you notify the English Department Office before the end of the spring term (Friday 23rd March 2018). If you withdraw there will be no consequences, and you will simply be required to sit the papers in your final year.

If you decide not to hand in a second-year Course Essay and not to sit the examination at the end of your second year, you should also withdraw from that paper before the end of the spring term.

Change of examination entry:
The UCL-wide deadline for changes to examination entry is Friday 15th December 2017. If you wish to change the option course that you are being assessed in alongside Chaucer at the end of your second year so that you are entered for an alternative paper in advance, you will need to notify the English Department Office in advance of this deadline (by Wednesday 13th December would be ideal) so that they have time to request that the UCL Registry makes the change.

Limit of attempts at any one paper, and capping of re-sit marks:
If you turn up for the examination but either present a blank script, or cross out your answers before handing your script in, or fail the examination, you will be given a fail mark. This will be treated as a first attempt. You will be able to re-sit the paper in the late summer resit period; however, the mark given for the re-sit paper will be capped at a bare pass, which is 40. Only the mark given for the second attempt will be recorded on the degree transcript, although it will be stated that it was a second attempt. However, please note that only two attempts at any one paper are allowed; and if a student fails two or more papers at the second attempt they cannot be awarded a degree. Students will receive the higher of the marks achieved at the first or second attempt. The UCL wording on the capping of marks is as follows:
Capping of Reassessment Marks

The marks for modules passed at the second attempt will be capped at the Pass Mark: 40 [for undergraduate courses]. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. who have Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

Further information:
- Consequences of Failure

Only students with significant Extenuating Circumstances can withdraw from their Finals examinations.

9. Procedures of examination

All examination papers and essays are presented anonymously and double-marked. For the procedure to follow in respect of Research Essays and Course Essays, please refer to the relevant sections in Part 3 of this Handbook.

Two External Examiners are involved in all stages of the examining procedure. These include the scrutinising of question papers, the assessment of borderline cases and the award of recommended degree classes.

It is very important to realize that you cannot miss out, or be absent without good reason from, any part of the examination.

Good reasons for absence almost always relate to sudden illness, or to sudden severe personal difficulties. In these instances an Extenuating Circumstances Claim should be made; see Section 5.i, above.

Any candidate for the Final Examination who is absent from, or fails to submit a single module of his or her degree assessment, but has valid Extenuating Circumstances, will be eligible for Late Assessment. This will involve deferring the examination, to take as if for the first time, either later in the summer of the same year, or the following year, if that is considered a more practical option. The mark gained in the deferred first attempt in such a circumstance will not be capped. If the circumstances are such as to render Late Assessment inappropriate, the Department Extenuating Circumstances Panel can apply for that module to be excluded from the classification calculation, subject to the approval of the JFECP (Joint Faculty Extenuating Circumstances Panel).

Reassessment

Students who fail two modules or less will be required to Resit in the Late Summer Assessment Period (unless the student is a Finalist who has failed one module only, and the Board of Examiners for the BA in English agrees to recommend an award be made, including the failed module in the degree profile). Students failing more than two modules will be required to Repeat the module(s), with tuition, in the following academic year. There are separate provisions for students who fail due to Extenuating Circumstances - the
Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/ attendance.

Capping of Reassessment Marks
The marks for modules passed at the second attempt will be capped at the Pass Mark: 40. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. who have Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

The College wording on absence from assessment is as follows:

Absence from Assessment

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

In line with UCL’s obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

Further information:
- Extenuating Circumstances
- Authorised Absence Policy

10. Late arrival at examinations

If you arrive up to half an hour after the time an examination starts the supervisor will normally allow you in, but you will not be permitted any additional time, and will, therefore, finish at the same time as other candidates.

If you are more than half an hour late, you should go to the Department and inform a member of the academic or administrative staff of what has happened. You will be able to sit the examination in departmental accommodation, but a standard period of 30 minutes will be deducted from the total time allowed.

Candidates arriving after the time for the normal end of the examination will not be allowed to sit the paper.

