ACADEMIC REGULATIONS FOR STUDENTS

UNDERGRADUATE PROGRAMMES

Section 3: Academic Assessment

2012-2013 Academic Session
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summary Of Recent Changes and/or Additions To The Published Regulations In This Section</td>
<td>4</td>
</tr>
<tr>
<td>3.1</td>
<td>Entry To Undergraduate Summative Assessment For Students Registering For 12 And 16 Course-Unit Degree Programmes</td>
<td>9</td>
</tr>
<tr>
<td>3.1.1</td>
<td>Submission of Student Summative Assessed Work and Anonymity</td>
<td>10</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Eligibility for Summative Assessment Criteria</td>
<td>11</td>
</tr>
<tr>
<td>3.1.3</td>
<td>Withdrawal from Academic Assessment on Academic Grounds</td>
<td>12</td>
</tr>
<tr>
<td>3.1.4</td>
<td>Withdrawal from Summative Assessment on Exceptional Grounds</td>
<td>13</td>
</tr>
<tr>
<td>3.1.5</td>
<td>Unauthorised Absence from Assessment</td>
<td>14</td>
</tr>
<tr>
<td>3.1.6</td>
<td>Late Submission of Coursework</td>
<td>14</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports</td>
<td>15</td>
</tr>
<tr>
<td>3.1.8</td>
<td>No Attempt or Minimal Attempt of a Paper or other Form of Summative Assessment</td>
<td>16</td>
</tr>
<tr>
<td>3.1.9</td>
<td>Late Assessment of a Course Unit</td>
<td>16</td>
</tr>
<tr>
<td>3.2</td>
<td>Re-Entry to Examinations or Other Method of Summative Assessment</td>
<td>17</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Re-Entry to Summative Assessment</td>
<td>17</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Number of Permitted Attempts</td>
<td>17</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Re-sit Marks</td>
<td>18</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Referred Assessment</td>
<td>18</td>
</tr>
<tr>
<td>3.2.5</td>
<td>Repeating a Passed Course Unit</td>
<td>20</td>
</tr>
<tr>
<td>3.2.6</td>
<td>Format of the Reassessment</td>
<td>20</td>
</tr>
<tr>
<td>3.2.7</td>
<td>Programme Regulations and Syllabus for Re-entered Examinations or Other Forms of Assessment</td>
<td>20</td>
</tr>
<tr>
<td>3.2.8</td>
<td>Timing of Re-Entered Formal Written Examinations</td>
<td>20</td>
</tr>
<tr>
<td>3.2.9</td>
<td>The Substitution of Failed Course unit(s)</td>
<td>21</td>
</tr>
</tbody>
</table>

UG_Section_3_2012
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
<td>Assessment in a Language Other than English</td>
<td>21</td>
</tr>
<tr>
<td>3.4</td>
<td>The Conduct of Examinations and Other Forms of Assessment</td>
<td>22</td>
</tr>
<tr>
<td>3.5</td>
<td>Special Examination Provision on Grounds of Specific Learning Difficulty (such as Dyslexia, Disability or Ill Health)</td>
<td>22</td>
</tr>
<tr>
<td>3.6</td>
<td>Date of a Degree Award</td>
<td>22</td>
</tr>
<tr>
<td>3.7</td>
<td>Provision of a Degree Certificate</td>
<td>22</td>
</tr>
<tr>
<td>3.8</td>
<td>Regulations for the Award of Degrees Under the Special and Aegrotat Provisions</td>
<td>23</td>
</tr>
<tr>
<td>3.9</td>
<td>Award of Degrees, Diplomas and Certificates</td>
<td>23</td>
</tr>
<tr>
<td>3.10</td>
<td>Appeal Against the Decision of a Board of Examiners</td>
<td>23</td>
</tr>
<tr>
<td>3.11</td>
<td>Revocation of Degrees, Diplomas and Certificates</td>
<td>23</td>
</tr>
</tbody>
</table>
SUMMARY OF RECENT CHANGES AND/OR ADDITIONS TO THE PUBLISHED REGULATIONS IN THIS SECTION

