



UCL

Examinations Guide for Staff

**Regulations and guidelines for 2018–
2019**

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/exams-and-student-assessment/staff-docs/elo_contacts

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
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1 Key dates and deadlines

Autumn Term 2018		
12 October	➡	Deadline for enrolment (September Starters)
12 October	➡	Deadline for student module registration (September starters)
26 October	➡	Deadline for re-enrolment of continuing students
26 October	➡	Deadline for staff approval of students' module selections
15 November	➡	Start of the Examinations Pro-forma Exercise
05 December	➡	Deadline for student module verification (September starters)
14 December	➡	Deadline for amendments to module selections
06 December	➡	Deadline for the Examinations Timetable Data Exercise
Spring Term 2019		
18 January	➡	Deadline for student module registration (January starters)
22 January	➡	Deadline for staff approval of students' module selections (January Starters)
11 February	➡	Start of the draft timetable review period
15 February	➡	Deadline for the draft timetable review period
25 February	➡	Deadline for the publication of the final timetable
08 March	➡	Deadline for receipt of examination papers
20 March	➡	Deadline for Examination Adjustment Requests main examination period (new requests)
Summer Term 2019		
23 April	➡	Start of the examination period
07 June	➡	End of the examination period
10 June	➡	Deadline for the exchange of undergraduate marks
13 – 21 June	➡	Dates for undergraduate Boards of Examiners' meetings
28 June	➡	Deadline for all (PG & UG) marks for taught elements to be confirmed in Portico
2 July	➡	Deadline for confirmation of undergraduate awards – Results Day
15 July	➡	Start of the Late Summer Assessment draft timetable review period
17 July	➡	Deadline for the Late Summer Assessment draft timetable review period
19 July	➡	Publication of the Late Summer Assessment final timetable
22 July	➡	Deadline for receipt of examination papers LSA

29 July		Deadline for Examination Adjustment Requests LSA (new requests)
19 August		Start of the Late Summer Assessment examination period
06 September		End of Late Summer Assessment examination period
13 September		Deadline for receipt of late assessment and referral marks
by 20 September		Dates for UG Late Summer Assessment Boards of Examiners Meetings
Autumn Term 2019		
27 September		Deadline for UG Late Summer Assessments and awards on Portico
01 November		Deadline for postgraduate Boards of Examiners' meetings
8 November		Deadline for postgraduate marks to be confirmed in Portico

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/registry-admin/srs-php/calendar.php>

Important announcements will also be made via the Teaching Administrators Forum (TA Forum) on Moodle. ELO staff will need to subscribe for updates

<https://moodle.ucl.ac.uk>

Assessment data management

1.1 Module registration and approval processes

- 1.1.1 The student module registration and parent/teaching departmental approval processes take place in September/October.
- 1.1.2 The last date for making changes to students' module selections is **14 December 2018**. It is extremely important that data is correct on this date, this is the information in which the examination timetable is based upon and examination timetable clashes will be taken into account. Incorrect records will result in an incomplete examination timetable for the student.

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

- 1.2.1 From 12 **November 2018** through to 06 **December 2018** departments will be asked to review data on examinations to be scheduled in the current session. This process includes confirmation of the duration of examinations and identification of papers with common content. A separate document will be sent to ELO's. With full instructions on how to complete this.
- 1.2.2 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).

1.3 Student module verification exercise

- 1.3.1 At the start of the second term, 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 **06 December 2018** WILL be entered for the wrong examinations.
- 1.3.2 This exercise is being used as a point of engagement so it is essential that all students actively engage with this task.

2 Management of timetabling requests

2.1 Background

2.2 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. However in cases where teaching/placements which has traditionally taken place in the PG period the examination requests for particular modules to take place in the earlier part of the examination period will be taken into account.

2.3 **Standard constraints which teaching departments need not request**

2.3.1 Wherever possible UCL examinations will produce an Examination Timetable for the main examination period which adheres to the following constraints:

2.3.2 Candidates will only be given two exams in one day where no alternative date can be found

2.3.3 UCL examinations will endeavour to provide as reasonable a spread of exams as possible

2.3.4 Wherever possible larger exams will be scheduled for the earliest dates to facilitate marking

2.4 **Departmental requests which will be adhered to whenever timetabling complexities permit**

2.4.1 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 results in a more concentrated timetable.