11. Modern Language Plus and Greek/Latin and English students

The English component consists of six desk exams, two of which are taken at the end of the first year, two at the end of the second year, and two at the end of the fourth year. For the courses ‘Literary Linguistics’ and ‘Literary Representation and the History of Homosexuality’, Course Essays replace these desk exams. If not taking either Literary Linguistics or Literary Representation and the History of Homosexuality, students may choose to write one Course Essay in place of one three-hour desk examination, either in their second year or in their final year. For regulations concerning failure in one or more papers and those governing
withdrawal from one or more papers, you should consult your home department (in SELCS, or Greek and Latin).

12. **Full-Year Affiliates**

Affiliate students taking courses in English over the full academic year are examined for their courses in English according to the same procedures and criteria as single honours students with respect to the papers they sit. Their examination grades form part of their assessment in each course, the other part being made up of their tutorial work. They may, however, make use of tutorial work in the examination. For further details, see the document about affiliate assessment previously circulated to affiliate students by Dr Stamatakis (also in the appendices to this handbook).

13. **Course unit students**

Students from other departments who are taking a course in English as a unit in another degree programme (including continuing BASc students) are examined according to the same procedures and criteria as single honours students with respect to the paper they sit. The grade is communicated to the department in which they are registered.

14. **Marks and degree classes**

When assessing scripts, examiners will pay particular attention to:

- Accuracy and expressiveness of style
- Engagement with the question
- Knowledge of relevant material
- Shape, coherence and direction

Examiners will also look for an awareness of one or more of the following:

- Literary effects
- Literary-historical contexts
- Critical paradigms and methods

The following definitions of the work characteristic of the different degree classes are intended to provide an indication of what is looked for in examinations, but they are not a definitive statement of principle.

**First:** First-class answers make imaginative and suggestive as well as accurate use of the relevant literary works or basic materials, and articulate a sense of their larger significance (i.e. of how these might be related to their historical period, or to other ideas and works, or to critical theories and methods). They should respond creatively and thoughtfully to the complexities of the question, be stylishly expressed, demonstrate originality or independence of mind.
**Upper Second:** Upper-second answers demonstrate wide and accurate knowledge of the relevant literary works or basic materials, and an ability to think critically about them as opposed to merely describing them. They must see plainly the point of the question and be able to conduct an argument in response to it. Answers must be lucidly written.

**Lower Second:** Lower-second answers suggest that the course has been followed. They reveal familiarity with the basic materials, but may be subject to serious errors in describing or elaborating them. The II.ii answer may use the question as a mere peg, is not sufficiently on guard against cliché, and deploys only a modest range of reading.

**Third:** Third-class answers may be short, substantially irrelevant or inaccurate and fail to answer the question. There may be rubric violations.

**Long Essays:** The criteria for marking timed examinations and Course or Research Essays are very similar. But, given that essays are prepared and written over a long period, higher standards are expected in the following categories:

- Structure
- Depth of research
- Accurate and well-presented footnotes and bibliography

There are two types of unclassified degree available in the UCL system: the ‘Ordinary’ degree, and the ‘Aegrotat’ degree (see the UCL Academic Manual (Chapter 4, Section 4.7) for further details).

Examination marks are awarded on a numerical scale running from 0 to 80. The Course Assessment mark, which is a special feature of our assessment procedure, is calculated by averaging the 4 termly tutorial grades obtained in the second and third years of the course. Normally each candidate will have 10 marks in his or her profile: the tutorial mark, a Research Essay mark, and 8 others.

The system of numerical marks used in the marking of individual examination papers and long essays is the same as that used for tutorial essays, and is as follows:

- **First Class:** 70-80
- **Upper Second:** 60-69
- **Lower Second:** 50-59
- **Third Class:** 40-49
- **Fail:** 0-39

The criteria for degree classes are as follows:

- **First** 3 marks above 69 and numerical aggregate of at least 666
- **Upper Second** 6 marks above 59 and numerical aggregate of at least 590
Lower Second 8 marks above 49 and numerical aggregate of at least 520

Third 9 marks above 39 and numerical aggregate of at least 460

The work of candidates who meet one but not both of the criteria, or none of the criteria, for any one of the four possible classes is referred to our External Examiners for review. The Board of Examiners has the authority to refer any work to the External Examiners, to take certain exceptional or extenuating circumstances into account, and to make final decisions on degree classes.