<table>
<thead>
<tr>
<th>Item No</th>
<th>Submission of Student Summative Assessed Work and Anonymity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1</td>
<td>Submission of Student Summative Assessed Work and Anonymity</td>
<td>10</td>
</tr>
</tbody>
</table>

i) Unseen summative written examinations must be assessed anonymously against candidate number.

ii) A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.

iii) Once marks have been finalized for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.

iv) Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations and group work etc.

v) Anonymity is required when a coursework element assessment constitutes more than 40% of a module.

vi) Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

Guidance for students and staff:

i) In this context a coursework element is either part of, or the entire, coursework component for a module. For example, one essay weighted at 40% of a module is one element and therefore makes up the entire 40% coursework component for that module, the remainder being other component(s) weighted at 60%. However, as another example, 10 individual weekly problem sheets weighted at 40% of a module are 10 elements of the 40% coursework component of that module the remainder being other component(s) weighted at 60%.

ii) Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.

iii) The student SRN may be used as an anonymous identifier when departments/divisions wish to reserve use of candidate numbers for unseen written examinations.
iv) Since students benefit from feedback on their coursework, anonymity is not required when the coursework element constitutes 40% or less of the assessment for a module.

v) Anonymity is required when a coursework element constitutes 40% or more of a module and SRN or candidate numbers may be used as appropriate. However, anonymity may be relaxed once marks have been agreed to facilitate feedback to students. See 3.1.1, iii) above.

vi) Candidate numbers should be used for all unseen written examinations and at meetings of Boards of Examiners.

3.1.2 Eligibility for Summative Assessment Criteria

i) Students will be eligible for summative assessment if they have attended and pursued the course unit(s) to the satisfaction of the teaching department/division. The minimum requirement for ‘satisfactory performance’ is attendance of 70% of the course unit in terms of lectures, seminars, laboratory session and other forms of teaching and learning as specified by the department/division or faculty.

ii) Students who are clearly falling short of any departmental/divisional requirements in any particular course unit(s) will be informed in writing that their performance is currently less than satisfactory, and that if the situation continues, they may be barred from the assessment of the course unit(s) in question together with the consequences that this may bring.

iii) Students have the right to appeal against the decision to bar them from being assessed.

Guidance for students and staff:

i) Departmental/divisional, programme and module literature given to students at the start of the session must set out the policy on satisfactory performance, together with clear definitions of what will constitute ‘unsatisfactory performance’. If particular importance is attached to the attendance for certain elements, such as seminars for laboratory work, of a course unit, then the requirements must be set out clearly in the literature given to students.

ii) Departments/divisions may stipulate a higher minimum requirement than attendance of 70% of the course unit if they wish to do so as long as this is communicated to the students.

iii) Wherever it is practicable for them to do so, departments/divisions must have adequate mechanisms in place
for regularly recording attendance at seminars, classes and tutorials, and the submission of required coursework and any other work and for the reporting by individual teachers of any serious deficiencies to the departmental/divisional degree programme tutor (as appropriate), who are the designated departmental/divisional officers with overall responsibility for instigating the barring process.

iv) Any communications informing students that their performance is currently less than satisfactory, should be sent to the relevant faculty tutor for information (and to the student’s home department/division if it is not the department/division responsible for teaching the course unit(s) in question).

v) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session and certainly no later than half-way through the course unit(s) in question.

vi) The faculty tutor (and, where relevant, the student’s home department/division) may also decide at this point to interview the student concerned. Details of the procedures departments/divisions need to follow are available by following this link.

Right of appeal against a decision to bar a student from being assessed:

vii) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home faculty tutor or the Dean of Students (Academic), as appropriate (see below), within seven days of the date of notification of the department’s/division’s or faculty’s decision.

viii) The home faculty tutor will deal with any appeal there may be against a departmental/divisional decision where progression is not at stake within five working days of receipt of the written appeal.

ix) Appeals against a decision by the faculty tutor which results in non-progression or classification difficulties for the student will be dealt with by the Dean of Students (Academic) or another senior member of administrative or academic staff should there be any conflict of interest i.e. the appeal relates to the Faculty of the Dean of Students (Academic), within five working days of receipt of the written appeal.

x) Advice regarding the avoidance of potential conflicts of interest can be obtained by contacting the Curricular Development and Examiners Section by emailing examiners@ucl.ac.uk.
xi) Should a student be dissatisfied with the outcome of their appeal, they may then go through UCL’s Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question.