2.4.2 Where teaching is taking place in Term 3 and this is during the examination period.

2.4.3 Specific dates for examinations will be adhered to only in the following circumstances:

- (i) Externally set dates (e.g. History Group 2 and 3 papers)
- (ii) Common teaching/examining with another institution, requiring a common examination date and time

2.5 Requests which WILL NOT be included

2.5.1 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

3 Examination timetabling

3.1 Preparation

- 3.1.1 Examination timetabling will begin on or about 03 January 2019. 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 adherence to the module registration deadlines.
- 3.1.2 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 Examination Office at this stage, such as examinations with common content that have not been scheduled together. Departments will be expected to manage any examinations that can no longer be accommodated centrally if amendments are required as a consequence of the provision of inaccurate or incomplete data via the Examination Timetable Data Exercise.

3.2 Publication

- 3.2.1 As soon as the final timetable has been published candidates will be emailed their personal timetables to their UCL contact email address, they will also be able to access their individual timetables via Portico. The Examination Guide for Candidates and a Guide to Examination Venues will also be available online.

4 Examination Adjustments

4.1 Examination Adjustments

- 4.1.1 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

- 4.1.2 Students can contact SSW directly at any time during their studies to request an assessment appointment to request examination adjustments.
- 4.1.3 Students must submit the relevant medical evidence to SDS when requested to do so. To be considered for exam adjustments for the main examination period, all applications are to be received by 20 March 2019, and 29 July 2019 for the Late Summer Assessment Period. For all other examinations and/or departmental tests applications must be submitted at least six weeks before.
- 4.1.4 Only applications from candidates with sudden illness or accidental injury will be considered after the deadlines stipulated above. In the event of a late application arising from sudden illness or accidental injury applications can only be considered if they are received at least 7 calendar days before the date of the exam/test. If applications are received after this students should apply for a deferral to the next normal occasion under the Extenuating Circumstances Regulations.
- 4.1.5 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.
- 4.1.6 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.
- 4.1.7 Any student not wishing to sit in the venue to which he/she has been assigned should make an application through this procedure.

4.2 Appeals procedure

- 4.2.1 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.
- 4.2.2 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.
- 4.2.3 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.
- 4.2.4 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 www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure.

5 Submission of examination papers

5.1 General information

- 5.1.1 The examination requirements spreadsheet, which has replaced manuscript request forms, will normally be sent out to ELOs in early February. Information contained in the spreadsheet will include the exam hall requirements that the examinations office is currently aware of.
- 5.1.2 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 for and will also include details of permitted materials and use of calculators.
- 5.1.3 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. Shading in diagrams or behind blocks of text should be used with caution as this will often appear too pale or too dark when copied. You may find it useful to save the final version of the paper as a PDF file to avoid corruption of special characters, etc. on different printers. Ensure that word to PDF with Fonts embedded is used as the PDF printed version may then print differently to what you see on screen. – specific instructions will be sent with the examination paper request and associated documents.
- 5.1.4 **The final printed, camera-ready version must be proof read before it is submitted, paying particular attention to symbols, formulae etc.**
- 5.1.5 Due to the disruption caused by announcements to students which often result in material irregularity cases, announcements on the day of the exam will **NOT** be permitted. If a student raises a query during the exam students will be advised to complete an “exam query form” which will be included with their completed exam paper.
- 5.1.6 When the reproduced examination paper is returned from the printers the examination office will contact the ELO and advise them that it is available for viewing before the examination date. If any errors are noticed at this point an errata note will be produced and issued to each candidate that is taking the examination. No reprints will be permitted.
- 5.1.7 All question papers must be checked thoroughly and approved by the Chair of the Board of Examiners before submission to the Examinations Office.

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.

5.2 Guidelines for layout

- 5.2.1 All examination papers must be submitted in **camera-ready format** and printed in black ink on plain, white, A4-size paper.
- 5.2.2 Every examination paper must be submitted with the Examinations Office issued exam paper cover sheet

- 5.2.3 Print on **one side** of the paper only, leaving adequate margins i.e. approximately 2cm at the sides, top and foot of each page.
- 5.2.4 In cases that an examination paper is suitable for more than one delivery or another module annotate the Front Cover that is issued to you and clearly list all deliveries and year of study that the examination paper is suitable for.
- 5.2.5 Begin at the **top** of the first page 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.**
- 5.2.6 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.
- 5.2.7 Please put **TURN OVER** at the foot of the first page then continue with each page alternating between **CONTINUED** and **TURN OVER** with the final page indicating **END OF PAPER**.
- 5.2.8 Any worksheets to be completed by candidates should be submitted as a SEPARATE page and not incorporated into the question paper, unless you wish the whole question paper to be handed in by the candidates at the end of the examination.
- 5.2.9 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%)

