



UCL

Examinations Guide for Staff

**Regulations and Guidelines for 2023–
2024**

This booklet contains both general regulations for the conduct of examinations and guidelines to examination and assessment procedures.

It is essential for the smooth running of the examinations programme that you adhere to all stated deadlines and review your department's data carefully when asked to do so at various times throughout the year.

Details of departmental undergraduate and postgraduate Examination Liaison Officers are available at:

www.ucl.ac.uk/srs/examinations-and-student-records/examinations/examination-liaison-officers





















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





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1 Key dates and deadlines

Autumn Term 2023		
13 October		Deadline for enrolment (September Starters)
13 October		Deadline for student module registration (September starters)
13 October		Deadline for re-enrolment of continuing students
6 November		Start of January exam timetable review period
10 November		Deadline for January exam timetable review period
27 October		Deadline for staff approval of students' module selections
17 November		Deadline for the publication of the final January timetable
01 December		Deadline for submission of Exam Papers for January exams
6 November		Start of the Examinations Timetable Data Exercise
30 November		Deadline for student module verification (September starters)
1 December		Deadline for the Examinations Timetable Data Exercise
15 December		Deadline for approval of amendments to module selections
Spring Term 2024		
8 - 12 January		January Examination period
19 January		Deadline for student module registration (January starters)
23 January		Deadline for staff approval of students' module selections (January Starters)
12 February		Start of the draft timetable review period
15 February		Deadline for the draft timetable review period
26 February		Deadline for the publication of the final timetable
8 March		Deadline for receipt of examination papers
8 April		Deadline for Examination Adjustment Requests main examination period (new requests)

Summer Term 2024		
22 April		Start of the examination period
24 May		End of the examination period
7 June		Deadline for the exchange of undergraduate marks
13 – 21 June		Dates for undergraduate Boards of Examiners' meetings
26 June		Deadline for all (PG & UG) marks for taught elements to be confirmed in Portico
5 July		Start of the Late Summer Assessment draft timetable review period
15 July		Deadline for the Late Summer Assessment draft timetable review period
22 July		Publication of the Late Summer Assessment final timetable
22 July		Deadline for receipt of examination papers LSA
19 August		Start of the Late Summer Assessment examination period
6 September		End of Late Summer Assessment examination period
13 September		Deadline for receipt of UG Late Summer Assessment marks
by 20 September		Dates for UG Late Summer Assessment Boards of Examiners Meetings
Autumn Term 2021		
27 September		Deadline for UG Late Summer Assessments and awards on Portico
November		Deadline for postgraduate Boards of Examiners' meetings

Examination Liaison Officers [ELOs] will be notified if any of the deadlines indicated above need to be amended. Please refer to the Key Dates and Deadlines on the SRS website <https://www.ucl.ac.uk/srs/projects-and-events/srs-calendar-key-events>

Important announcements will also be made via the TA Talk (previously TA Forum) on Microsoft Teams. It is recommended that all ELOs/Teaching Administrator staff join this team. Information on how to join can be found at: www.ucl.ac.uk/srs/news/2020/jun/join-ta-talk-and-stay-connected

2 Assessment data management

2.1 Module registration and approval processes

- 2.1.1 The student module registration and parent/teaching departmental approval processes take place in September/October.
- 2.1.2 The last date for making changes to students' module selections is **15 December 2023**. It is extremely important that data is correct on this date, as this is the information which the examination timetable is based upon. Incorrect records will result in an incomplete examination timetable for the students concerned; and will also lead to module combinations not being factored in into the schedule as examination clashes.

2.2 Exam Timetable Data (formerly known as the Examination Pro-Forma Exercise)

- 2.2.1 From **6 November – 1 December 2023** departments will be asked to review data on examinations to be scheduled in the current session. The task will include confirmation of the duration of examinations and identification of papers with common content. Training and full documentation will be provided to ELOs.
- 2.2.2 In addition, departments will be able to provide other information which they wish to be taken into account during the timetabling process. Whilst no guarantees can be given that it will be possible to accede to such requests, they will be given full consideration (see Section 3 below for further information about the management of timetabling requests).

2.3 Student module verification exercise

- 2.3.1 Students will be asked to verify whether or not their module entries on Portico are correct. Students who do not undertake this task by the deadline of **8 December 2023** run the risk of being entered for the wrong examinations and not having their examinations clashes factored into the timetable.
- 2.3.2 This exercise is being used as a point of engagement so it is essential that all students actively engage with this task.