3.1.7 Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports

For submitted coursework, where a maximum word count has been specified, the following procedure will apply:

i) Assessed work should not exceed the prescribed word count.

ii) Assessed work with a stated word count above the prescribed word count should not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted but the original deadline for submission still applies and penalties for late submission will be applied as specified in section 3.1.5.

iii) For work that exceeds the upper word limit by 10% or more, a mark of zero will be recorded.

iv) For work that exceeds the upper word limit by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.

v) For discipline specific practices such as bibliographies, tables, pictures and graphs, departments/divisions should specify in writing to students whether these are recorded as part of the upper word limit and how this will be counted.

3.2.3 Re-sit Marks

i) The higher of the marks achieved at the first attempt and the re-sit attempt will apply.

ii) Marks of re-taken or substitute course units will be included in the calculation for the average mark of the weighting year from which they were originally taken rather than in the year that they were re-taken.

Guidance for Students and staff:

i) Students are not obligated to re-sit failed course units, but are advised to seek academic advice before making a decision. Students who opt not to re-sit should ensure that they inform the
examination section so that their records are amended accordingly.

   ii) Students who were absent or incomplete at their first attempt must re-sit in order to be eligible for a classified degree, unless they have extenuating circumstances that could be considered under the Special Provisions Procedures.

   iii) For students on an intercalated BSc programme, the marks gained at the first attempt are those that count towards the classification of the award.

3.2.6 Format of the Reassessment

   Students will only re-sit the failed assessment components unless the regulations for their programme require that students must re-take all assessed components of a course unit.

Guidance for students and staff:

Students will be automatically re-entered for assessment components that they have failed to pass or complete, unless they have been granted permission or been excluded from UCL. If a student passes assessed coursework components but fails an examination, the normal expectation is that the student would only re-sit the examination. However, following academic advice, a recommendation may be made by the departmental/divisional programme tutor that a student can re-sit all assessment components of the course unit, including those previously passed. Evidence of support by the faculty tutor should be sent to the examinations section.
3.1 ENTRY TO UNDERGRADUATE SUMMATIVE ASSESSMENT FOR STUDENTS REGISTERING FOR 12 AND 16 COURSE-UNIT DEGREE PROGRAMMES

Guidance for students and staff:

For the purposes of these regulations, ‘Assessment’ refers to the summative assessment of any course unit whether by written examination and/or by coursework, or other means of assessment such as on-line tests, project and laboratory work, exhibitions, oral presentations or oral examinations, etc.

FORMS OF ACADEMIC ASSESSMENT

i) Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a programme’s summative assessment.

ii) **Summative assessment** provides a clear statement of achievement that can be made in respect of an individual student’s performance. The outcome of summative assessment is used to classify a degree award and is recorded on student transcripts.

iii) **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning objectives for specified course units and modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.

iv) Permitted forms of summative academic assessment are set out in UCL’s [Assessment Strategy](#).

vi) Permitted forms of summative e-assessment are set out in UCL’s [e-assessment regulations](#).

Guidance for students and staff:

These regulations should be read together with the following documents and programme specific regulations:

i) UCL Assessment Strategy is set out in [Appendix 21](#).

ii) UCL Learning and Teaching Strategy, available by following this [link](#).

iii) UK Quality Assurance Agency Benchmark Statements, available from this [link](#).

iv) The framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ), available from this [link](#).
3.1.1 Submission of Student Summative Assessed Work and Anonymity

i) Unseen summative written examinations must be assessed anonymously against candidate number.

ii) A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.

iii) Once marks have been finalized for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.