5.3 Completion of the examination requirements spreadsheet

- 5.3.1 The examination requirement spreadsheet has replaced MRF documents and will be sent electronically via email to the relevant ELO. It needs to be checked and returned via email to the examinations team, if any details need to be changed please mark these in the spreadsheet.
- 5.3.2 Examiners are asked to check or provide the following information on the examination requirements spreadsheet:
- (i) Check the duration of the examination indicated.
 - (ii) Indicate any special stationery requirements (e.g. provision of graph paper, lined paper or multiple answer books - multiple answer books means where supplementary answer books are to be issued at the beginning of the examination because questions/sections must be answered in separate books). **The use of these must be specified in the rubric and front page of the examination paper.**
 - (iii) Any reference materials to be provided as appropriate.

- (iv) If MCQ cards are required, please specify the type (Type A = up to 60 questions, True / False / Don't Know responses; Type B = up to 120 questions, single answer responses from a-e).
- (v) Indicate if the use of electronic calculators is permitted / not permitted / not applicable in the examination – you must provide a response. If permitted, specify if models should be standard / non-standard. Please note – where you have indicated “not applicable” our invigilating staff will not allow the use of calculators in the examination.
- (vi) Indicate whether or not the paper can be released to the UCL Library and made available to future students at the end of the examination period. Please note that the release of MCQ papers to the library is not recommended. Late Summer Assessment examination papers will not be permitted to leave the examination hall and will not be submitted to the library.
- (vii) Indicate the name and telephone number of the Examiner to be responsible for the paper at the time of the examination (in case of queries from students, etc.) Where there is more than one examiner indicate contact details and which question/s they are responsible for.
- (viii) Indicate any additional information, such as “open book examination”, “candidates to write their answers on the question paper” etc.
- (ix) All papers must be approved by the External Examiner **before submission** and signed off by either the Examination Liaison Officer or the Chair of the Board of Examiners.

5.3.3 If you have any queries about the submission of examination papers please contact the Examinations Office via email to examinations@ucl.ac.uk or on extension 39744.

5.4 Submission Dates

- 5.4.1 All approved examination papers for the main examination period should be submitted in camera-ready form to the Examinations Office by the deadline of **08 March 2019** and **22 July 2019** for the late summer assessment period.
- 5.4.2 Departments who miss the deadline will have to take responsibility for reproducing these papers themselves. Any department which anticipates a problem should discuss the matter with the Examinations Office.

5.5 Examination papers should be delivered by hand to the Examinations office. If this is not possible, all necessary steps must be taken to ensure secrecy and safety. **Envelopes should be sealed and marked ‘Confidential’.**

Security of examination papers

- 5.5.1 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.
- 5.5.2 Electronic copies of papers, including draft versions, should be password protected. All

files should be stored on UCL's institutional filestore. 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.

- 5.5.3 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.
- 5.5.4 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.
- 5.5.5 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.
- 5.5.6 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.

5.6 Copyright

- 5.6.1 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.
- 5.6.2 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.

6 Stationery and permitted materials

6.1 Provision of stationery

- 6.1.1 In view of the high cost of examination stationery, Examiners are asked to limit their requests for the provision of separate supplementary answer books or single answer sheets for individual questions or sections to those papers where multiple markers make it essential. These requests **must** be made on the examinations requirements spreadsheet as should any other requests e.g. graph paper. **Only one main answer book will be supplied for each examination.**
- 6.1.2 The colour of supplementary answer books used will be determined on a random basis to reduce the incidence of cheating and mishaps with scripts.

- 6.1.3 Each candidate will be issued with an Examination Envelope. Upon completion of the exam the candidate will place all exam materials (question paper, answer books, graph paper etc) in the issued envelope which will be collected in.
- 6.1.4 Where it is necessary for individual or small groups of students to take examinations in their parent or teaching department rather than central accommodation (e.g. due to special assessment arrangements or management of a candidate with an examination clash), answer books should be kept securely locked away or be under surveillance at all times and **any unused stationery should be returned to the Examinations Office at the end of the examination period**. This is important as it ensures the security of the examination stationery.

6.2 Source materials

- 6.2.1 Boards of Examiners are authorised to determine precisely what source materials candidates shall be permitted to introduce or which shall be provided for candidates in the examination room, subject to the provisions of the General Regulations of UCL and the Regulations for the relevant degree. Financial approval must be obtained **before** suggesting to candidates that any materials may be provided for them.
- 6.2.2 Boards of Examiners shall not commit UCL to any financial expenditure. Any proposals having financial implications must be submitted to the Director of Academic Services for approval by the relevant UCL Committee before it is suggested to candidates that any particular materials may be provided.
- 6.2.3 Boards of Examiners shall only permit the introduction of materials by candidates if it can reasonably be expected that students will have or will be able to purchase such materials.