3 Management of timetabling requests

3.1 Background

- 3.1.1 In order to ensure that the timetable is published to students on time the UCL Board of Examiners has placed some limitations on the departmental preferences that can be taken into account, while acknowledging that some of these preferences will be essential. Due to the deadline for the entering of grades on Portico being the same for UG and PG programmes, the PG/UG examination period distinction is no longer applicable.

3.2 Standard constraints which teaching departments need not request

- 3.2.1 Wherever possible UCL examinations will produce an Examination Timetable for the main examination period which adheres to the following constraints:
- i. Candidates will only be given two exams in one day where no alternative date can be found
 - ii. UCL examinations will endeavour to provide as reasonable a spread of exams as possible
 - iii. Wherever possible larger exams will be scheduled for the earliest dates to facilitate marking

3.3 Departmental requests which will be adhered to whenever timetabling complexities permit

- i. Dates to avoid where the students are required to undertake other work during the examination period (such as field trips, professional placements, departmentally held examinations). However such activity must try to be avoided during the examination period as this has an impact on other students registered on the affected modules and result in a more concentrated timetable.
- ii. Where teaching is taking place in Term 3 and this is during the examination period.

3.4 Specific dates for examinations will be adhered to only in the following

circumstances:

- i. Externally set dates (e.g. History Group 3 papers)
- ii. Common teaching/examining with another institution, requiring a common examination date and time

3.5 Requests which WILL NOT be included

- 3.5.1 The following categories of request **will not** be taken into account in the preparation of the timetable:
- i. Specified individual examination dates (except those covered above).
 - ii. Specified sequences for groups of examinations.
 - iii. Dates to avoid due to unavailability of examiners
 - iv. Requests made by departments after the deadline

4 Examination Timetabling

4.1 Preparation

- 4.1.1 Examination timetabling will begin on or about 12 February 2024. It is most important that all information is available and correct before the process starts; so you should ensure that you complete all data checking exercises when requested to do so at various times throughout the year in particular adhere to the module registration deadlines.
- 4.1.2 A draft timetable will be made available for ELOs to review prior to the publication of the final timetable. It will only be possible to amend fundamental errors made by the Examinations Office at this stage, such as examinations with common content that have not been scheduled together.

4.2 Publication to Students

- 4.2.1 The examination timetable will be published to students on 26 February. The dates and times given in the timetable will be the start dates/times for each examination.
- 4.2.2 UCL has procured new examination timetabling software which means that students will no longer be able to access their timetable via Portico. Students will be able to log into an environment to see their exam timetable and all will be sent an email on 26 February explaining how to do this.
- 4.2.3 The new software will also enable students to subscribe to their calendars so that their exam timetable details will appear as an event in their personal calendars.

5 Examination Adjustments

5.1 Examination Adjustments

- 5.1.1 All students who wish to apply for examination adjustments can do so by declaring their disability at application stage or during pre-enrolment. Students will then be contacted by Student Support and Wellbeing (SSW) about their condition and support needs; and/or
- 5.1.2. Students can contact SSW directly at any time during their studies to request an assessment appointment to request examination adjustments.
- 5.1.3 Students must submit the relevant medical evidence to SSW when requested to do so. To be considered for exam adjustments for the main examination period, all applications are to be received by 8 April 2024. For all other examinations and/or departmental tests applications must be submitted at least six weeks before. Due to the deadline for applications being moved to nearer the examination period, there is NO late application process.
- 5.1.4 SSW will make one or more of the following provisions:
- i. No examination adjustments for examinations.
 - ii. The candidate will be permitted additional writing/reading time and/or rest breaks, as deemed appropriate.
 - iii. The candidate will be granted other aids such as the use of a word processor, a reader or a scribe.
 - iv. In addition, the candidate will be offered the use of specialist equipment.
- 5.1.5 The provision granted by the Panel will normally be allowed either for a given assessment, a specified period or for the duration of the candidate's programme.
- 5.1.6 Any student not wishing to sit in the venue to which he/she has been assigned should make an application through this procedure.