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v) Anonymity is required when a coursework element assessment constitutes more than 40% of a module.

vi) Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

Guidance for students and staff:

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iii) Students have the right to appeal against the decision to bar them from being assessed.

Guidance for students and staff:

i) Departmental/divisional, programme and module literature given to students at the start of the session must set out the policy on satisfactory performance, together with clear definitions of what will constitute 'unsatisfactory performance'. If particular importance is attached to the attendance for certain elements, such as seminars for laboratory work, of a course unit, then the requirements must be set out clearly in the literature given to students.

ii) Departments/divisions may stipulate a higher minimum requirement than attendance of 70% of the course unit if they wish to do so as long as this is communicated to the students.

iii) Wherever it is practicable for them to do so, departments/divisions must have adequate mechanisms in place for regularly recording attendance at seminars, classes and tutorials, and the submission of required coursework and any other work and for the reporting by individual teachers of any serious deficiencies to the departmental/divisional degree programme tutor (as appropriate), who are the designated departmental/divisional officers with overall responsibility for instigating the barring process.

iv) Any communications informing students that their performance is currently less than satisfactory, should be sent to the relevant faculty tutor for information (and to the student’s home department/division if it is not the department/division responsible for teaching the course unit(s) in question).

v) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session and certainly no later than half-way through the course unit(s) in question.
vi) The faculty tutor (and, where relevant, the student’s home department/division) may also decide at this point to interview the student concerned. Details of the procedures departments/divisions need to follow are available by following this link.

Right of appeal against a decision to bar a student from being assessed:

vii) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home faculty tutor or the Dean of Students (Academic), as appropriate (see below), within seven days of the date of notification of the department’s/division’s or faculty’s decision.

viii) The home faculty tutor will deal with any appeal there may be against a departmental/divisional decision where progression is not at stake within five working days of receipt of the written appeal.

ix) Appeals against a decision by the faculty tutor which results in non-progression or classification difficulties for the student will be dealt with by the Dean of Students (Academic) or another senior member of administrative or academic staff should there be any conflict of interest i.e. the appeal relates to the Faculty of the Dean of Students (Academic), within five working days of receipt of the written appeal.

x) Advice regarding the avoidance of potential conflicts of interest can be obtained by contacting the Curricular Development and Examiners Section by emailing examiners@ucl.ac.uk.

xi) Should a student be dissatisfied with the outcome of their appeal, they may then go through UCL’s Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question.

3.1.3 Withdrawal from Academic Assessment on Academic Grounds

i) Students may withdraw their entry to an examination or other format of assessment on academic grounds with the approval of the departmental/divisional and faculty tutors, provided the application is made before the deadline of the end of the first week of the term in which they will be assessed, or before the assessment when the assessment is held in the first week of term.

ii) Students absenting themselves from an unseen written examination or other form of assessment without prior approval will be marked as absent and deemed to have made an attempt at the examination.

Guidance for students and staff:

i) Students should complete the Notification of Withdrawal from Examination form and submit it, to their departmental/divisional tutor for onward
transmission to the examinations section via the faculty tutor.

ii) Faculty approval should be obtained and submitted to the examinations section by the end of the first week of the term in which they will be examined. Once approval has been granted, the student will not be regarded as having made an entry or re-entry.

iii) Academic grounds are grounds which are considered by the department/division and faculty to affect significantly the coherence of the student’s programme of study or likely to affect significantly the student’s academic performance, for example, where a student is registered on a course for which they are completely unsuited, or where the student is clearly overburdened.

iv) The criterion for assessing whether grounds are acceptable should be that such withdrawal would not advantage the student concerned over other students on the programme. It should also be considered whether to refuse such withdrawal would disadvantage the student in comparison with other students on the programme.

v) Any student wishing to withdraw from the examination(s) after the deadline may only do so in exceptional circumstances (see Exceptional Withdrawal from Examinations).

vi) Re-entry to an examination, part of an examination or other form of academic assessment, must be made at the next normal occasion.

vii) Permission to re-enter an examination, or part of an examination later than the next following examination for which the student is eligible is at the discretion of UCL. Applications to suspend this regulation should be made in writing to the examinations section by the student’s departmental/divisional programme tutor via the faculty office and accompanied with appropriate documentary evidence such as medical certificate (if relevant).

viii) Students are advised to seek guidance on any visa implications that may affect eligibility to stay in the UK before requesting withdrawal from assessment.

ix) Forms for the Withdrawal from Examination are available by following this link.