6.3 Source materials provided by The Examinations Office on request

- 6.3.1 The Examinations Office can provide the following source materials if these are requested on the examination requirement spreadsheet, failure to notify the examinations team at this point will mean that they will **not** be available in the examination hall:
- (i) Chaucer and Shakespeare Texts
 - (ii) Chemistry Data Books
 - (iii) New Cambridge Statistical Tables
 - (iv) SI Units
 - (v) 1mm Graph Paper
 - (vi) MCQ Cards (Type A or B)
- 6.3.2 Any other materials should be provided by the Examiners themselves and sufficient copies **must** be available. Copies should also be supplied to the Examinations Office for distribution to candidates sitting in the exam adjustment rooms. These must be submitted at the same time as the examination paper is submitted with a clear cover sheet stating the module code date/time of the examination. (You may use the examination paper cover sheet and annotate this to state "Handout")

6.4 Unauthorised materials

- 6.4.1 Materials other than those specifically authorised **may not** be introduced into an examination room.

6.4.2 The following items are permitted in examinations:

- ✓ ID card or other approved means of identification
- ✓ Candidate number card
- ✓ Question papers and examination stationery
- ✓ Materials approved by the examiner
- ✓ Calculators (approved models only)¹
- ✓ Mathematical instruments
- ✓ Clear pencil cases containing pens, pencils², highlighter pens, correction fluid/tape, erasers, sharpeners and small bottles of ink
- ✓ Bottles of still (non-carbonated) drinks only, hot drinks are not allowed

6.4.3 The following items are not permitted in examinations:

- ✗ Revision or course notes
- ✗ Books, statutes or dictionaries³
- ✗ Paper for rough work
- ✗ Laptops, audio players or devices with internet or storage capabilities
- ✗ Opaque pencil cases or staplers
- ✗ Food⁴
- ✗ E-cigarettes
- ✗ Ear plugs⁵
- ✗ Wearing of headgear⁵

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- 1 Course organisers must inform all candidates, in advance of an examination, if (i) calculators will not be permitted or (ii) non-standard calculators will be permitted.
 - 2 For MCQ examinations and diagrams only.
 - 3 Except where approved by the examiner.
 - 4 Except on medical grounds (prior approval required).
 - 5 Except on religious or medical grounds (prior approval required for the latter) or issued in the exam room.

6.4.4 Announcements before the start of the examination will include a warning to candidates that any unauthorised materials should be handed in immediately. Candidates will also be instructed to place their timetable and valuables, including wallets, mobile phones and travel cards, under their desk in the plastic wallets provided. All communication devices must be switched off before candidates enter the examination hall. It is an examination offence to send or receive calls or messages, or allow ring tones or pre-set alarms to cause a disturbance.

6.4.5 Any unauthorised materials found after the announcement and once the examination has started will constitute an examination offence and the UCL authorities will be informed. **Candidates are warned that they should not have unauthorised materials on or under their desk or about their person and if they are found in possession of such materials at this point, they will be deemed to have used them** (see also Section 11 for further information about examination irregularities).

6.5 Regulations governing the use of dictionaries

- 6.5.1 Source materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English Language. If any candidate is discovered to be using a dictionary for this purpose he/she will be asked to deposit it with the hall supervisor until the end of the examination and the matter will be treated as an examination irregularity. If you wish to allow candidates the use of dictionaries for any other purpose, this must be notified to the Examinations Section in writing in advance of the examination date (candidates must not turn up to the examination hall bearing individual notes as this causes confusion for hall supervisors).