5.2 Appeals procedure

- 5.2.1 Candidates have the right to appeal against the decision of SSW, such an appeal should be submitted in writing to the Head of Student Support and Wellbeing within four weeks of the date of the original notification of the recommendation made.
- 5.2.2 The appeal will be considered in the first instance by the Head of SSW in light of any additional information that the student may provide. As a result the provisions may be amended or the original decision may be upheld.
- 5.2.3 If the student wishes to further appeal the case will be referred to an independent External Appeals Officer, with medical/dyslexia expertise appointed by UCL.
- 5.2.4 Candidates who wish to appeal against a decision of the External Appeals Officer may do so under the Student Grievance Procedure. Further information can be found at <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework->

[framework/section-8-ucl-student-complaints-procedure](#)

6 Submission of Examination Papers

6.1 General Information

- 6.1.1 When examination papers are formally requested full instructions and user documentation will be sent out to departments.
- 6.1.2 The Examinations Office will distribute the front cover of exam papers to accompany the paper that is submitted. The front of the examination paper will include the year for which the exam paper is suitable.
- 6.1.3 Examination papers must be submitted in **camera-ready form** and particular attention should be paid to the quality of the copy, especially where formulae, special characters or diagrams with labels are included. The final version of the paper must be saved as a PDF file. After converting your papers to pdf, please ensure that you check the quality of the pdf and pay particular attention to the appearance of special characters and fonts.
- 6.1.4 Exam papers should be accessible to all students including those using reading or scribe software. Please see information on how to make PDF exam papers accessible via the Digital Accessibility team page:
<https://www.ucl.ac.uk/isd/services/accessibility-disability-it/digital-accessibility-hub/digital-accessibility-resources-and-4>
- 6.1.5 The final printed, camera-ready version must be proof read before it is submitted, paying particular attention to symbols, formulae etc.**
- 6.1.6 One of the biggest causes of student queries in an examination is the examination paper. It is therefore essential that examination papers are accurate and clear instructions are provided for students.

Where students have a query, they will be asked to complete an examination query form noting what assumptions had to be made to enable them to continue. The information will be submitted centrally to the Examinations Office who will then forward this information onto teaching departments so that this can be taken into consideration when marking or to be shared at Examination Boards.

- 6.1.7 All question papers must be checked thoroughly and approved by the Chair of the Board of Examiners before submission to the Examinations Office.
- 6.1.9 Your examination papers must conform to the following guidelines in respect of layout and should be submitted, attached to the front sheet provided with the examination requirements spreadsheet.

6.2 Guidelines for layout

- 6.2.1 All examination papers must be submitted in **camera-ready format** and printed in black ink on plain, white, A4-size paper.
- 6.2.2 Every examination paper must be submitted with the Examinations Office issued exam paper cover sheet.
- 6.2.3 Leave adequate margins i.e. approximately 2cm at the sides, top and foot of each page.
- 6.2.4 In cases where an examination paper is suitable for more than one delivery or for another module annotate the Front Cover that is issued to you and clearly list all deliveries and years of study that the examination paper is suitable for.
- 6.2.5 Begin at the **top** of the first page after the cover sheet with the rubric, including any instructions about answering questions on separate sheets/in separate booklets, followed by the questions. Please include full instructions in the rubric. If MCQ cards are to be used, appropriate instructions on how to complete them must be included in the rubric. If negative marking is to be used, this must also be indicated in the rubric.
- 6.2.6 All pages should be clearly numbered. To prevent any mistakes in the reproduction process it is also recommended that the module code is inserted in the header or footer of each page. Where the same question paper is used for the assessment of more than one module, all module codes should be included in the header or footer.
- 6.2.7 Please put **CONTINUED** at the bottom of each page after the coversheet with the final page indicating **END OF PAPER**.
- 6.2.8 Any worksheets to be completed by candidates should be submitted as a SEPARATE page and if you do not wish this to be incorporated into the question paper. Please include a coversheet with the relevant module details on any separate worksheets so they cannot be seen by candidates prior to the examination commencing.
- 6.2.9 If your paper includes any of the following, copied from published works, then a full reference must be included on the paper (for copyright purposes):
- i. Images (photographs, diagrams etc.)
 - ii. Entire poems
 - iii. Entire newspaper, magazine, journal or web-site articles
 - iv. Substantial parts of literary works (more than about 5%)
- 6.3.2 All papers must be approved by the External Examiner **before submission**.
- 6.3.3 If you have any queries about the submission of examination papers please contact the Examinations Office via email to examinations@ucl.ac.uk.