3.1.4 Withdrawal from Summative Assessment on Exceptional Grounds

Students wishing to withdraw from examinations or any other form of academic assessment after the end of the first week of the term in which they will be assessed can only do so on the grounds of serious ill health or following bereavement on the death of a near relative. However, students cannot withdraw from an assessment after it has taken place.

Guidance for students and staff:
i) Students should complete the Exceptional Withdrawal from Examinations Form and submit it, along with documentary evidence such as a letter or certificate from a medical practitioner, to their departmental/divisional tutor for onward transmission to the examinations section.

ii) Entry to an examination, part of an examination or other form of assessment, must be made at the next normal occasion.

iii) Permission to re-enter an examination, or part of an examination later than the next following examination for which the student is eligible is at the discretion of UCL. Applications to suspend this regulation should be made in writing to the examinations section by the student’s departmental/divisional programme tutor via the faculty office, accompanied with appropriate documentary evidence such as a medical certificate (if relevant).

iv) A form for the Exceptional Withdrawal from Assessment is available by following this link.

3.1.5 Unauthorised Absence from Assessment

i) If a student is absent from an examination or other form of assessment without permission and provides no evidence of extenuating circumstance, then the normal procedure is that the student is awarded a mark of zero for the missed/non-attempted examination. The same procedure applies if a student is present at an examination but, either does not attempt the paper, of attempts so little that it cannot be assessed.

ii) In such cases students will not be deemed to have completed the module.

Guidance for students and staff:

A mark of zero would be counted in any average and it would be treated as an attempt; the overall result for the course unit would be recorded by the Registry as absent or incomplete, as appropriate.

3.1.6 Late Submission of Coursework

Where coursework is not submitted by a published deadline, the following penalties will apply:

i) The full allocated mark should be reduced by 5 percentage points for the first working day after the deadline for the submission of the coursework.

ii) The mark will be reduced by a further 10 percentage points if the coursework is submitted during the following six calendar days.

iii) A mark of zero will be recorded for coursework submitted more than seven calendar days after the deadline but before the end of the second week of
the third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material than can be assessed. Coursework submitted after the second week of the third term will not be formally marked and will not be considered complete.

iv) Coursework submitted after solutions have been published will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material than can be assessed.

v) In the case of dissertations and project reports submitted more than seven calendar days late, the mark will be recorded as zero but the assessment would be considered to be complete.

vi) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Guidance for students and staff:

Students should formally notify tutors of any extenuating circumstances which may have affected their performance in examinations or other academic assessment and the extenuating circumstances procedures are set out in Appendix 13. In some circumstances tutors may formally notify the Board of Examiners of extenuating circumstances when the task cannot be carried out by the student.

i) The form for student notification of extenuating circumstances is available from Appendix 14.

ii) The form for tutor notification of extenuating circumstances is available from Appendix 15. NB Students are primarily responsible for notifying extenuating circumstances and tutors are no obligated to do so.

3.1.7 Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports

For submitted coursework, where a maximum word count has been specified, the following procedure will apply:

i) Assessed work should not exceed the prescribed word count.

ii) Assessed work with a stated word count above the prescribed word count should not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted but the original deadline for submission still applies and penalties for late submission will be applied as specified in section 3.1.5.

iii) For work that exceeds the upper word limit by 10% or more, a mark of zero
will be recorded.

iv) For work that exceeds the upper word limit by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.

v) For discipline specific practices such as bibliographies, tables, pictures and graphs, departments/divisions should specify in writing to students whether these are recorded as part of the upper word limit and how this will be counted.