6.6 Regulations governing the use of electronic calculators

- 6.6.1 Boards of Examiners are authorised to determine at which examinations candidates shall be permitted to take in and use their own electronic calculators. However, UCL has approved a standard calculator for use in examinations. The current models of UCL-approved calculator are:

Casio FX-85GT X

If candidates already own one of the following older, discontinued models of the same calculator, they are still permitted to use it:

Casio FX83GT+		
Casio FX83MS	}	
Casio FX83ES	}	battery operated
Casio FX83WA	}	

Casio FX85GT+		
Casio FX85MS	}	
Casio FX85ES	}	solar powered
Casio FX85WA	}	

- 6.6.2 **It is an examination irregularity to take any other model of calculator into an examination hall . At the start of any examination, invigilators will check calculators to ensure that the regulation is being complied with.**
- 6.6.3 Exceptionally, a department may approve the use of non-standard calculators for one or more of its examinations. In this instance, the department must advise **all** students taking each course, exactly what type of calculator will be permitted in the examination hall and must warn them that they may still need the UCL-approved model if they are taking examinations outside that department. The Examinations Office must be informed of any such instances (see also Section 6.3.1(vi) above).
- 6.6.4 Every candidate is required to state clearly on his/her script the make and model of calculator used.
- 6.6.5 Candidates are advised that they must accept full responsibility for ensuring that their calculators are in working order for their examination and for providing in advance an alternative means of calculating in the event of the calculator failing during the examination. **Spare calculators will not be available at the hall on the day.**
- 6.6.6 Candidates are also advised of the following:

- (i) The unspecified use of electronic calculators is banned and will be treated as an examination offence.
- (ii) Where credit will be given for using the correct method when a final answer is wrong, it is essential that the examiner has sufficient information about the process of derivation. Numerical values should be included at interim steps in the written answer, even when the calculator has sufficient memory to make the recording of interim values strictly unnecessary.
- (iii) The use of material stored in the pre-programmable memory of a calculator would normally constitute an examination offence.
- (iv) Random checks will be made during examinations to ensure that these regulations are being complied with.

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 is correct before being sent to print for reproduction. This includes checking the questions are workable.
- 7.1.2 There is no requirement for the examiner to be present at the examination venue but are welcome to attend if they so wish. If a student's queries an examination paper there will be no announcements that will be made correcting the examination paper on the day of the exam. Students will be advised to make assumptions and note any assumptions that have been made to then enable them to answer the question/s
- 7.1.3 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.
- 7.1.4 Where it becomes apparent that the examination paper affects the whole cohort, a form will be completed on behalf of all students and report written to the department which can be presented to the examination board.
- 7.1.5 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.
- 7.1.6 Examiners are permitted to remain in the halls for the duration of their examination if they wish. Examiners are not permitted to use mobile phones, laptops or other electronic devices in the examination hall.

7.2 Instructions given to candidates

- 7.2.1 A written sheet of instructions will be issued to candidates at the beginning of each examination. These instructions appear in the online Examination Guide for Candidates.
- 7.2.2 UCL morning and afternoon examinations start at 10am and 2.30pm respectively.

Candidates will be instructed to be in their seats by 9.50 am or 2.20pm in order to hear the examination announcements.

- 7.2.3 Examination question papers will be placed face up on the desk with the examination envelope and answer booklet. Candidates will be advised that they must **not** read the examination paper until instructed to do so. They may, however, fill in the front of the examination envelope.
- 7.2.4 Candidates will not be allowed to talk once they have entered the examination hall except to query something with the invigilating staff.
- 7.2.5 **Candidates will be advised that if they wish to leave the hall permanently after the first 45 minutes but before the last fifteen minutes of their examination, they must remain in their seat, raise their hand and wait for their examination envelope script to be collected by a member of invigilating staff. They must not leave the examination hall until their examination envelope and all examination materials have been collected.**
- 7.2.6 **Once the final fifteen minutes have been announced, candidates must remain seated until all examination envelopes have been collected by the invigilating staff and they are told they may leave.**
- 7.2.7 Announcements are made at fifteen and five minutes before the end of the examination. Candidates will be given one additional minute at the end of the examination to prepare their examination envelope for collection.
- 7.2.8 In the event of fire or any other emergency which necessitates the evacuation of an examination hall, candidates will be instructed to leave all materials on their desks and to leave as quickly as possible in an orderly manner. In addition, it will be emphasised that examination conditions still prevail and that they should remain silent throughout.

7.3 Anonymity

- 7.3.1 Anonymous marking will continue to apply to all written 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. This is to be printed out and brought into the examination venue, students must not annotate this in any way as this will be an examination irregularity. 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.
- 7.3.5 Candidates must ensure that candidate numbers are printed on plain paper and that they remain unmarked for the duration of the examination period.

- 7.3.6 Candidates must place their candidate number on their desk, the candidate card must not be annotated in any way.

7.4 Identification of candidates

- 7.4.1 Candidates are required to display their UCL ID card and printed candidate number card on their desk during the examination.