6.4 Submission of Papers

- 6.4.1 All approved examination papers for the main examination period should be submitted in camera-ready form to the Examinations Office by the deadline of **8 March 2024** and **22 July 2024** for the late summer assessment period.
- 6.4.2 In order to enable the Examinations Team to set up the examinations in the new digital platform AssessmentUCL, some additional information will be required. You will be asked to provide this information when submitting your papers.
- 6.4.2 Examination papers should be submitted as a PDF document using the Central Exams Delivery MS on-line form. The link will be sent with the front coversheets to the ELOs with instructions.
- 6.4.3 Any department anticipating difficulties in meeting the deadline then should discuss the matter with the Examinations Office as soon as possible.

6.5 Security of examination papers

- 6.5.1 Examiners are required to preserve absolutely the secrecy of examination papers at all stages until the papers have actually been worked by candidates. Hard copies of papers must be locked away securely at all times. When passing draft or final copies of papers to colleagues, they must not be left in unsecured locations, such as on desks or in pigeon-holes.
- 6.5.2 Electronic copies of papers, including draft versions, should be password protected. All files should be stored on UCL's institutional file-store. However, where it is necessary to hold files on laptops or mass storage devices, you must ensure the hard disk/storage device is encrypted and password protected.
- 6.5.3 The contents of papers shall not be disclosed to any persons other than to members of the Board of Examiners or to officials of UCL who are specially appointed to deal with papers, except where UCL has specifically approved the disclosure to candidates of the topics to be covered in advance of the examination.
- 6.5.4 Failure to observe these instructions by an examiner or any other persons having knowledge of the actual or probable content of an examination paper shall constitute an examination offence and may lead to action being taken.
- 6.5.5 Where permission has been given by UCL's Academic Committee or by the Chair of the relevant Board of Examiners, as appropriate, for examination questions to be disclosed to candidates in advance arrangements must be in place to ensure that all candidates would receive the question papers at the same time.
- 6.5.6 At any meeting at which the content of an examination paper is to be discussed the Chair shall specifically draw the attention of all persons present to the above regulations.

6.6 Copyright

- 6.6.1 It is a condition of the appointment of every Examiner that UCL shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that Examiner for UCL, either alone or in collaboration with others, for the purpose of conducting the examination.

- 6.6.2 UCL shall also have the exclusive licence thereafter to publish the paper(s) as a whole provided that UCL shall not assign or transfer this exclusive licence in any way to any other person.

7 Examination Procedures

7.1 Examiners' responsibilities – examination paper corrections

- 7.1.1 It is the responsibility of the examiner to ensure that their examination paper(s) are correct prior to submission to the Examinations Office. This includes checking the questions are workable.
- 7.1.2 Where a student raises a query on an examination paper they will be provided with a form to complete. A copy will be placed in the examination envelope to accompany the script, and a copy will be returned to the examinations office. For on-line assessments on AssessmentUCL students will complete the Assessment Query form.
- 7.1.3 Where it is deemed that a question is unworkable – consultation will be made with the Director for Academic Services and the Department who may then decide that students should disregard the exam question/s.

7.2 Instructions given to candidates

- 7.2.1 Students should be directed to online Examination Guide for Candidates which is available on the exams website for students: <https://www.ucl.ac.uk/students/exams-and-assessments>

7.3 Anonymity

- 7.3.1 Anonymous marking will continue to apply to all examinations. Therefore, names of candidates **must** not appear on any examination scripts.
- 7.3.2 Each year all candidates will be allocated a candidate number automatically by Academic Services for use during the examination period and all other submission of assessment for the academic year which includes the Late Summer Assessment Period. The number will be five characters comprising four letters plus a check digit, e.g. ABCD1, and will be emailed to students the candidate number is also available for candidates to view via Portico.
- 7.3.3 Students will be sent an email with the Candidate Card attached. Students are also able to obtain their candidate card by logging onto MyStudies in Portico.
- 7.3.4 Reports listing names and candidate numbers are available via Portico to designated departmental staff.

8 Examination Irregularities

8.1 Examination Offences

- 8.1.1 Matters of examination misconduct are taken very seriously. Examples of actions that constitute an offence include but are not limited to:
- i. Cheating, attempting to cheat or assisting someone else to cheat
 - ii. Committing plagiarism or self-plagiarism
 - iii. Colluding with other students. Which is defined as the unauthorised collaboration by two or more students on any assessment
 - iv. Contract Cheating, such as buying the services of essay mills
- 8.1.2 Anyone suspected of an examination offence will be reported to the UCL authorities and may be called to appear before an Examination Irregularities Panel. Penalties for examination offences include, but are not limited to, formal reprimand, a mark of zero for the component or module concerned and, for the most serious offences, exclusion from UCL on a temporary or permanent basis.