15. Grievance procedure

The Department’s practice in relation to complaints about the results of examinations follows UCL’s Student Complaints Procedure, details of which are set out at http://www.ucl.ac.uk/srs/academic-manual/c1/complaints. In brief, any complaint about the conduct of an examination should be addressed in the first instance to a member of academic staff other than the Chair of the Board of Examiners, who will attempt to resolve the matter informally. If the complainant is not satisfied he or she may then take the matter to the Registrar, who will consider the complaint and the Department’s response. It should be stressed that generalised complaints about examination performance not reflecting a candidate’s true ability will almost certainly be rejected by both the department and the authorities. The procedures for anonymity and double marking make the system as objective as possible; these procedures are vetted every year by the external examiners. The only complaints which are likely to be considered concern errors, omissions, or bias in the setting and marking of examinations. Such complaints will be taken extremely seriously if there is evidence to support them.

16. Timetabling of examinations

The UCL Undergraduate Examination Period for 2017-18 will be from 25th April to 25th May. Students will be able to view their personal examination timetables on Portico by the end of the spring term (or possibly as early as the end of February), as soon as the examination timetable for the whole of UCL has been finalised. Within this very tight schedule every effort will be made by the Registry’s Examinations Section to ensure that the examinations are evenly spread, while avoiding clashes in individual students’ timetables throughout the whole of UCL and managing the available exam halls around London that have been booked.

17. Publication of results

Once the final Board of Examiners meeting has been held, after around 3pm on Friday 8th June 2018, pass lists will go up on the 2nd/3rd year notice boards in the English Department. These will take the form of provisional degree classes for graduating BA English students (but not results for individual papers), and lists of passes by individual course for second-year BA English students, and Modern Language Plus, Course Unit and full-year Affiliate students. Students will need to retain their candidate numbers in order to refer to these lists.
In addition, final-year students only (BA English, and Modern Language Plus) will receive a letter listing all provisional marks for English courses taken that year, by Monday 2nd July 2018. These will be posted by the English Department Office to students’ contact addresses as entered on Portico. If, after the 2nd July, a letter has not been received, students can contact Anita Garfoot in the English Office (a.garfoot@ucl.ac.uk) and she will be able to email a scanned version (to UCL email addresses only), or re-send the letter by post. Please note that it is not allowed to give any results over the phone.

The UCL Registry's Assessment and Student Records Section confirms actual marks for all papers, and degree classes. They expect to make official results available for students to view on PORTICO at the end of July; students are advised to keep checking their UCL email accounts over the summer and renew UCL passwords as necessary so that they can access results on their PORTICO accounts. The exact date of results publication will not be known in advance, as the results for the whole of UCL are published at once as soon as they are ready, but it is normally in the very last week of July. The Assessment and Student Records Section also organise the posting of degree certificates and the online Higher Education Achievement Record for graduates, and the communication of affiliates’ results to their home institutions. Please see pages 14-15 of UCL's ‘Examination Guide for Candidates 2017-18’ (https://www.ucl.ac.uk/students/sites/students/files/ucl-examinations-candidate-guide.pdf) for full information about the HEAR, final degree certificates and transcripts, and note especially the need to update contact addresses in PORTICO in order to receive certificates. The UCL Registry text about transcripts is as follows:-

**Transcripts**

An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

**Affiliate students**

Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are dispatched as follows:

- JYA, Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
- Independent affiliate students – transcripts are posted to the students’ contact addresses.

**Further information:**
http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts
18. Further information or questions

If you have any questions about the information and advice given in this document, or about any aspect of the examinations, you should consult your tutor or the Chair of the Board of Examiners who is Prof Gregory Dart (FC 238, Tel: 020 7679 3139) or the Secretary of the Board of Examiners who is Dr Natalie Jones (020 7679 3142).