- 7.4.2 The only acceptable forms of ID for examinations will be a UCL ID card (or intercollegiate card), a passport or a driving licence bearing a photograph. Candidates who are unable to produce one of these forms of ID must complete a declaration form, which will be returned to the Examinations Office for retention. In addition, a label with the following wording will be affixed to the script:

“The candidate writing this script was unable to provide acceptable proof of identity. The examiners may wish to satisfy themselves that the handwriting compares with that of other work submitted by the candidate.”

- 7.4.3 Candidates will be informed of these requirements in the online Examination Guide.

- 7.4.4 Departmental Tutors are requested to alert UCL Examinations Office if they receive any information about possible impersonation of candidates or any other methods of cheating so that arrangements may be made for such candidates to be scrutinised more rigorously.

7.5 Absentees

- 7.5.1 Display lists, showing name and desk number only, will be left up for one hour from the start of the examination. This is to allow tutors/examiners time to note the empty desks in the hall and then obtain the names of absentees from the display copy of the attendance sheet should they wish to attempt to contact those students not present. Invigilation staff must not be asked to prepare lists of absentees for you.

7.6 Late arrivals

- 7.6.1 Candidates who arrive after the examination has started but within the first 45 minutes (when no other candidate will have been allowed to leave), will be allowed to sit the examination in the hall but will not be permitted any additional time and will, therefore, finish at the same time as the other candidates. Their late attendance will be noted on the supervisor's report form. Students will not be allowed to take examinations in their departments if they are late.

7.7 Candidates taken ill during an examination

7.7.1 Main Hall

If candidates are unwell during an examination they may be escorted by an invigilator to outside the exam hall if required. If they are too unwell to continue the exam then the candidate should be allowed to go home and be permitted to call a third party to come and collect them if they so wish. Candidates should be advised to complete an extenuating circumstances form to ensure that the occurrence is documented. Candidates will not be permitted any additional time if they decide to continue with the exam but will be able to submit an Extenuating Circumstances form.

7.7.2 Examination Adjustment Venues

If candidates are unwell during an examination they may be escorted by an invigilator to outside the exam hall if or the Ridgemount practice for medical assistance. If they are too

unwell to continue the exam the candidate should be allowed to go home and be permitted to call a third party to come and collect them if they so wish. Candidates should be advised to complete an extenuating circumstances form to ensure that the occurrence is documented. If candidates are entitled to additional time and rest breaks as part of their provisions they will NOT be permitted any further additional time other than the additional time that they have been given as an examination adjustment.

- 7.7.3 If the severity of a candidate's illness necessitates hospital treatment, an ambulance will be called and an invigilator will accompany the candidate if there are sufficient staff available at the hall. The ELO from the candidate's parent department will be informed as soon as possible so that they can initiate their own procedures for managing such incidents.

7.8 Collection of scripts from main hall

- 7.8.1 All candidates will be issued with an examination envelope. The front cover of the envelope will be completed by candidates. At the end of the examination candidates will place all examination materials (except issued books) into the envelope ready for collection by an invigilator.
- 7.8.2 Examiners or their appointed representative may collect the examination envelopes at the end of each examination for which they are responsible and should advise the Departmental Tutor **immediately** of any absentees. The examiner or his/her appointed representative will be asked to produce a **means of identification** when collecting. Supervisors have the right to refuse to hand over scripts if identification is not provided. **Please bring appropriate bags or boxes in which to carry the envelopes as these cannot be provided.**
- 7.8.3 If an examiner, or his/her specified deputy, is unable to collect scripts, and they are returned to the Examinations Office, the examiner must ensure that he/she collects the scripts the next day. **Identification must be provided.**
- 7.8.4 The scripts from morning and afternoon examinations held in external locations will be served by a van and will be returned to The Examinations Office each evening. Examiners should arrange for these scripts to be collected the following day.
- 7.8.5 Due to limited office space and reduced staff resource outside normal working hours, scripts should not be collected from The Examinations Office before 10am or after 5pm as this is disruptive to the examination preparatory activities which need to take place at these times.
- 7.8.6 **Collection of scripts for candidates sitting in the examination adjustment venues**
- Scripts for candidates sitting their examinations in one of the examination adjustment venues will be returned to The Examinations Office at the end of each day for safe-keeping. Examiners should arrange for these scripts to be collected from The Examinations Office the following day.
- 7.8.7 Please note that it is not possible for The Examinations Office to contact individual examiners about their candidates sitting in separate locations.