3.1.8 No Attempt or Minimal Attempt of a Paper or other Form of Summative Assessment

Students who do not attempt a paper or other form of academic assessment, or who make an attempt that is un-assessable, will be awarded a mark of zero, will be deemed to have made an attempt but will not be deemed to have completed the module.

3.1.9 Late Assessment of a Course Unit

A student who, through illness, or other cause acceptable to UCL, is prevented from attending any examination may apply to UCL for late assessment under the following conditions:

i) The student must have been prevented from taking the assessment for the Course unit in question in a year other than the final year of their degree programme (for these purposes students pursuing an intercalated BSc degree are regarded as final year students).

ii) The application must be made within one week of the end of the examination period in question.

iii) The late assessment shall be in the same format as the missed examination.

iv) Where it would not be possible to assess the student in question in the same format as the missed examination, a request for assessment by an alternative method must be made under the same conditions as at iii) above and shall be accompanied by a statement of the reason for the request which has faculty support.

v) A maximum of three course units may be assessed by late assessment in any one academic session.

vi) For a 12 course-unit programme, a maximum of four course units may be assessed by late assessment over the length of the programme.

vii) For a 16 course-unit programme that does not include a language requirement or a year abroad, a maximum of six course units may be assessed by late assessment over the length of the programme.
viii) Final year students, including students registered on an intercalated BSc programme, are not eligible for late assessment.

**Guidance for students and staff:**

i) Applications for late assessment of a course unit examination must be made to the departmental/divisional programme tutor and approved by the faculty tutor before being forwarded to the examinations section.

iii) Applications on non-medical grounds will be referred by the examinations section, Registry to the Dean of Students (Academic) for consideration. In exceptional circumstances requests for a different form of late assessment to that which was missed can be made to the Dean of Students (Academic) via the examinations section.

iv) Guidance notes and forms can be found by following this link.

3.2 **Re-Entry to Examinations or Other Method of Summative Assessment**

3.2.1 **Re-Entry to Summative Assessment**

i) Students who fail summative assessment at a first attempt are expected to re-enter the examination at the next available occasion, unless they have been graduated, or have been suspended or withdrawn.

ii) If a continuing student opts to retain a failed mark rather than re-enter for an examination or other assessment, this will be treated as a fail.

iii) Students who were absent, withdrawn or incomplete status for an assessment must re-sit the assessment at the next normal occasion, unless they have been graduated, or have been suspended or withdrawn.

**Guidance for students and staff:**

i) Students can only fail up to two half course units or one whole course unit in total in order not to jeopardise their final classification, except for students on the MSci/MEng degrees who can fail up the three half course units in total.

ii) Students on their year abroad who are required to re-enter examinations must do so at the next available opportunity i.e. during their year abroad.

iii) If a continuing students opts not to re-enter but retains an absent, withdrawn or incomplete status for an assessment, graduation with a classified award will not be possible.

3.2.2 **Number of Permitted Attempts**

i) A student who, at their first entry, does not successfully complete an academic assessment and who is not eligible for referred assessment (see 3.2.3 below), may re-enter for assessment on one more occasion.
ii) Students, who have been awarded a degree, are eligible for the award of a degree or have been excluded from UCL, are not entitled to re-enter for assessments.

3.2.3 Re-sit Marks

i) The higher of the marks achieved at the first attempt and the re-sit attempt will apply.

ii) Marks of re-taken or substitute course units will be included in the calculation for the average mark of the weighting year from which they were originally taken rather than in the year that they were re-taken.

Guidance for Students and staff:

i) Students are not obligated to re-sit failed course units, but are advised to seek academic advice before making a decision. Students who opt not to re-sit should ensure that they inform the examination section so that their records are amended accordingly.

ii) Students who were absent or incomplete at their first attempt must re-sit in order to be eligible for a classified degree, unless they have extenuating circumstances that could be considered under the Special Provisions Procedures.

iii) For students on an intercalated BSc programme, the marks gained at the first attempt are those that count towards the classification of the award.