8.2 Plagiarism

- 8.2.1 Students are informed of the following regulations on plagiarism in the online Examination Guide for Candidates:
- i. Plagiarism is defined as the presentation of another person's thoughts, words, artefacts or software as though they were your own.
 - ii. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and you should identify your sources as accurately and fully as possible.
 - iii. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas, judgements, figures, diagrams or software, a reference to that person in the text must be made and the work referred to must be included in the bibliography.
 - iv. Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer 'correction or improvement of English' is strictly forbidden, and if you make use of the services of such agencies you render yourself liable for an academic penalty.
 - v. Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

- vi. Where part of an examination consists of 'take away' papers, essays or other work written in your own time, or a coursework assessment, the work submitted must be your own.
- vii. For some assessments it is also illicit to reproduce material which you have used in other work/assessment for your programme. You should make yourself aware of your department's rules on 'self-plagiarism'. If in doubt, you should consult your personal tutor.
- viii. UCL uses Turnitin®, a sophisticated detection system, to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals, etc.) as well as work previously submitted to UCL and other universities.
- ix. Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence. Visit the UCL plagiarism website at www.ucl.ac.uk/students/exams-and-assessments/academic-integrity for further information.

9 Management of Scripts

9.1 Handling of scripts

- 9.1.1 The transmission by post of examination scripts between the department and first markers should be avoided. If, **due to exceptional circumstances**, such transmission is unavoidable, the department or first-marker should send **copies** of the scripts by courier. **Original scripts should never be sent through the post.**

9.2 Illegible scripts

- 9.2.1 Examiners may refuse to mark illegible scripts. At least two examiners should have failed to decipher the script before the Board of Examiners takes further action. The action taken is entirely at the discretion of the Board of Examiners concerned. Possible actions are:
 - i. refusal to mark the script
 - ii. asking the student to dictate the answer
 - iii. asking the student to have the answer typed at his/her expense using exactly the same line-breaks as in the written version.

9.3 Storage of scripts

- 9.3.1 It is UCL policy that, unless required for quality audit, all examination scripts are retained for **one year** after the Board of Examiners' meeting and then despatched for confidential waste.

9.4 Student viewing of Scripts

- 9.4.1 Students are not entitled to a copy of their examination script and is exempt from "Subject Access Request". The student is however entitled to view the examiners comments and be given a copy of the comments if they request this.

Appendix A Exam Front Cover Sheet (In-person assessment)

UNIVERSITY COLLEGE LONDON

EXAMINATION FOR INTERNAL STUDENTS

MODULE CODE : «Module_Code»
 ASSESSMENT PATTERN: «Assessment_Pattern» «Seq_No»
 MODULE NAME : «Module_Title»
 LEVEL : «Level»
 DATE: : «Date»
 TIME : «Start_Time»
 DURATION : «Duration»

This paper is suitable for candidates who attended classes for this module in the following academic year(s):

Year
«Year_of_study»

EXAMINATION PAPER CANNOT BE REMOVED FROM THE EXAM HALL. PLACE EXAM PAPER AND ALL COMPLETED SCRIPTS INSIDE THE EXAMINATION ENVELOPE

Hall instructions	
Additional materials	
Standard Calculators	
Non-Standard Calculators	

TURN OVER

Appendix B Exam Front Cover Sheet (on-line assessment on AssessmentUCL)

UNIVERSITY COLLEGE LONDON

EXAMINATION FOR INTERNAL STUDENTS

MODULE CODE : «Module_Code»

ASSESSMENT Pattern: «Assessment_Pattern»

MODULE NAME : «Module_Title»

LEVEL: : «Level»

DATE: : «Date»

TIME : «Start_Time»

DURATION : «Duration_incl_extra_collation_time»

Late submission is permitted for Controlled Conditioned exams but late penalties will apply - any submissions that are up to 40 minutes late will be penalised, after which no submissions will be accepted under any circumstances.

You must ensure to allow sufficient time to upload and hand in your work

This paper is suitable for candidates who attended classes for this module in the following academic year(s):

Year
«Year_of_study»

Duration	<< Exam Duration >>
Additional time for converting handwritten notes to PDF where applicable	«Collation_Time_in_words»
Upload window	«Upload_window»
Total time	«Total_Time_in_Words»

Additional material	
Special instructions	

TURN OVER