8 Examination irregularities

8.1 Examination offences

8.2 Matters of examination misconduct are taken very seriously. The following are examples of actions that constitute examination offences:

- 8.2.1 Cheating, attempting to cheat or assisting someone else to cheat
- 8.2.2 Having unauthorised items on or under the desk or about one's person
- 8.2.3 Writing before the start of the examination or after the one minute allowance has passed
- 8.2.4 Writing notes on hands, arms or other parts of the body
- 8.2.5 Leaving the hall unaccompanied or without permission
- 8.2.6 Tampering with answer books, question papers or other examination stationery
- 8.2.7 Committing plagiarism or self-plagiarism
- 8.2.8 Possession of a mobile phone and/or Smart watch – these devices must be placed under the candidate's desk
- 8.2.9 Causing a disturbance or disrupting the examination process
- 8.2.10 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, disqualification from one or all examinations for the session, and exclusion from UCL on a temporary or permanent basis.

8.3 Use of unauthorised materials

8.3.1 UCL has resolved that any candidate found to be in possession of unauthorised material will be deemed to have used it. In other words, it will not be a defence to say it was not used.

- 8.3.2 Examination offences have been classified into two categories:
- 8.3.3 Irregularities that can be dealt with via an informal warning issued by the hall supervisor
- 8.3.4 Irregularities that must be referred to the Panel for consideration
- 8.3.5 To enable breaches of the examination regulations which will not give an advantage to the candidate to be dealt with on the day, the UCL Examination Irregularities Panel has delegated authority to supervisors to issue an informal warning notification for a specific set of offences. The table below details the circumstances under which an examination offence can be dealt with via an informal warning notification and when the matter must be referred to the Panel:

Code	Informal warning Notification	Allegations for the Panel to consider
A	Writing on the question paper or typing prior to the start of the examination	Reading the question paper before the start of the examination
B	Causing a disturbance with a ring tone or alarm from a mobile phone stored under his/her desk or in his/her bag	Having a mobile phone about his/her person, whether or not it causes a disturbance, or using a mobile phone in the hall
C	Using a non-standard calculator when only standard models are permitted ⁶	Using a calculator when not permitted ⁷
D	Having on his/her desk, but not having used, the following unauthorised item(s): 1 Paper for rough work 2 Laptop, audio player or device with internet or storage capabilities 3 Opaque pencil case or stapler	Using any of the items listed

6 The calculator will not be removed from the candidate but the make and model of calculator being used will be indicated on the front cover of the answer book.

7 The calculator will be removed from the candidate, the make and model will be noted on the supervisor's statement, and the calculator returned to the candidate at the end of the examination.

Code	Informal warning Notification	Allegations for the Panel to consider
E	Having under his/her desk, but not having used, notes, books, statutes or dictionaries in a closed book examination	Using the items or having them on his/her desk or about his/her person
F	Having beside his/her desk, but not having used, a bag or folder containing unauthorised items	Using the items or having them on his/her desk or about his/her person
G	Not having his/her script ready for collection at the end of the one minute allowance	Continuing to write/type after the end of the one minute allowance
H	Consuming food or drinks other than still water without prior approval	<i>Not applicable</i>
I	Using an e-cigarette	<i>Not applicable</i>
J	Using ear plugs without prior approval	<i>Not applicable</i>
K	Wearing of headgear without prior approval and not on religious grounds	<i>Not applicable</i>

8.4 The procedure for issuing an informal warning notification is as follows:

- 8.4.1 The supervisor will explain very briefly which regulation has been broken, remove any unauthorised items, and then allow the candidate to continue with the examination undisturbed with the same answer book.
- 8.4.2 The details, including the contravention code, will be recorded in the appropriate section of the supervisor's report form.
- 8.4.3 The supervisor will complete and sign an informal warning notification form and hand this to the candidate at the end of the examination along with any confiscated items.
- 8.4.4 The candidate can submit a statement of appeal to the secretary of the UCL Examination Irregularities Panel if they feel they have been issued with the informal warning unfairly.
- 8.4.5 All other examination irregularities not covered on the table above will be treated as allegations for the Panel to consider and will be dealt with in the following way:
 - 8.4.5.1 The supervisor will explain very briefly which regulation has been broken, remove any unauthorised items, draw a line on the script at the appropriate point, initial it, record the time, and then allow the candidate to continue with the examination undisturbed .
 - 8.4.5.2 The incident will be reported to UCL Examinations Office as soon as possible and the details will be recorded in the appropriate section of the supervisor's report form.
 - 8.4.5.3 All invigilation staff involved with the incident will provide a report about the suspected irregularity on the day.
 - 8.4.5.4 Before the candidate leaves the hall, he/she will be asked to make and sign a statement and will be advised that the UCL authorities will decide what action will be taken. If the candidate should choose not to make a statement, this will be noted on his/her form.
 - 8.4.5.5 Any confiscated items of value will be returned to the candidate except for items which will need to be reviewed by the Panel, such as notes or text books.
 - 8.4.5.6 The candidate's script and all statements about the suspected irregularity will be returned to UCL Examinations and an empty exam envelope will be inserted in place of the script.