3.2.4 Referred Assessment

i) Students in their final year, including those registered on Intercalated BSc programmes, are not eligible for referred assessment even when the possible referral is associated with a course unit originally taken in an earlier year.

ii) The referral range of marks is 35% to 39% except for some course units in the Faculty of Mathematical and Physical Sciences where the referral range is 30%-39%.

iii) Referred assessment will not be offered to students who would not progress even if they passed the referred assessment.

iv) Students who obtain a mark in the referral range for the course unit as a whole will be offered referred assessment by the relevant teaching department/division. Students who are successful in such referred assessments will be given the pass mark of 40 for that part of the assessment, irrespective of the actual mark gained.

v) Students who fail a course unit because they did not achieve the qualifying
mark required for one or more assessment component will be offered referred assessment in those components by the relevant teaching department/division. Students who are successful in such referred assessments will be given the pass mark of 40 for that part of the assessment, irrespective of the actual mark gained, and the final mark for the course unit will be re-calculated accordingly.

vi) The referred assessment will take place over the summer in order to give the Board of Examiners the information needed to make a pass/fail judgement on the student’s overall performance in that course unit before the start of the next academic session.

vii) The method of referred assessment can either be oral for formal written examination or essay.

viii) Students who subsequently fail referred assessment, retain the original mark and may re-enter that examination at the next normal occasion, unless all re-set attempts have been exhausted.

ix) Students may elect not to take up the offer of referred assessment but to re-enter at the next normal occasion instead.

x) Referred assessment can be made available to students making their second attempt at a module if the mark achieved is within the specified referral range.

Guidance for students and staff:

i) Referred assessment will not, in any circumstances, be made available to a student with a mark that falls below the referral range (students with an ‘incomplete’ result will be regarded as falling below the referral range).

ii) The referred assessment should be assessed and the result communicated to the students and the examinations section by the given deadline prior to the start of the next session.

iii) Final year students who are not eligible for the award of a degree are not entitled to referred assessment although they may re-sit failed course units at the next normal occasion.

iv) Students are not obligated to re-sit assessment for which they have been awarded a fail mark, but are advised to seek academic advice before withdrawing from the re-sit examination.

v) Students must accept referred assessment within two weeks of the offer being made or by a specific deadline decided by the relevant teaching department/division.

3.2.5 Repeating a Passed Course Unit
i) Students who have passed a course unit assessment cannot re-register for that course unit nor repeat the assessment.

ii) Students cannot enrol on an intercollegiate course unit where the academic assessment is deemed to overlap with any course unit assessment which they have already taken and passed.

3.2.6 **Format of the Reassessment**

Students will only re-sit the failed assessment components unless the regulations for their programme require that students must re-take all assessed components of a course unit.

**Guidance for students and staff:**

Students will be automatically re-entered for assessment components that they have failed to pass or complete, unless they have been granted permission to substitute another module, have interrupted their studies or been excluded from UCL. If a student passes assessed coursework components but fails an examination, the normal expectation is that the student would only re-sit the examination. However, following academic advice, a recommendation may be made by the departmental/divisional programme tutor that a student can re-sit all assessment components of the course unit, including those previously passed. Evidence of support by the faculty tutor should be sent to the examinations section.

3.2.7 **Programme Regulations and Syllabus for Re-entered Examinations or Other Form of Assessment**

i) Students who re-enter for any part of academic assessment shall be subject to the programme regulations and syllabus current at their first attempt except where students had already been informed that they would be examined on the current syllabus.

ii) Students must re-enter for examination within a maximum period of two years of being in attendance for the first attempt (but must normally re-enter at the next available assessment period).

3.2.8 **Timing of Re-Entered Formal Written Examinations**

i) Re-entry to a formal written examination, part of an examination or any other form of academic assessment, must be made at the next following assessment period for which the student is eligible. This is normally in the following academic session.

ii) Students on a year abroad programme or on industrial placement may defer re-entry until the next year, unless informed by the teaching department/division that this is not permitted.

**Guidance for students and staff:**
i) The assessment for a deferred course unit must be completed within two years of attending that course unit. This period of two years may be extended at the discretion of UCL by way of an approved suspension of regulations.

ii) Applications for a suspension of the regulations should be made in writing by the departmental/divisional programme tutor via the faculty office and submitted to the examinations section.

iii) Guidance relating to the suspension of Academic Regulations is available from this link.  

3.2.9 The Substitution of Failed Course unit(s)

i) Subject to faculty approval, course units up to the value of one course unit, can be substituted for the course units that have been failed, or from which the students withdrawn, provided the student has repeat registration of all or part of a year, or has progressed to the subsequent year of their programme of study.

ii) Where a course unit is substituted for a course unit previously failed, the assessment for the new course unit shall be treated as second attempt and no further entry will be permitted, if it is subsequently failed.

iii) Where a course unit is substituted for a course unit previously failed the assessment for the new course unit shall be treated as a second attempt and no further re-entry will be permitted if it is subsequently failed.

iv) Where a course unit is substituted for a course unit not previously examined, i.e. a course unit from which the student has withdrawn, entry to examination for the new course unit shall be treated as a first attempt and one further entry will be permitted.

Guidance for students and staff:

i) Only one course unit or course units up to the value of one course unit may be substituted in this way over the entire duration of the programme.

ii) If students have failed to progress to the following year of study, they can only take failed or substituted course units and cannot take in advance course units from a subsequent year of study.

iii) All applications for the substitution of new course units are to be made by the faculty to the examinations Section.

3.3 Assessment in a Language Other than English

All assessed work, whether written papers or course unit work or oral examination, shall be assessed in the English language unless:

i) The purpose of the assessment is to test the ability of students in a language
other than English.

ii) The programme has been specifically designed for academic reasons to include the possibility of completing a major part of the assessment in the language of study, but at least 25% of the whole assessment of the programme must be assessed in the English language.

iii) Where a programme has been specifically designed, for academic reasons, to include the possibility of completing a major part of the assessment in the language of study,

3.4 The Conduct of Examinations and Other Forms of Assessment

The regulations for the management of examinations are published annually by UCL in the Examination Guide for Candidates. UCL expects students to follow the protocols set out in this guide.

Guidance for students and staff:

i) Students should note the guidance provided regarding examination misconduct, including misconduct relating to coursework or other forms of assessment, as well as for formal written examinations.

ii) The Examination Guide for Candidates can be found by following this link.

3.5 Special Examination Provision on Grounds of Specific Learning Difficulty (such as Dyslexia, Disability or Ill Health)

Students with a specific learning difficulty, disability or ill health can apply for special assessment arrangements in their examinations.

Guidance for students and staff:

i) Further information about special examination provision is available by following this link.

3.6 Date of a Degree Award

Apart for the award of a MBBS degree, the date of the award of a degree to successful students is 1 August, but where a student completes the degree at a time other than the summer vacation, the date of award is 1 November, 31 December or 1 March, as appropriate.

3.7 Provision of a Degree Certificate

Degree Certificate will be sent to each successful student awarded a degree.

Guidance for students and staff:
Students are responsible for ensuring that their contact addresses are kept up-to-date, via Portico, as this address will be used for the despatch of certificates.

3.8 Regulations For The Award Of Degrees Under the Special and Aegrotat Provisions

An application under the Special and Aegrotat Provisions may be made when a candidate has completed their full period of study and (a) is absent through illness or other causes judged sufficient by UCL, such as the death of a near relative, from the whole of part of the assessment during their final year, or (b) though present for the assessment, UCL considers that their performance has been adversely affected by any of the above circumstances.

Guidance for students and staff:

i) The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the examinations section as soon as possible after the last date of the examination(s) to which the application refers.

ii) The requirements and procedures for the award of degrees under the special and aegrotat provisions are available by following this link.

3.9 Award of Degrees, Diplomas and Certificates

The Academic Committee of UCL is authorised to award degrees.

3.10 Appeal Against the Decision of a Board of Examiners

Students cannot contest the decision of a Board of Examiners on academic grounds.

Guidance for students and staff:

Students can only contest the results on specific grounds as set out in the Student Grievance Procedures.

3.11 Revocation of Awards

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

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.