8.6 Mobile phones and other communication devices

All communication devices must be switched off before candidates enter the examination hall and placed under his/her desk in the plastic wallet provided. Communication devices found on candidates' desks or about his/her person will be treated as unauthorised materials and will be dealt with accordingly; this also applies to Smart Watches.

It is also an examination offence to send or receive calls or messages, or allow ring tones or preset alarms to cause a disturbance.

8.7 Plagiarism

- 8.7.1 Students are informed of the following regulations on plagiarism in the online Examination Guide for Candidates:
- 8.7.2 Plagiarism is defined as the presentation of another person's thoughts, words, artefacts or software as though they were your own.
- 8.7.3 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.
- 8.7.4 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.
- 8.7.5 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.
- 8.7.6 Use of unacknowledged information downloaded from the internet also constitutes plagiarism.
- 8.7.7 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.
- 8.7.8 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.
- 8.7.9 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.
- 8.7.10 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/current-students/guidelines/plagiarism 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:

9.2.1.1 refusal to mark the script

9.2.1.2 asking the student to dictate the answer

9.2.1.3 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 (see Section 15 below for further information about document retention periods).

9.4 Student viewing of Scripts

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

Examinations & Student Records

Who should you Contact?

Following a re-structure of Student and Registry Services, Examinations and Student Records are now two new sections within Academic Services. To enable us to respond to general staff and student enquiries more effectively, emails should now be directed as follows: - please see below for a full breakdown of key activities

EMAIL	Key Area
<i>studentrecords@ucl.ac.uk</i>	for undergraduate and postgraduate taught student record and assessment related matters including mark entry and module registration
<i>researchdegrees@ucl.ac.uk</i>	for research student record and examination entry matters
<i>transcripts@ucl.ac.uk</i>	for transcript and HEAR enquiries
<i>examinations@ucl.ac.uk</i>	For all queries relating to centrally managed examinations

Tel: 020 7679 4126 (internal: 34126) -you can contact all Student Records and Examinations staff via our general telephone number.

Student Website: <https://www.ucl.ac.uk/students/exams-and-assessments>

Staff Website: <https://www.ucl.ac.uk/srs/exams-and-student-assessment> - UCL Key Dates and Deadlines are available here

Student Records

This section is responsible for the co-ordination of UCL's central student record keeping function, from enrolment through to award, and consists of three teams; Undergraduate, Postgraduate Taught, and Postgraduate Research.

The Student Records section is responsible for the following activities:

- In-person enrolment for new students
- On-line (pre-/re-)enrolment for new, continuing and distance learning student
- Student module selection
- Module approval and amendment by teaching/parent departments
- Interruptions, withdrawals, deferred assessments, programme transfers, and other related tasks
- Co-ordination of module result entry, student progression, and creation of awards on Portico
- Research degree examination entries, thesis submission and dispatch
- Publication of official results and awards to students
- Degree certificates and academic transcripts (for current and former students)
- The Higher Education Achievement Report [HEAR]
- Co-ordination of affiliate and intercollegiate student matters
- Nomination, appointment and payment of Examiners for research degrees and specialist doctorate programmes
- Verification of 18+ Transport for London oyster card applications

Examinations

This is responsible for the organisation and delivery of UCL's centrally managed examinations which includes the following activities:

- Examination timetable production
- Examination Timetable Data Exercise
- Examination paper production
- Examination venue bookings and operation
- Engagement and training of invigilation staff
- Overseas examination matters
- Special examination arrangements

Appendix B Exam Front Cover Sheet

UNIVERSITY COLLEGE LONDON

EXAMINATION FOR INTERNAL STUDENTS

MODULE CODE : XXXXXXXXX

ASSESSMENT : XXXXXXXXX
PATTERN

MODULE NAME : XXXXXXXXX

DATE : DD MMMM YYYY

TIME : HH:MM

TIME ALLOWED : X hrs XX mins

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

Year

Edit as appropriate

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

2017/18-Physics and Astronomy-Physics and Astronomy-EXAM-Physics and Astronomy 8
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Stationary Required	Amount
Calculators Allowed	

TURN OVER